



Council Chairperson Manual

English

Lions Clubs International Purposes

TO ORGANIZE, charter and supervise service clubs to be known as Lions clubs.

TO COORDINATE the activities and standardize the administration of Lions clubs.

TO CREATE and foster a spirit of understanding among the peoples of the world.

TO PROMOTE the principles of good government and good citizenship.

TO TAKE an active interest in the civic, cultural, social and moral welfare of the community.

TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.

TO PROVIDE a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

TO ENCOURAGE service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

Lions Clubs International Vision Statement

TO BE THE GLOBAL LEADER in community and humanitarian service.

Lions Clubs International Code of Ethics

TO SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

TO SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.

TO REMEMBER that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

TO HOLD friendship as an end not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.

TO AID others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

TO BE CAREFUL with my criticism and liberal with my praise; to build up and not to destroy.

Lions Clubs International Mission Statement

TO EMPOWER VOLUNTEERS to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.



COUNCIL CHAIRPERSON MANUAL

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INTRODUCTION

This manual contains helpful information to guide you through your year as a multiple district council chairperson. As council chairperson, you have the important and rewarding task of coordinating the multiple district in its quest to advance the purposes of Lions Clubs International. Because each multiple district is different, and each council chairperson has different styles of coordination, this manual's intention is to offer suggestions and information that should be adjusted to suit your local conditions and needs. However, it must be emphasized that the multiple district council chairperson is expected to be a coordinator and a facilitator of the council of the district governors. You are the link among the district governors who are individually responsible to their own districts.

MULTIPLE DISTRICT COUNCIL OF GOVERNORS

Members

The multiple district council of governors provides an administrative structure to further the purposes of Lions Clubs International in the multiple district. The council is composed of:

- All current district governors in the multiple district
- One past district governor or current district governor who serves as council chairperson

The council may include one or more immediate past district governors; however, the total number of immediate past district governors should not exceed one-half (1/2) the number of district governors. Each member, including the council chairperson, has one vote on each question that requires action of the council of governors.

A multiple district council may also include past and present international presidents, international vice presidents, and past and present international directors of the association as advisory, but non-voting, members.

Duties

According to the *Standard Form Multiple District Constitution and By-Laws*, duties of the multiple district council are to:

- Make all contracts and approve all bills relating to multiple district convention administrative expenses.
- Designate a depository for multiple district funds.
- Determine the amount of surety bond for the council secretary-treasurer, and approve the surety company issuing said bond.
- Receive financial reports, semi-annually or more frequently, from the council secretary-treasurer, and provide for a review or audit at the end of the fiscal year of the books and accounts of the council secretary- treasurer.

The council of governors may have additional duties that pertain to the multiple district which are included in their respective multiple district constitutions.

Officers of the multiple district

The officers of the council of governors include:

- Council chairperson (see pages 3-8 of this manual for an explanation of the duties and responsibilities of this position)
- Vice-chairperson (see page 9 for an explanation of this position)
- Secretary and treasurer, or secretary-treasurer (see page 9 of this manual for an explanation of the duties and responsibilities of this position)
- Other officers as the council of governors deems necessary

Meetings of the council of governors

The council should hold its first regular meeting within 60 days after the district governors officially take office. The council chairperson, or the secretary at the chairperson's direction, should issue a written call for each council meeting, specifying the time and place. The council chairperson decides the time and place of the first meeting, and the dates of the following meetings are determined by the council. Regular and/or special meetings of this council may be held through the use of alternative formats such as teleconference and/or web conference.

The presence of a majority of the council constitutes a quorum at any council meeting.

All questions of order and procedure are determined by *Robert's Rules of Order, Newly Revised*; or similar standard meeting rules guide.

Removal of Council Chairperson

International Bylaws provides that at the request of the majority of the council of governors, a special meeting for the purpose of removal of the council chairperson may be called, and the council chairperson may be removed from the position by an affirmative vote of 2/3 of the entire number of the council of governors.

COUNCIL CHAIRPERSON

Duties

International By-Laws provide that the council of governors includes one current or past district governor who serves as council chairperson. Any current or past district governor may serve as the chairperson, but the current or past governor may only serve for a one-year term and cannot be the chairperson again.

According to the international by-laws and the by-laws of the Standard Form Multiple District Constitution and By-Laws, the multiple district council chairperson shall be the administrative facilitator of the multiple district. All actions are subject to the authority, direction and supervision of the multiple district council of governors.

In cooperation with the council of governors, the council chairperson shall:

- (a) Further the Purposes of this association;
- (b) Assist in communicating information regarding international and multiple district policies, programs and events;
- (c) Document and make available the goals and long range plans for the multiple district as established by the council of governors;
- (d) Convene meetings and facilitate discussion during council meetings;
- (e) Facilitate the operations of the multiple district convention;
- (f) Support efforts initiated by the International Board of Directors or the council of governors that are intended to create and foster harmony and unity among district governors;
- (g) Submit reports and perform such duties as may be required by the multiple district constitution and by-laws;
- (h) Perform such other administrative duties as may be assigned by the multiple district council of governors; and
- (i) Facilitate, at the close of his/her term of office, the timely presentation of all multiple district accounts, funds, and records to his/her successor in office.

Additional responsibilities

Multiple district training of district governors-elect

The council chairperson, as a member of the Global Leadership Team at the multiple district level, is responsible for actively supporting the local training of district governors-elect. The training is to be coordinated/conducted by the GLT multiple district coordinator. Multiple districts, either individually or jointly, should hold the training sessions annually.

Multiple district training sessions should be conducted as soon as possible after the selection of district governors-elect. The training should take place at a location chosen by the multiple district, using funds set aside in its own budget to be used for this purpose.

It is the multiple district's primary responsibility to teach and explain the contents of the District Governor Team Manual as well as additional district and multiple district matters. The Leadership Development Division provides each council chairperson and GLT multiple district coordinator with a detailed explanation of the district governors-elect training process including recommendations for multiple district training and an overview of topics to be covered in the GLT area-based training, the pre-seminar assignment, and the District Governors-Elect Seminar. Multiple districts may choose to include training in leadership skills that correspond to particular local needs, and should take care not to duplicate topics covered at the seminar.

Subjects to discuss in the District Governor Team Manual:

1. District Governor Team
2. International Headquarters
3. District Administration
4. District Committees
5. Club Operations
6. Club Supplies
7. Information Technology
8. International Convention
9. Finance
10. Leadership Development
11. Legal
12. LCIF
13. Extension and Membership
14. Public Relations
15. Service Activities
16. Awards
17. Succession Planning
18. Your Council of Governors
19. Applications & Report Forms

District and multiple district matters to be covered include:

1. Annual schedule of events
2. Budget, dues and fund-raising

3. Constitutions
4. Conventions
5. Council of governors
6. History of the districts and the multiple district
7. Record keeping
8. Special projects
9. Tax and insurance
10. Meeting/Club Visitation Report and Protocol
11. Other matters each multiple district finds necessary

If the following leadership topics are not addressed in the assignments, the GMT/GLT area-based training, or at the District Governors-Elect Seminar, they could be included in the multiple district training:

1. Image building
2. Motivation and commitment
3. Goal setting
4. Communication skills
5. LCI resources
6. Stress management
7. Time management

For further details on the multiple district training of governors-elect, please contact the Leadership Development Division at International Headquarters at (630) 571- 5466, ext: 6935, or at leadership@lionsclubs.org.

Annual multiple district convention

The council is responsible for organizing the order of business for the multiple district convention, which is held each year prior to the International Convention. The council chairperson chairs the multiple district convention. *The Standard Form Multiple District Constitution and By-Laws* deals specifically with the procedures of the multiple district convention and convention funds.

A special convention of the clubs of the multiple district may be called by a two-thirds vote of the council of governors. A special convention must conclude no less than fifteen days prior to the convening of the International Convention.

Selection of GMT/GLT Coordinators/Members

As a member of the Global Membership Team (GMT) and the Global Leadership Team (GLT), the council chairperson consults with the council of governors and the GMT and GLT area leaders to select a GMT multiple district coordinator, a GLT multiple district coordinator, and additional GMT-multiple district and GLT-multiple district members. These coordinators and additional members serve three-year terms subject to annual review

Ethical standards and conduct

Ours is an association of service, and the manner in which the service is rendered is fully as important as the service itself. Our members, your Council of Governors, the International Board of Directors,

the Executive Officers, the Administrative Officers, the International Office staff and our communities expect honest and ethical conduct from each of you every day.

No act or request on the part of Lions clubs and their members, officers, board of directors or staff within our association with whom, or the community for whom, we render services can justify the breach of this guideline. Honest and ethical conduct is defined by four core values that serve as the foundation for our Ethical Standards:

Integrity – Lions Clubs International insists on the highest standards of personal and professional integrity. We must all make every possible effort to safeguard the association’s assets. We must also comply with all association policies and applicable laws.

Accountability – Lions Clubs International expects all Council Chairpersons to honor commitments as authorized and made on behalf of the association and take individual responsibility for all actions and outcomes. It has no tolerance for ethical violations.

Teamwork – Lions Clubs International seeks to maintain a service environment that encourages innovation, creativity and positive results through teamwork. We must all practice leadership to train, inspire and promote full participation and individual development for all Lions. We encourage open and effective communication and interaction.

Excellence – Lions Clubs International is dedicated to fair treatment, mutual respect, diversity and trust. We must challenge each other to improve our services, our processes and ourselves. We must strive together to serve our membership and communities and help the association achieve its goals.

Forms and resources

Multiple District Officers Reporting Form

Each council chairperson receives the Multiple District Officers Reporting Form (DA-901) and is requested to submit the completed report form to the English Language Department immediately after the annual multiple district convention or meeting to appoint the council chairperson. Council chairpersons will use this form to provide contact information and biographical information for themselves and their companions as well as contact information for the council secretary and treasurer. A copy of Form DA-901 is included at the end of this manual.

Multiple District Chairperson Report Form

The council chairperson also reports the names and addresses of each multiple district committee chairperson through the password-protected membership site, My LCI, or by completing and submitting the Multiple District Chairperson Report Form (MC-10) to the English Language Department. The following multiple district chairpersons are officially approved and recommended and are to be submitted on the form:

- Convention
- Diabetes Awareness and Action
- Hearing Preservation, Awareness and Action

- Information Technology
- International Relations
- Lions ALERT
- Lions Services for Children
- Protocol
- Public Relations and Lions Information
- Sight Preservation, Awareness and Action
- Youth (Lions Opportunities for Youth)

Separate forms will be provided when appropriate for Leo Club (3 year), Lions Quest (3 year), Youth Camp and Exchange Chairpersons (3 year?), LCIF MD coordinators (3 year), Centennial MD coordinators (3 year), and for GMT and GLT coordinators (3 year).

Membership, Officer and Service Activity Reporting web site

Council chairpersons and other multiple district officers are encouraged to use the resources available via our membership, officer and service activity reporting web site, MyLCI.

Council chairpersons will find the website useful in reviewing and updating multiple district officers and chairpersons; reviewing and updating the multiple district convention date, location, etc.; viewing reports and downloading membership, chairperson, officer and service activity data at the multiple district level.

At the district level –

Council chairpersons may review district officers and chairpersons; review district convention dates, locations, etc.; view reports and download membership, officer, and chairperson information and service activity data.

At the club level –

Council chairpersons may review club officers, club membership information and club meeting information. Council chairpersons may also view reports and download membership and service activity data.

There are four basic features of MyLCI, one of which is the role based functionality, which allows users to access different menu options based on their assigned role in the association. Another feature is context sensitive help, which provides quick access to answers to questions relevant to the specific content page the user is on. MyLCI provides two search features, Quick Searches that are predefined searches pertaining to the current year, and Advanced Searches that can be used to view data from previous years. For district officers and the council chairperson MyLCI offers navigation features that provide the opportunity to view information at a high level and to also drill down to more detailed information.

To access, click on the “MyLCI” link at the top of the association’s main website. If you are a new officer, you will need to create your username and password by clicking the “*New User? Click here to register now*” link and following the screen prompts.

District Health Assessment

The District Health Assessment is a useful report sent to all council chairpersons each month. The report includes statistical information for each sub-district in the multiple including:

- Clubs: total, new, cancelled, net gain
- Members: total, add, drop, net growth
- Average members per club
- Percentage of clubs submitting reports
- Percentage of clubs with balance due over 90 days
- Number of status quo clubs
- Cancellation data

In addition to the District Health Assessment, council chairpersons are copied on the monthly club health assessments for each district which provides similar information by club.

Council chairpersons are encouraged to review the information in each report as they support the districts throughout the year.

Continuing your participation as a Lions leader

When your term as council chairperson ends, there is still much you can do to benefit your multiple district and the association. Your home club, district, or multiple district may ask you to serve in a capacity most fitting to your knowledge and expertise. Your time, effort and enthusiasm will always be needed to help further the cause of the association.

ADDITIONAL INFORMATION

Vice-council chairperson

Election/selection of the vice-council chairperson is at the discretion of the multiple district council of governors, unless otherwise indicated in the multiple district by-laws. Since the vice council chairperson is optional, it is not an official LCI position.

When the position is implemented, the vice-council chairperson assists the council chairperson in fulfilling his/her duties as well as representing the council chairperson in his/her absence.

Council secretary-treasurer

According to the Standard Form Multiple District By-Laws, the council secretary-treasurer is under the supervision and direction of the council and shall:

- (a) Keep an accurate record of the proceedings of all meetings of the council, and within ten (10) days after each meeting forward copies thereof to all members of the council and the office of Lions Clubs International
- (b) Assist the council in conducting the business of the multiple district and perform such other duties as are specified or implied in the constitution and by-laws, or as may be assigned to him/her from time to time by the council
- (c) Receive and give proper receipts for all member dues required to be paid to the council secretary-treasurer by the sub-district cabinet secretary-treasurers, deposit the same in a bank or banks designated by the council, and disburse the same under the supervision and control of the council by checks drawn against said deposits signed by himself/herself and counter-signed by the council chairperson or other duly authorized council member
- (d) Keep accurate books and records of account and minutes of all council and multiple district meetings, and permit inspection of the same by any member of the council or any club in the multiple district (or any duly authorized agent of either) at any reasonable time for any proper purpose
- (e) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the council
- (f) Deliver the general and/or financial accounts, funds, and records to his/her successor at the conclusion of his/her term of office

Global Membership Team and Global Leadership Team

Overview

The Global Membership Team (GMT) provides a global structure for membership development which is continuous, focused, and integrated.

The Global Leadership Team (GLT) provides for an enhanced focus on leadership development, which is critical to the future vitality of our association. The GLT directs its efforts toward identifying and cultivating effective leaders through active training and leadership development initiatives, while providing necessary information, guidance and motivation.

Members of the GMT and GLT work together to identify, develop and encourage opportunities for present and future Lions leaders, and to develop membership through service and engagement.

Structure

The two structures are connected and coordinated at the international level by an executive council. The GMT/GLT Executive Council is led by the LCI international president, with the international first and second vice presidents overseeing and providing guidance to the GMT and GLT respectively.

Both the GMT and GLT are further supported by an international coordinator and a joint operations committee comprised of the chairpersons of the Membership Development Committee, the Leadership Committee and the District and Club Service Committee of the International Board of Directors, and the respective constitutional area leaders.

Both teams consist of Lions leaders designated to serve specific constitutional or regional areas. Team members are appointed for a three year term to allow for adequate analysis of area needs and development and implementation of appropriate programs. All members are subject to annual review and confirmation of appointment or removal based on performance.

- **Constitutional Area Leaders:** Up to 11 constitutional area leaders for each team, including one for the continent of Africa, up to two for the USA, and up to three for OSEAL given the large size and unique needs of these areas. GLT and GMT have the same number of leaders with the same assigned territories, allowing for coordination and collaboration for maximum impact. In specific areas, one qualified Lion may serve as both the GLT and GMT representative. Constitutional area leaders are appointed by the international president, in consultation with the first and second vice presidents and area leadership.
- **Area Leaders:** Approximately 36 area leaders worldwide for each team, with both GMT and GLT having the same number of area leaders assigned to the same territory structure as their counterpart. In specific areas, one qualified Lion may serve as both the GLT and GMT representative. Special area advisors may be added to support leadership efforts in remote or unique geographic regions. The area leaders representing both the GLT and GMT interact continuously to effectively address area needs. Area leaders are appointed by the international president, in consultation with the first and second vice presidents and constitutional area leaders.

- **Multiple District:** Each multiple district has both a GMT and a GLT, each comprised of a multiple district coordinator, the council chairperson, and additional membership and leadership development-minded Lions (3 maximum for each team). GMT and GLT multiple district coordinators and other team members are appointed by council of governors, in consultation with the GMT and GLT area leaders and the council chairperson. Multiple districts assigned to a GMT/GLT area or special area comprised of less than 2 multiple districts do not have a multiple district GLT coordinator. In this case, the respective GLT area leader or special area advisor will fulfill related responsibilities at the multiple district level.
- **District:** Each district has both a GMT and a GLT. GMT-D is led by a district coordinator and the district governor team and includes two focused action teams: the Membership and Club Growth Team and the Club Success Team. The GLT-D is comprised of a district coordinator and the district governor team, with the second vice district governor serving as liaison to the DG Team. Other qualified Lions may be added as necessary. GMT and GLT district coordinators and other team members are appointed by the district governor, in consultation with area leaders, multiple district coordinators (where applicable) and first and second vice district governors.

Detailed information on both teams can be accessed on the Lions Clubs International Web site, www.lionsclubs.org.

Organization of International Headquarters

International Headquarters is arranged into several groups that support similar goals and have a natural collaborative working relationship. The following description of each division within International Headquarters can also enable clubs and members to contact the correct division. The general phone number for International Headquarters is +1 (630) 571- 5466.

ADMINISTRATIVE OFFICERS AT INTERNATIONAL HEADQUARTERS

Executive Administrator

The executive administrator of Lions Clubs International oversees the administration and operation of International Headquarters. The executive administrator's primary responsibility is to implement policies and procedures through the association staff that sustain the vision and purposes of the association and foundation.

The executive administrator:

- Manages the activities of the International Headquarters groups and staff
- Works closely with the International President, the Executive Committee, and the International Board of Directors to assure that the worldwide activities and expansion of Lionism are in keeping with the philosophy and policies of the association

Secretary

The secretary implements and manages the corporate governance programs for the association and prepares and distributes the official minutes of the International Board of Directors Meetings and Executive Committee.

Treasurer

The protection, management and investment of the association's funds and other resources in accordance with the approved policies of the International Board of Directors, are the main responsibilities of the treasurer. The treasurer is also responsible for budget preparation, as well as international officer and director expense claim audits.

LCIF Executive Administrator

The executive administrator of Lions Clubs International Foundation is responsible for the administration of the foundation, which is a separate legal entity with charitable, tax-exempt status. The LCIF executive administrator works with LCIF Chairperson and LCIF Board of Trustees to implement the foundation's mission of supporting the efforts of Lions clubs around the world in serving their local communities and the world community as they carry out essential humanitarian service projects.

INTERNATIONAL HEADQUARTERS GROUPS

DISTRICT & CLUB SERVICE AND LEADERSHIP DEVELOPMENT GROUP

District and Club Administration

Email: districtadministration@lionsclubs.org

Assists the administration of districts and clubs worldwide. Provides language services in the association's official languages. Issues District Governor Team and Club Excellence Awards and supports club development by providing clubs with the Guiding Lions program and Club Rebuilding Awards. The English Language Department serves as an important communication resource for district governors.

Leadership Development

Email: leadership@lionsclubs.org

Designs, develops, implements and evaluates leadership development programs, seminars, and conferences at the international, multiple district, district and club levels. Provides online learning opportunities (Leadership Resource Center: <http://www.lionsclubs.org/EN/member-center/leadership-development/index.php>) and curriculum tools and resources for local use. Supports and collaborates with the Global Leadership Team (GLT) to identify and satisfy Lions' training and development needs around the world.

GLOBAL DEVELOPMENT GROUP

Email: globaldevelopment@lionsclubs.org

Service Activities

Email: programs@lionsclubs.org

Supports Lions and Leos in implementing meaningful service projects and activities through the provision of project planning resources. Current service categories include children, youth, health, environment, and international relations, as well as special initiatives such as the Centennial Service Challenge and the Reading Action Program. The division also collects data on Lions and Leo activities through the Service Activities Report. This data helps the association demonstrate how Lions and Leo local acts are making a positive contribution to global development priorities. The Service Activities Division is comprised of the Programs & Service Initiatives Department and the Leo Club Program Department.

Marketing and Membership

Membership

Email: membershipdev@lionsclubs.org

Directs and initiates efforts by members and member committees in establishing standards for membership and programs for bringing new members into the association. Oversees the GMT and Operations functions.

Public Affairs

Email: pr@lionsclubs.org

Directs all public affairs activities including managing public relations and media relations. Manages all audio/video productions and events including providing leadership and creative input on high profile events and programs such as Centennial, LDUN, etc.

Marketing

Email: marketing@lionsclubs.org

Directs, develops and implements marketing strategies to support key programs of the association including new club and membership initiatives, service initiatives, along with the marketing of all recognition programs and other key programs of Lions. Oversees the graphics function.

Communications

Email: communications@lionsclubs.org

Directs all internal and external communications, advertising, brand management and corporate messaging. This includes all online communications and The Lion magazine.

TREASURY, FINANCIAL & BUSINESS OPERATIONS GROUP

Finance

Email: finance@lionsclubs.org

Manages the association's resources, both people and money. Directs the implementation of the association's financial policy, including banking, transfer of funds, general accounting functions, cost accounting and investments. Provides various financial services to members.

Information Technology

Email: informationtechnology@lionsclubs.org

Provides technology services that include technology infrastructure, membership and financial systems, a business intelligence system for reporting, member services websites including MyLCI, communication systems, document management system, club, officer and member data administration, district and international convention support and technical support for staff and members (website: www.lionsclubs.org).

Club Supplies and Distribution

Email: clubsupplies@lionsclubs.org

Responsible for inventory, marketing and distribution of club supplies worldwide. Manages worldwide licensing programs. Coordinates assistance to other departments that procure, inventory, promote, ship and bill Lions club materials throughout the world.

OTHER HEADQUARTERS GROUPS

Convention

Email: convention@lionsclubs.org

Develops, manages and coordinates all logistics and major activities relating to the international convention, DGE Seminar, and International Board of Directors meetings.

Legal

Email: legal@lionsclubs.org

Responsible for maintaining the association's worldwide trademark registrations, global insurance program and risk management and litigation. Provides guidance and advice to Lions on the association's constitution and by-laws and board policy, including district elections, international director endorsement inquiries, dispute resolutions and constitutional complaints

LIONS CLUBS INTERNATIONAL FOUNDATION

Website: www.lcif.org Email: lcif@lionsclubs.org

Responsible for administration of the foundation, including promotion, fundraising, investment management, execution of grants and liaising with trustees and board of directors. Manages emergency grants, the SightFirst program, the Lions Quest program and other humanitarian grant programs, in addition to processing donations and providing recognition.



MULTIPLE DISTRICT CHAIRPERSON REPORT FORM

Fiscal Year _____ Multiple District _____

The multiple district chairpersons shown are designated by the International Board of Directors. Please do not change the titles. This form may be completed and submitted: 1) by mail or fax at 630-706-9273; 2) electronically through MyLCI on the association’s website; 3) by e-mail to: englishlanguage@lionsclubs.org.
To fill in this form as a PDF [click here](#).

If chairperson prefers information to be sent to an address other than his/her home address, please provide address on billing address line. Submit completed information by July 31st.

The multiple district chairpersons below serve for one year, although re-appointment is permissible. There are some chairpersons that are appointed for three years. Separate forms will be provided when appropriate for Leo Club (3 year), Lions Quest (3 year), and Youth Camp and Exchange Chairpersons, and for GMT and GLT coordinators (3 year).

CONVENTION

Home Club Name Home Club Number Member Number

First Name Middle Initial Last/Surname

Home Address

City State/Province/Country Postal/Zip Code

Billing Address

City State/Province/Country Postal/Zip Code

Business Phone Mobile Phone

Home Phone

Fax

EMail

DIABETES AWARENESS AND ACTION

Home Club Name Home Club Number Member Number

First Name Middle Initial Last/Surname

Home Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Billing Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Business Phone _____ Mobile Phone _____

Home Phone _____

Fax _____

E-Mail _____

HEARING PRESERVATION, AWARENESS AND ACTION

Home Club Name _____ Home Club Number _____ Member Number _____

First Name _____ Middle Initial _____ Last/Surname _____

Home Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Billing Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Business Phone _____ Mobile Phone _____

Home Phone _____

Fax _____

E-Mail _____

INFORMATION TECHNOLOGY

Home Club Name _____ Home Club Number _____ Member Number _____

First Name _____ Middle Initial _____ Last/Surname _____

Home Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Billing Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Business Phone _____ Mobile Phone _____

Home Phone _____

Fax _____

E-Mail _____

INTERNATIONAL RELATIONS

Home Club Name _____ Home Club Number _____ Member Number _____

First Name _____ Middle Initial _____ Last/Surname _____

Home Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Billing Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Business Phone _____ Mobile Phone _____

Home Phone _____

Fax _____

E-Mail _____

LIONS ALERT

Home Club Name _____ Home Club Number _____ Member Number _____

First Name _____ Middle Initial _____ Last/Surname _____

Home Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Billing Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Business Phone _____ Mobile Phone _____

Home Phone _____

Fax _____

E-Mail _____

LIONS SERVICES FOR CHILDREN

Home Club Name _____ Home Club Number _____ Member Number _____

First Name _____ Middle Initial _____ Last/Surname _____

Home Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Billing Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Business Phone _____ Mobile Phone _____

Home Phone _____

Fax _____

E-Mail _____

PROTOCOL

Home Club Name _____ Home Club Number _____ Member Number _____

First Name _____ Middle Initial _____ Last/Surname _____

Home Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Billing Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Business Phone _____ Mobile Phone _____

Home Phone _____

Fax _____

E-Mail _____

PUBLIC RELATIONS AND LIONS INFORMATION

Home Club Name	Home Club Number	Member Number
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First Name	Middle Initial	Last/Surname
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Home Address_____

City	State/Province/Country	Postal/Zip Code
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Billing Address_____

City	State/Province/Country	Postal/Zip Code
------	------------------------	-----------------

Business Phone_____ Mobile Phone _____

Home Phone_____

Fax_____

E-Mail_____

SIGHT PRESERVATION, AWARENESS AND ACTION

Home Club Name	Home Club Number	Member Number
----------------	------------------	---------------

First Name	Middle Initial	Last/Surname
------------	----------------	--------------

Home Address_____

City	State/Province/Country	Postal/Zip Code
------	------------------------	-----------------

Billing Address_____

City	State/Province/Country	Postal/Zip Code
------	------------------------	-----------------

Business Phone_____ Mobile Phone _____

Home Phone_____

Fax_____

E-Mail_____

YOUTH (LIONS OPPORTUNITIES FOR YOUTH)

Home Club Name _____ Home Club Number _____ Member Number _____

First Name _____ Middle Initial _____ Last/Surname _____

Home Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Billing Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Business Phone _____ Mobile Phone _____

Home Phone _____

Fax _____

E-Mail _____

Signature of Council Chairperson _____ Date: _____



MULTIPLE DISTRICT OFFICERS REPORTING FORM

AND COUNCIL CHAIRPERSON BIOGRAPHICAL INFORMATION

Lion Year 20____ - 20____ Multiple District _____

Due *immediately following the multiple district annual convention or meeting to appoint council chairperson*

PLEASE PRINT OR TYPE

Council Chairperson

Name: _____
First/Given Name Middle Initial Last/Family Name

Member Number: _____ Email: _____

Club Number: _____ Club Name: _____

Home Address: _____

City State/Province/Country Postal/Zip Code

Billing Address: _____

City State/Province/Country Postal/Zip Code

Telephone: (Bus) _____ (Res.) _____

Cell (mobile) _____ Fax: _____

Council Chairperson Badge Information

Companion Badge Information

First/Given Name

First/Given Name

Last/Family Name

Last/Family Name

If you want your council chairperson badge or companion badge made any differently than listed above, or if you want additional copies, please contact Club Supplies at clubsupplies@lionsclubs.org to purchase.

- Companion designation – Please choose ONE:**
- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Spouse of | <input type="checkbox"/> Partner of |
| <input type="checkbox"/> Companion of | <input type="checkbox"/> Partner in Service of |
| <input type="checkbox"/> Husband of | <input type="checkbox"/> Son of |
| <input type="checkbox"/> Wife of | <input type="checkbox"/> Daughter of |

We reserve the right to abbreviate due to space limitations.

Vital and Directory Listing

Do you want your companion’s name listed with you in the Vital and Directory?

- Yes
 No

Please send to:
Lions Clubs International
English Language Department
300 West 22nd Street
Oak Brook, IL 60523-8842, USA
Email: englishlanguage@lionsclubs.org
Fax: 630-706-9273

Vice Council Chairperson

Name: _____
First/Given Name Middle Initial Last/Family Name

Member Number: _____ Email: _____

Club Number: _____ Club Name: _____

Home Address: _____

City State/Province/Country Postal/Zip Code

Billing Address: _____

City State/Province/Country Postal/Zip Code

Telephone: (Bus) _____ (Res.) _____

Cell (mobile) _____ Fax: _____

Council Secretary

Name: _____
First/Given Name Middle Initial Last/Family Name

Member Number: _____ Email: _____

Club Number: _____ Club Name: _____

Home Address: _____

City State/Province/Country Postal/Zip Code

Billing Address: _____

City State/Province/Country Postal/Zip Code

Telephone: (Bus) _____ (Res.) _____

Cell (mobile) _____ Fax: _____

Council Treasurer

Name: _____
First/Given Name Middle Initial Last/Family Name

Member Number: _____ Email: _____

Club Number: _____ Club Name: _____

Home Address: _____

City State/Province/Country Postal/Zip Code

Billing Address: _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Telephone: (Bus) _____ (Res.) _____

Cell (mobile) _____ Fax: _____

Please send to:

Lions Clubs International

English Language Department

300 West 22nd Street

Oak Brook, IL 60523-8842, USA

Email: englishlanguage@lionsclubs.org

Fax: 630-706-9273

Signature: _____ Date: _____

Council Chairperson

DA-901

Your Council of Governors

The Council of Governors is the governing body of the multiple district and, as defined below, provides administrative support for the multiple district and is subject to the International Constitution and Board Policy.

As noted in the *International Constitution and By-Laws, Article VIII, District Organization*: The Council of Governors is defined as follows:

COUNCIL OF GOVERNORS

The governors of districts, except as herein provided, shall in each multiple district, constitute a Council of Governors. The Council of Governors shall also include one current or past district governor who shall serve as council chairperson and, at the option of the Multiple District Constitution and By-laws, may include one or more immediate past district governor provided that the total number of past district governors, including the council chairperson, shall not exceed one-half (1/2) the number of district governors. Each member of the Council of Governors, including the council chairperson, shall have one (1) vote on each question requiring action of the council of governors. A Council of Governors may also include past and present international presidents, international vice-presidents, and past and present international directors of the association as advisory, but non-voting members. The council chairperson, selected or elected as provided in the respective multiple district constitution and by-laws, shall be a current or past district governor when he/she takes office. The council chairperson shall serve for a one-year term only and cannot serve in that capacity again.

MULTIPLE DISTRICT COUNCIL OF GOVERNORS POWERS

Subject to the provisions of the Constitution and the By-Laws, and the Board Policy of the International Board of Directors, each Council of Governors shall supervise the administration of all multiple district affairs, and may choose such officers, hold such meetings, administer such funds, authorize such expenditures and exercise such other administrative powers as are provided in its respective multiple district constitution.

Responsibilities of the Council of Governors as noted in the Article VI of the *Standard Form Multiple District Constitution*:

- (a) Have jurisdiction and control over all officers and agents, when acting as such, of the Council of Governors and all committees of the multiple district and multiple district convention;
- (b) Have management and control over the property, business and funds of the multiple district;
- (c) Have jurisdiction, control and supervision over all phases of the multiple district convention and all other meetings of the multiple district;
- (d) Have original jurisdiction, when authorized under policy of the International board of directors and under rules of procedure prescribed by said board, to hear and rule upon any complaint of a constitutional nature raised by any sub-district or districts, and Lions club, or any member of a Lions club, in the multiple district. All such rulings of the Council of Governors shall be subject to review and decision by the International Board of Directors;
- (e) Have control and management of all budgetary matters of the multiple district and committees of the multiple district and multiple district convention. No obligation may be approved or made which shall effect an unbalanced budget or deficit in any fiscal year.

Additional responsibilities of the Council of Governors as noted in article III of the *Standard Form Multiple District By-Laws*:

The Council of Governors shall:

- (a) Make all contracts and approve all bills relating to multiple district convention administrative expenses.
- (b) Designate a depository for multiple district funds.
- (c) Determine the amount of surety bond for the council secretary-treasurer, and approve the surety company issuing said bond.
- (d) Receive financial reports, semi-annually or more frequently, from the council secretary-treasurer, and provide for a review or audit at the end of the fiscal year of the books and accounts of the council secretary- treasurer.

OFFICERS OF THE COUNCIL

Your Multiple District Constitution and By-laws should specify the officers of the council, which usually include the council chairperson, a vice-chairperson, a secretary and treasurer and other officers as the council of governors deem necessary. In general, these officers are elected annually by the council of governors. However, in some cases the council chairperson is elected by delegates during a multiple district convention.

MULTIPLE DISTRICT COUNCIL CHAIRPERSON

It is required that the selected council chairperson be a current or past district governor when he/she takes office and it is recommended that the council choose an individual who has recently served as district governor.

Unless the multiple district constitution and bylaws outlines a different procedure, the council chairperson should be selected during a meeting of the district governors of the multiple district who will be in office during the term of the council chairperson. This meeting should take place after the multiple district annual convention, but no later than 30 days following the closing of the International Convention.

The following can be found in Article III of the *Standard Multiple District By-laws* are as follows:

MULTIPLE DISTRICT COUNCIL CHAIRPERSON. The multiple district council chairperson shall be the administrative facilitator of the multiple district. All actions are subject to the authority, direction and supervision of the multiple district Council of Governors.

In cooperation with the Council of Governors, the council Chairperson shall,

- (a) Further the Purposes of this association;
- (b) Assist in communicating information regarding international and multiple district policies, programs and events;
- (c) Document and make available the goals and long range plans for the multiple district as established by the Council of Governors;
- (d) Convene meetings and facilitate discussion during council meetings;
- (e) Facilitate the operations of the multiple district convention;
- (f) Support efforts initiated by the International Board of Directors or the Council of Governors that are intended to create and foster harmony and unity among district governors;
- (g) Submit reports and perform such duties as may be required by the multiple district constitution and by-laws;

- (h) Perform such other administrative duties as may be assigned by the multiple district council of governors; and
- (i) Facilitate, at the close of his/her term of office, the timely presentation of all multiple district accounts, funds, and records to his/her successor in office.

MULTIPLE DISTRICT COUNCIL SECRETARY-TREASURER. Under the supervision and direction of the Council of Governors, the council secretary-treasurer shall:

- (a) Keep an accurate record of the proceedings of all meetings of the Council of Governors, and within ten (10) days after each meeting forward copies to all members of the Council of Governors, and the office of Lions Clubs International.
- (b) Assist the Council of Governors in conducting the business of the district, and perform such other duties as are specified or implied in the constitution and by-laws, or as may be assigned to him/her from time to time by the Council of Governors.
- (c) Receive and give proper receipts for all dues and taxes required to be paid over to him/her by the sub-district cabinet secretary-treasurers, deposit the same in a bank or banks designated by the Council of Governors, and disburse the same under the supervision and control of the Council of Governors by checks drawn against said deposits signed by himself/herself and countersigned by the council chairperson or other duly authorized council member.
- (d) Keep accurate books and records of accounts and minutes of all Council of Governors and multiple district meetings, and permit inspection of the same by any member of the Council of Governors or any club in the multiple district (or any duly authorized agent of either) at any reasonable time for any proper purpose.
- (e) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the Council of Governors.
- (f) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the multiple district to his/her successor in office.
- (g) In the event that separate offices of council secretary and council treasurer are adopted the duties herein are to be attributed to each of the officers according to the nature of the duties.

REMOVAL OF A COUNCIL CHAIRPERSON

Due to changes in the International Constitution, which were approved by the delegates of the 2014 International Convention, the Council of Governors has the authority to remove a Council Chairperson. This is found in the *International Constitution and Bylaws, Article VIII District Organization, section 6* as noted below.

At the request of the majority of the council of governors, a special meeting of the council may be called for the purpose of removal of the council chairperson. Regardless of the manner in which the council chairperson is selected or elected, the council chairperson may be removed from the council for cause by an affirmative vote of 2/3 of the entire number of the council of governors.

ADDITIONAL INFORMATION

Additional information concerning committee appointments, multiple district convention procedures, multiple district dispute resolution procedures and endorsement policies and explained in more detail in the Standard Form Multiple District Constitution and Bylaws.

The Council of Governors has the authority to revised the Multiple District Constitution and By-laws in accordance with the relevant amendment procedures as outlined in the Multiple District’s Constitution and By-laws. In cases when no provision exists in the current Multiple District’s Constitution and By-Laws, the Standard Form Multiple District Constitution and Bylaws would prevail.



We Serve

The International Association of Lions Clubs

300 W. 22nd Street
Oak Brook, IL 60523-8842, USA

Phone: (630) 571-5466

Fax: (630) 571-1693

E-mail: englishlanguage@lionsclubs.org
www.lionsclubs.org