

LIONS CLUBS INTERNATIONAL

MULTIPLE DISTRICT 410

OPERATIONS MANUAL

**AS AMENDED AT THE MD 410 CONVENTION
HELD IN MIDRAND ON SATURDAY 30 APRIL 2011**

OPERATIONS MANUAL MULTIPLE DISTRICT 410

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LIONS CLUBS INTERNATIONAL

OPERATIONS MANUAL MULTIPLE DISTRICT 410

1) FINANCIAL

a) FINANCE COMMITTEE

i) TERMS OF REFERENCE

(a) Composition:

The Multiple District Finance Committee (Committee) shall consist of the District Finance Committee Chairperson's appointed by each District Governor. No current member of the Council of Governors (Council) may be appointed to the Committee. The Council shall appoint a Multiple District Finance Committee Chairperson, who may but need not be one of the District Finance Committee Chairpersons.

(b) Quorum:

The majority of the members of the Committee shall constitute a quorum. In the event of a tied vote, the chairperson shall have a casting in addition to a deliberative vote.

(c) Meetings:

The Committee shall meet as and when required to do so by the Council of Governors. The Council, subject to the Rules of Audit will pay for the costs of such meetings.

(d) Purpose and duties:

The purpose and duties of the Committee are as follows:

- (i) To assist and advise the Council on all matters pertaining to the financial affairs including the Standing Rules of Audit of the Multiple District.
- (ii) To review, from time to time the function of the Council Treasurer and report thereon to the Council.
- (iii) To review all financial statements, reports, budgets, etc. prepared by the Council Treasurer prior to submission to the Council or to

the annual Multiple District Convention.

- (iv) To consider the appropriation of any surplus in the Multiple District Activities Fund and report thereon and make recommendations to the Council.
- (v) To consider and advise the Council on all disbursements from the Multiple District Emergency Fund (If there is such a fund).
- (vi) To review and report to the Council on the status of all Lions Clubs International Foundation and Sight First Grants being administered in the Multiple District.
- (vii) . To review and report to the Council on any other matters of a financial nature referred by the Council to the Committee from time to time.

ii) **RULES OF AUDIT**

The following rules will apply for the year 2010/2011 and the members entitled to claim are identified under each expense heading where applicable.

(a) India, South Asia, Africa and Middle East Forum and All Africa Conference;

Expenses incurred by the Council Chairperson, or his/her designated representative, in attending this meeting limited to the amount approved in the budget. Documentary evidence of the expenses must be submitted with the claim. The most economical airfare, as approved by Council, to be used.

(b) Bank Charges;
Self-explanatory.

(c) Council Convention Expenses;

- (i) Travelling costs of the Council Chairperson and one adult companion/partner in service, Council Chairperson Elect, Council Secretary and Council Treasurer.
- (ii) Accommodation and breakfast costs at single tariffs for any of those mentioned above, where they are responsible for this expense, for the duration of the Convention.

- (iii) Registration fee for the persons mentioned above where these are not met by their respective Districts.

(d) Council Meeting Expenses;

- (i) Travelling costs of the Council Chairperson, Council Chairperson Elect, Council Secretary, Council Treasurer and any other Officer of the Council requested to attend the Council Meeting by the Council. (If at all possible use to be made of special discount fares.)
- (ii) Accommodation and breakfast costs of all the above at single tariffs at the recognised venue for two nights only.
- (iii) Lunch for members of the Council and the Council in Waiting. Cost not to exceed R75 per head. Liquor for own account.
- (iv) The expenses of the Christmas Cake Co-ordinator would be reimbursed for the first two Council meetings. The expenses limited to item (j)

(e) International Relations Expenses;

- (i) Any expense incurred by the Council Chairperson or his/her designated representative in promoting this portfolio. The expense must be approved by the Council prior to being incurred.

(f) International Visitors Expenses;

- (i) Costs incurred by the Multiple District in hosting an International Visitor including the cost of any gift presented to the said visitor. The Council must approve the expense.

(g) Finance Committee, Global Membership Team and Global Leadership Team coordinators, Resolutions, Constitutions & By-laws Committee;

- (i) Cost of travelling to attend meetings of these committees as approved by the Council.
- (ii) Costs of accommodation and breakfast for two nights whilst attending meetings at single tariffs.
- (iii) Lunch for members of the committee on the day of the meeting. Limit R75 per head.

- (iv) Cost of venue, if applicable.
- (h) Presentations and Awards;
 - (i) Cost of awards and presentations incurred by the Council Chairperson, limited to the amount approved in the budget.
- (i) Printing, Stationary, Postage, etc.;
 - (i) Cost of producing Letterheads for the Multiple District.
 - (ii) Cost of any printing by the Council for the Multiple District.
 - (iii) Cost of postage and telephone calls incurred by the Council Chairperson, Council Secretary and Council Treasurer. This includes fax costs incurred.
 - (iv) Cost of purchasing name tags from Oakbrook, if so required, for the Council Chairperson.
- (j) General Information;
 - (i) Cost of travelling is the cost of an economy class airfare to the venue of the meeting, or R 1-00 per km travelled in own car, whichever is the lower. Toll fees will be refunded on production of toll slips with claim.
 - (ii) District Governors are responsible for the arrangement for the venue and lunch at Council Meetings hosted in their District. Wherever possible, the venue chosen should be such that a minimal cost, if any, is incurred for the hiring of it. The luncheon provided should be a light meal at a cost not exceeding R75 per head.
 - (iii) Accommodation and breakfast for the visiting members of Council to be arranged by the Council Secretary, in consultation with the District Governor, immediately after the dates of the meetings is confirmed. Accommodation to be arranged at reasonably priced hotels, preferably City Lodge, if available, where special rates can be negotiated if four or more rooms are booked.
 - (iv) Any Multiple Co-ordinator or Committee Chairperson is not to incur any financial or any other obligation on behalf of the Multiple District

unless he/she has submitted, and had approved by the Council, a budget reflecting the amount to be expended. Any request for funds submitted must be received by the Council Members at least 30 days prior to the meeting where it is to be considered.

- (v) Travelling and accommodation expense incurred by the Council Chairperson and one adult companion/partner in service to attend either a District Conference, Banquet, or similar suitable event in each of the three districts outside his own District during his term of office. The expense must be approved by the Council prior to being incurred. Travelling and accommodation expense to be in limited in accordance with the rules of audit.
- (vi) Claims for expenses incurred are to be submitted to the Council Treasurer in time so that the quarterly financial statements presented to the Council correctly reflect the authorised expenditure incurred. It is principle that claims should be submitted no later than the end of the month following the month the expense was incurred to be eligible for reimbursement. Claims submitted late will not be accepted.

b) FUNDS RAISED FROM ACTIVITIES;

- i) **May funds raised from the public be used for administrative or other non-public purposes?**

Policy:

No. The Articles of Incorporation of The International Association of Lions Clubs state that the association is organised, among other things, “to govern all such chartered clubs so that they shall be non-political, non-sectarian, not for profit of the individual club or its individual members.” Therefore, the Articles of Incorporation of The International Association of Lions Clubs expressly forbid that any part of the net earnings from activities shall be used for the benefit of any individual Lion or Lions clubs. Since districts are created by the association to facilitate its administration of individual Lion and Lions clubs, this proscription, by implication, runs to district administrative expenses as well.

The wisdom of this proscription is clear. To finance and fulfil their basic function of service, Lions clubs ask the public to patronise fairs, raffles,

shows and the like, and to purchase products infinite in variety. This public support is sought, and given, on the mutual understanding that the net funds raised thereby will go to finance some community need.

Consequently, any diversion of such funds to other purposes constitutes a breach of faith with the contributing public. The proscription in the article quoted exists to prevent any such breach and to protect and preserve the image of Lions Clubs International. Therefore, the use of any such funds to finance convention trips, politics or candidates, or administrative dues, deficits or expenses at the club, district or international level is a breach of faith and an express violation of the basic document of the association. This opinion shall be interpreted to mean that there shall be no public solicitation of funds to defray administrative expenses of a Lions club.

ii) Club Bank Accounts:

The association demand that clubs maintain at least two separate funds based upon generally accepted accounting practices. This discipline, we believe, will facilitate the proper handling of club funds without the burden of maintaining two club bank accounts.

Article VII, Section 3 (j) of the Standard Form Club Constitution and By-Laws states the following:

The Board of Directors shall maintain at least two (2) separate funds governed by generally accepted accounting practices. The first fund to record administrative monies such as dues, tail twisting fines and other internally raised club funds. A second fund shall be established to record activity or public welfare monies raised by asking support from the public. Disbursement from such funds shall be in strict compliance with Section (g) of this article.

iii) Club Accounts from LCI

Each month, the club will receive a recap of monies owed Lions Clubs International.

If the club questions the charges:

The club treasurer should review the statements received each month, which provide supporting documentation of the charges. These statements should be retained as the club's permanent record. If the statements cannot be located, an itemised statement will be furnished by the

Accounts Receivable Department upon request.

If a payment has not been credited:

If a club payment does not appear on the monthly statement, the club should send proof of payment, which is a copy of the front and back of a check, copy of the bank deposit slip or copy of the wire transfer receipt to the Accounts Receivable Department at International Headquarters and request credit is issued to the club's account. If the club has made a payment by check and the check has not cleared the club bank account, the club may wish to stop payment on it and send a replacement check. In the event both checks are credited, refund will be made upon request. It is vital that the top of the club account statement, which contains the club identification number, accompany all payments, duplicate deposit slips and related correspondence. If the governor has made one payment for several clubs in the district, a list of the clubs, the clubs' identification numbers and amount paid for each club should be included in any correspondence. The club identification number should be indicated on all attachments.

iv) Club Boundaries

The boundaries of the club shall be the boundaries of the municipality or equivalent government subdivision in which the club is located, or within the boundary of a single, sub, transitional or provisional district within the jurisdiction of the district governor, with approval of the district cabinet as provided by the multiple district and/or district constitution and by-laws, where the club is located.

Common courtesy dictates that when entering the geographical territory of another club, permission should be sought. No Lions Club, Lions Club member, Lions District or any other Lions organisation shall use the membership relationship for any solicitation promoting private commercial benefit.

(Amended 2006)

2) PROTOCOL

LIONS CLUBS INTERNATIONAL MULTIPLE DISTRICT 410 PROTOCOL

"IT'S NICE TO BE IMPORTANT
BUT MORE IMPORTANT TO BE NICE"

This booklet has been drawn as a guide to assist clubs to arrange functions in a correct and dignified manner. It is intended only as a guide and there may well be differences of opinion on the suggestions put forward. THIS IS INEVITABLE, REMEMBER THAT PROTOCOL IS JUST GOOD MANNERS. Nevertheless, if clubs act within the ambit of what has been suggested, all should be well. The Protocol Guide on the following two pages may well vary from year to year and you should ensure that it is updated accordingly.

a) Protocol Guide

The following guide is issued to Clubs in MD 410 and is based on the Protocol Policy as published by the International Association of Lions Clubs, with slight deviations in accordance with local custom and tradition.

1. INTERNATIONAL LEVEL	2. MULTIPLE DISTRICT LEVEL
1 International President	1 Council Chairperson
2 Immediate Past International President	2 International President
3 International Vice-Presidents	3 Immediate Past International President
4 International Directors International Board Appointees	4 Current and/or Past International Officers (see International Level 3 - 6) See note 1
5 Past International Presidents	5 District Governors
6 Past International Directors	6 Past Council Chairpersons
7 Council Chairperson	7 Council Chairperson Elect
8 District Governors	8 Immediate Past District Governors
9 Association Executive Administrator	9 1 st Vice District Governors
10 Association Secretary	10 2 nd Vice District Governors
11 Association Treasurer	11 Past District Governors
12 Past Council Chairpersons	12 Multiple District Secretary
13 Immediate Past District Governors	13 Multiple District Treasurer
14 1 st Vice District Governors	14 Multiple District Committee Chairpersons
15 2 nd Vice District Governors	15 Multiple District Co-ordinators
16 Past District Governors	16 Lions
	17 Leos
	18 Lionesses

3	DISTRICT LEVEL	4	CLUB LEVEL
1	District Governor (and other DG's)	1	Club President
2	Current and/or Past International Officers (see International Level 3 - 6) See note 1	2	Current and/or Past International Officers (see International Level 3 - 6) See note 1
3	Council Chairpersons	3	District Governors
4	Past Council Chairperson	4	Council Chairpersons
5	Council Chairperson Elect	5	Past Council Chairperson
6	Immediate Past District Governors	6	Council Chairperson Elect
7	1 st Vice District Governor	7	Immediate Past District Governors
8	2 nd Vice District Governor	8	1 st Vice District Governor
9	Past District Governors	9	2 nd Vice District Governor
10	District Secretary	10	Past District Governors
11	District Treasurer	11	District Secretary
12	Multiple District Secretary	12	District Treasurer
13	Multiple District Treasurer	13	Multiple District Secretary
14	Region Chairpersons	14	Multiple District Treasurer
15	Zone Chairpersons	15	Region Chairpersons
16	District Committee Chairpersons	16	Zone Chairpersons
17	Lions	17	District Committee Chairpersons
18	Leos	18	Immediate Past Club President
19	Lionesses	19	Club Vice Presidents
		20	Club Secretary
		21	Club Treasurer
		22	Club Directors
		23	Lion Tamer
		24	Tail Twister
		25	Past Club Presidents
		26	Lions
		27	Leos
		28	Lionesses

NOTES:

1. Current or Past International Officers or Directors:
When more than one is present, they shall be recognised according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name; if these are the same, then the middle name. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence. Where more than one is present, the one who served most recently is given precedence and so on.
Where more than one is present, the one who served most recently is given precedence and so on. (MD410 is the reverse of what International suggests.)
2. Notwithstanding the above, in accordance with custom in MD 410 and in deference to the founding fathers of our Association, when more than one Past District Governor is present the one with the oldest year of service is given precedence and so on. (MD410 is the reverse of what International suggests.)
3. The entry of Past District Governors to the Convention Banquet is exactly that and note 2 (above) will apply. Past Council Chairmen will not be separately recognised and will take their place in the procession of Past District Governors in the year in which they served as District Governor, but will be recognized as Past Council Chairpersons.

b) Protocol considerations for formal meetings/dinners/functions

- 1 Seating at the head table should be in accordance with established protocol of Lions Clubs International and local custom. However, the guest speaker should always be seated to the immediate right of the chairperson. If a podium is used, the presiding officer should be seated to the immediate left of the podium. If the District Governor is present, he/she should sit on the immediate right of the chairperson. The District Governor will usually be the guest speaker.

Note A: Who the main guest speaker is, is a question of fact in each case and where, for example, the District Governor is visiting and the Mayor is present and is to reply to the toast to the guests whereas the District Governor is to reply to the toast to Lions Clubs International, then the main speaker is without doubt the District Governor.

Note B: If the District Governor is present, seat him/her immediately on the right of the President (who is the presiding officer) so that they may converse. The fact that two men, or two women, are seated together at the main table is unimportant.

NB This is also the correct seating for when the District Governor visits a Club.

The head table seating is to be arranged in such a manner that the most senior people (Lions and non-Lions) are seated alternately to the right and to the left of the presiding officer. At most functions the main table should not exceed 12 people.

Note C: The presiding officer in the case of a club function is the President even if more senior Lions are present and he/she will always be recognised first.

It is desirable to seat ladies (or lady guests) next to their husbands or partners.

Where possible Past Council Chairmen and Past District Governors should be accommodated at the head table. However, if, due to practical limitations or numbers present this is not possible, then they should be seated at a special table next to the head table. Or let those head side tables.

The Master of Ceremonies should be seated at the end of the head table (next to

the podium) or at the head of a side table next to the podium where he/she can be seen by all present. He/she should liaise beforehand with the headwaiter and communicate with him/her to ensure the smooth and prompt operation of speeches and meals and drinks served. Do not allow drinks to be served while speeches are in progress.

2. In a Multiple District function, the Chairperson of the Council of Governors (or District Governor at a District function, or Club President at a Club function) shall be the Presiding officer. He/she shall oversee all the arrangements for other functions to be performed and to the use of the correct protocol in accordance with established Lions Clubs International protocol and local customs.
3. Non-Lion dignitaries will be recognised in accordance with local custom. Generally they will come after the most senior Lions present. Remember protocol is good manners.
4. The only Lions holding past office that shall be recognised shall be in accordance with the protocol guide above. (Past: International Presidents, International Directors, Council Chairmen, District Governors, Club Presidents)
5. During meetings of Districts, Regions, Zones and Clubs including formal functions, individual recognition (the use of full protocol) should be made once only by the Master of Ceremonies on calling the meeting to order and once by the Main Lion Dignitary (this will generally be the last speaker who replies to the toast to Lions Clubs International.)

Thereafter the Master of Ceremonies, and all other speakers should address the audience thus:

"Lion Presiding Officer, (or the use of his/her title and name which is preferable),
My Fellow Lions, Ladies and Gentlemen"

OR

"Lion Presiding Officer, Lion Dignitaries, Ladies and Gentlemen."

OR

"Lion Presiding Officer, Lion Dignitaries, Friends"

c) Charter presentation (at the Charter of a new Lions Club)

1. This shall preferably take the form of a dinner or banquet.
2. Invitations to go to: The District Governor
The Club's Region and Zone Chairperson
Other Cabinet Officers and Past District Governors
The Sponsoring Club
All Club Presidents in the Region
Optionally, local dignitaries and others the Club wishes to

invite

3. The District Governor or his/her appointee shall present the Charter.

4. Induction and Presentation of Charter

The guest of honour (the District Governor or his/her appointee) shall induct all the new Club members and the presentation of the Charter followed by a short acceptance speech by the Charter President.

5. Seating at the Main Table

As per protocol guide

6. The question of payment by guests to be left to the discretion of the Club, but the District Governor and local dignitaries are non-paying guests - but see note 8 under Special Notes.
7. The Tail Twister shall not be allowed under any circumstances to twist tails or speak.

d) Annual Induction of Club President and Office Bearers.

1. This should take the form of a dinner, banquet or formal luncheon.
2. Invitation suggestions - as for Charter Presentation, however some clubs prefer to limit the function to Lions, their adult companions/partners in service, Leos and Lionesses.
- 3 The induction to take the form of a simple and dignified ceremony. The induction of the incoming President should be done by the District Governor, or in his/her absence, by the most senior Lion present.
4. After normal dinner procedure and the outgoing President has completed his/her address, the Master of Ceremonies then calls on the Inducting Officer to come forward and he/she then asks the outgoing and incoming Presidents to stand in front of him/her. The Inducting Officer shall then induct the new President, presenting (in this order) the Club Charter, Presidential Lions pin, the Chain of Office and finally the Gong & Gavel. The newly inducted President and his/her adult companion/partner in service then sit at the centre position of the main table, i.e. they change positions with the outgoing President and adult companion/partner in service. Should any charter members be present, the Inducting Officer can invite them to escort the outgoing and incoming Presidents to stand in front of the Inducting Officer and they should be witnesses at close hand to the ceremony. Other or similar procedures can be followed for recognising others (e.g. Melvin Jones Fellows).

SUGGESTED PROGRAMME FOR DINNER (these are the basics that should be done)

Call to Order	By the Master of Ceremonies (MC) See Special Note 6 below
Grace	By a Lion or another qualified person
Flag Ceremony	By a Lion (or a march in of the flags)
Lions Pledge and/or Objects and Ethics	by a Lion. This is optional, but strongly advised!

JUST a toast.

NB NO SPEECH Where the club concerned is a Non-Republic of South Africa club e.g. Lesotho, Swaziland or Namibia the toast would be in accordance with the Protocol of that country. Numerous situations could arise and common sense should prevail, e.g. if a regional function is held, attended by clubs from various countries then it is suggested that the toast should be to the host country.

Welcome to and Introduction of Guests Guests should stand for a moment when mentioned to acknowledge the welcome. Advise them beforehand so they know!

Reply to the Welcome to Guests By a suitable visiting Dignitary, or a Lion.

Toast to Lions Clubs International Any Lion present may propose the toast.

NB NO SPEECH. The toast should be along the following lines:

"Please rise and drink a toast to Lions Clubs International".

Reply to the Toast to Lions Clubs International by the most Senior Lion Present.

If it is the custom of your club or your district to propose this toast and reply thereto earlier on the programme, please continue with your custom.

Address by Outgoing President Report on stewardship & presentation of awards.

Induction of Incoming President By the guest of Honour
(and recognition of Charter members)

Reply by newly inducted President Elect

TAIL TWISTING IS NOT ALLOWED UNDER ANY CIRCUMSTANCES!!

NOTE It is a good idea to have the Grace, Flag ceremony (if not played by audio), pledge, objects and ethics, toasts to RSA (or other country) and Lions Clubs International typed out in large, bold type and placed on the podium to be read as needed, with the protocol set out on top (or a separate page with protocol that can be used by all except the President and MC.)

e) Regalia

Suggestions for occasions on which regalia should be worn:

The Chain of Office of the President is personal to the Club and as such should be worn only on occasions deemed sufficiently important to be honoured with its wearing, but only at Club functions arranged by the Club and NOT when visiting other Clubs or attending Conventions.

Suggested occasions:

Club Presidential Induction or Charter Dinners/Luncheons

Charter Night after presentation to him/her

When the President acts as host at official functions

Lions General Business meetings

At District Convention & Cabinet meetings the District Governor shall wear his/her Chain of Office.

The wearing of any other Chains of Office by others, (excluding the Council Chairperson and District Governors), shall be determined by individual District Cabinets, however these Chains shall not be worn at Multiple or District Conventions.

The Council Chairperson shall wear his/her Chain of Office at meetings of the Council of Governors and at the Multiple District Convention.

The District Governor shall wear his/her Chain of Office at all formal functions and meetings of his/her own District at the Multiple District Convention.

(Amended 2006)

The wearing of personal Lions insignia i.e. awards, should only be worn at formal functions.

The wearing of a Lions badge or Melvin Jones Fellow pin (if it has been awarded), is strongly encouraged at all times.

f) Special Notes

1. Attendance of dignitaries at formal functions

Note: Whenever the Mayor or his /her representative attends a Lions function it is suggested that the protocol be checked with the Mayors Secretary to ascertain the correct local custom. Similarly with Government dignitaries.

2. Club Business Meetings

The procedure for the day to day running of Clubs has not been dealt with as this is covered in the Presidents Year Book and Roberts Rules of Order. Club Presidents receive a President's manual. Roberts Rules of Order can be purchased; however some Lions have copies. It is stressed that for a Club meeting to run in a dignified and orderly manner, it is imperative that all members rise and remain standing while addressing the Chair. It is recommended that Presidents should read the standard form Club Constitution, or their own Clubs constitution if they have one. Lions Clubs International has a Standard form constitution on their web site (www.lionsclubs.org - go to Resources and search).

3. Region and Zone Chairperson Visits to Clubs

While Region and Zone Chairpersons are expected to make a prescribed number of visits to Clubs under their jurisdiction; Clubs are not expected to make special arrangements for these visits. Tea, coffee and cake are a nice touch for the District Governors official visit. Region and Zone Chairpersons should receive proper recognition and should be invited by the President to be seated on his/her right or to the right of the District Governor if he/she is also present.

4. When Dignitaries pay visits to Clubs, speed up the meeting to ensure that they do not make their address too late. The function must begin on time. A timetable could well be of assistance to the President and members and should then as far as possible be adhered to. It is ideal for all speeches to be completed within 2 hours from the start of the function or meeting.

5. A seating plan should be on display for all formal functions.

6. When called to order, if there is a march in procession, all present should remain standing until those at the main table have entered and stand behind their chairs. The Master of Ceremonies calls the gathering to order, accords protocol, calls for

the invocation and/or grace, the flag ceremony, the objects and/or ethics and then asks all to sit.

7. Written invitations to guests should be sent out timeously, and should indicate the nature of the function, venue, date, time and dress. Also the cost! If an invitation is sent to a speaker at the function, a covering note of thanks for agreeing to speak and the time suggestion (maximum) for the speech should be given!! Try and be firm on this as otherwise you could overrun!
8. Unless advised, all Lion guests other than the District Governor (or his/her appointee) are invited as paying guests. State the cost per person on the invitation! However Region and Zone Chairpersons who travel long distances at great expense to themselves should, if possible be excused from payment. Make it clear when inviting people as to whether they must pay or not.
9. Master of Ceremonies (MC)
The MC must remember that it is not their evening but that they are merely a link between the toasts and speeches. They must do their homework and ensure that all speakers are aware of what is expected of them. On them depends the smooth running of the function. They must know protocol. They are not the local comedian and must not tell dirty jokes, although some humour will not be out of place. They should avoid hackneyed phrases such as "Please be upstanding" (why not simply "Please rise"), "Please take a seat" (why not "Please be seated").
Remember - you have guests and ladies present. Let them equate Lionism with dignity, good manners and a clean and elegant image.
10. Timing
Functions that finish late irritate people. Start on time – perhaps consider earlier starting times? As stated all formal proceedings should be completed within 2 hours.
11. Recognition of numerous dignitaries
Where numerous Lions dignitaries are present at a function, it is acceptable that rather than mention each by name they be recognised as a group (and perhaps be asked to stand). Usually only the top three dignitaries need to be named, but common courtesy and good manners should prevail.

12. Guests

It is vital that guests should not be neglected and Clubs should appoint specific Lions to look after guests.

13. Conclusion

This document does not intend to be an exhaustive explanation of protocol and is only intended as a guide. If in doubt, please telephone a senior Lion who will be able to advise you.

g) Directions for the display of the Multiple District 410 Flags

When National Flags are displayed vertically against a wall, the top of the flag should be to the left of the spectator with the hoist, or the cord seam, uppermost. When it is displayed horizontally, the hoist should be to the left of the spectator and the top of the flag band uppermost.

THE CORRECT WAY TO HANG THE SOUTH AFRICAN FLAG

HORIZONTAL



To hang horizontally – hang with RED on TOP when viewed from front.

VERTICAL



To hang vertically – hang with RED on LEFT when viewed from the front

THE CORRECT WAY TO HANG THE NAMIBIAN FLAG

HORIZONTAL



To hang horizontally – hang with BLUE on TOP when viewed from front.

VERTICAL



To hang vertically – hang with BLUE on LEFT when viewed from the front

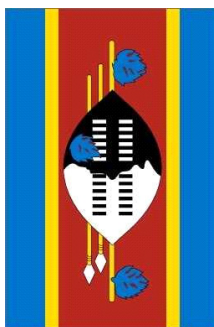
THE CORRECT WAY TO HANG THE SWAZILAND FLAG

HORIZONTAL



To hang horizontally – hang with SPEARS on TOP when viewed from front.

VERTICAL



To hang vertically – hang with SPEARS on LEFT when viewed from the front

THE CORRECT WAY TO HANG THE LESOTHO FLAG

HORIZONTAL



To hang horizontally – hang with WHITE on TOP when viewed from front.

VERTICAL



To hang vertically – hang with WHITE on LEFT when viewed from the front

(Amended 2010)

3) LEGAL

A. LIONS CLUBS INTERNATIONAL TRADEMARK POLICIES

1. GENERAL TRADEMARK POLICIES.

As a matter of legal protection to the International Association of Lions Clubs and its members, clubs and districts (single, sub- and multiple, hereinafter referred as “districts”), the association name and emblem (and variations thereof) are registered as trademarks in countries around the world. The association has a legal obligation to be alert to infringements of its trademarks, and to take all necessary steps to prevent, and to provide against legal risks, which may flow from any unauthorized use.

a. Definition of “TRADEMARKS.”

Any existing and future association names, emblems, logos, seals, registered trademarks and other trademark interests, including but not limited to Lions, Lioness, Leo, Lions Clubs, Lions International or Lions Clubs International.

b. Emblem Of Association.

The emblem of this association and each chartered club shall be of a design as set forth below. Each club shall only use the official emblem of the association.



c. Trademark Registrations.

The association’s trademarks are registered and managed by the Legal Division of Lions Clubs International. No Lions district (single, sub- or multiple), club or member may register Lions trademarks without prior written authorization from the Legal Division.

d. LEO, LIONESS or Other Official Association Programs:

Lions clubs and districts are automatically granted permission and

license to use the association trademarks in connection with sponsorship of Leo Clubs, Lioness Clubs, Official Contests, Youth Camps or other official association programs in accordance with the policies governing such programs, so long as said trademarks are not used on any item to be sold or otherwise available from the Club Supplies and Distribution Division or official licensees.

e. Duty to Enforce and Report Unauthorized Use.

All association officers, board appointees, council chairpersons and vice district governors have a duty to agree to abide by and encourage enforcement of the association trademark policies, report any and all unauthorized use of the association trademarks to the Legal Division, and acknowledge such duty in writing annually to the Legal Division.

f. General Standards of Quality and Content.

In order to maintain general quality and content standards in the use of the association trademarks, said trademarks shall not be used in connection with pornography, nudity, alcohol, and other content, which may be offensive in the relevant Lions community.

2. OPERATIONS OF ASSOCIATION.

The association, its officers, directors and authorized staff may use the association trademarks in the promotion and furtherance of the association's purposes and general operations, so long as such use is done in accordance with the policies adopted from time to time by the International Board of Directors. General operations shall include but are not limited to the International Convention, club supplies, The LION Magazine, corporate sponsorships, cooperative alliances, and all other association programs and publications.

The expenses for all new trademark registrations must be budgeted by the respective division, department or programme. The expenses for all trademark renewals will be the responsibility of the Legal Division.

3. AUTOMATIC LICENSE TO MEMBERS, CLUBS AND DISTRICTS.

Lions members, clubs and districts are automatically granted permission and license to use the association trademarks in the promotion and furtherance of

the association's purposes and club or district operations, such as sponsored programs, projects, community service and other events, so long as such use is done in accordance with the policies adopted from time to time by the International Board of Directors and the trademarks are not used on any item to be sold or otherwise available from the Club Supplies and Distribution Division and official licensees.

a. **Printed Material.**

Lions members, clubs and districts are automatically granted permission and license to use the association trademarks on printed material reasonably related to club and district operations and promotion, (such as letterhead, business cards, envelopes and brochures), so long as such items are not to be sold.

b. **Web Page Authorization.**

Lions clubs and districts may use the name of their club and/or district along with the association trademarks on their respective web page. The page must clearly identify the club or district to ensure that Lions Clubs International is not identified as the source.

c. **Downloaded Emblems.**

Any reproduction of the association trademarks may be downloaded by Lions members from the official formats provided on the association's Worldwide Web (www) site. These are the only trademarks that may be reproduced electronically or otherwise, including sites on the worldwide web and other areas on the Internet.

4. AUTHORIZED USE BY LIONS MEMBERS, CLUBS AND DISTRICTS.

In addition to the automatic permission and license as provided in this policy, Lions members, clubs and districts are authorized to use the association trademarks as provided below:

- a. **Use of Items Bearing the Association Trademarks.** Lions members, clubs and districts are authorized to use, purchase and sell items bearing the association trademarks obtained through the Club Supplies and Distribution Division and official licensees. For items not available through the Club Supplies and Distribution Division and official licensees, Lions clubs and

districts are authorized to use, purchase, manufacture, distribute or sell items bearing the association trademarks as provided below:

(1) **Automatic Permission and License For Apparel Items (Excluding Vests):** For all apparel items excluding vests, Lions members and districts are automatically granted permission and license to use, purchase, sell, manufacture or distribute items bearing the association trademarks when the total number of each individual item does not exceed thirty (30) in one fiscal year, and clubs are automatically granted permission and license to use, purchase, sell, manufacture or distribute items bearing the association trademarks when the total number of each individual item does not exceed thirty (30) or a total of one (1) per club member, whichever is greater, in one fiscal year. For purposes of this section, apparel items are defined as clothing such as caps, shirts and ties that one would wear to cover, protect or decorate your body.

(2) **All Other Items Requiring Approval:** For all vests, apparel items exceeding thirty (30) in one fiscal year, and all other items not otherwise identified, Lions members, clubs and districts which desire to use, purchase, sell, manufacture or distribute items bearing the association trademarks, must obtain approval from and pay such license fees and/or royalty payments royalties as determined by the Club Supplies and Distribution Division or the Legal Division.

b. **Sponsors of Club or District Projects.** Lions clubs and districts are authorized to use the association trademarks in connection with the name and/or emblem of a sponsor of a club and/or district project as provided below, so long as the club or district name is clearly identified in all such use and such use does not conflict with the purposes of the association, compete with the activities, programs or existence of the association or Lions Clubs International Foundation, and:

(1) If the project is a club(s) and/or one district (single or sub) project, then approval to use the association trademarks in connection with such project is automatically granted to said club(s) and/or district.

(2) If the project involves more than one sub-district and/or one multiple

district, then the sponsor shall be approved by the respective multiple district council of governors.

- (3) If the project involves more than one multiple district, then the sponsor shall be approved by each respective multiple district council of governors and the Legal Division.

c. **Non-Dues Revenue Programs.** The association, from time to time, will offer special non-dues revenue programs and services to all members, wherever feasible. Royalty income derived from the use of the association trademarks on such offerings will accrue to the general fund. Lions clubs, districts, Lions-sponsored foundations, or other Lions-sponsored entities (hereinafter referred to as “sponsors”) may offer non-dues revenue programs and services within its defined boundaries, as provided below:

- (1) The non-dues revenue programs or services shall not compete or otherwise conflict with an existing program, sponsored by the association, except as authorized by the International Board of Directors. Permission will be granted to use the association trademarks in connection with the sponsorship of said programs only where a similar program is not currently in existence.
- (2) Sponsors of a non-dues revenue program or service shall be required to apply for use of the association trademarks. The application shall include a resolution of support by the sponsoring district cabinet or multiple district council of governors as applicable. The association may require such other documentation as it deems necessary to consider the application.
- (3) In order to receive authorization to use the association trademarks, the sponsor must agree to review all solicitation materials, including any Internet web-site content, to ensure that the same are consistent with general standards of quality and content and the applicable trademark policies of the International Board of Directors. Before solicitation begins, all material including proposed web-site design, must be submitted to the Legal Division for approval.

- (4) The sponsor must be clearly identified on the proposed solicitation materials and any other item on which the association trademarks will be printed or otherwise affixed, including, if applicable, credit cards.
- (5) The sponsor and the non-dues revenue program vendor agree to pay a royalty of 10% of the lesser of the gross revenue or net profit received by the sponsor from the vendor as a royalty for use of the association trademarks. The Finance Division will communicate with each licensed sponsor at least annually to determine royalty owing to the association. Each sponsor is encouraged to reserve the right to inspect all relevant records and documentation of the vendor to verify the accuracy of the royalty.
- (6) The International Board of Directors reserves the right to revoke the license to use the association trademarks upon giving notification to the sponsor and, if known, any vendor. If appropriate and feasible, any such revocation would take into consideration sponsor and vendor contract obligations. In the event the license is revoked, the vendor is required to immediately cease and desist from using the association trademarks.
- (7) The sponsor and the non-dues revenue vendor shall use the mailing lists provided by the association for program solicitation purposes only and shall not duplicate or use such mailing lists, for any other purpose whatsoever. If the sponsor and/or non-dues revenue vendor use or make available the association mailing lists for any purpose other than the program, the association reserves the right to immediately revoke authorization to use the association trademarks. Such revocation will be effective immediately upon issuance of the notification to the offending party. A penalty of US\$5000.00 shall be assessed against the sponsor and/or non-dues revenue vendor who uses or makes available the mailing lists for any improper purposes or duplicates such lists without authorization.

d. **District Endorsement of International Convention Tour Coordinator.** A district is authorized to endorse a tour coordinator to coordinate travel and/or tours related to the International Convention. An application for endorsement of a tour coordinator must be submitted to the Convention Division. If an endorsed tour coordinator wishes to use the association trademarks in connection with a travel brochure or similar related literature, the tour coordinator must submit to the Legal Division the following:

(1) A sample of the brochure or similar literature, which must include the following disclaimer: "The International Association of Lions Clubs as well as the Lions district (single, sub- and multiple) shall not be responsible for losses incurred."

(2) Payment of US\$25.00 as a royalty for use of the association trademarks.

5. FOUNDATIONS. The International Board of Directors or its designee, the General Counsel, may grant license to use the association trademarks to any legal entity other than Lions clubs or districts (hereinafter referred to as "foundation"), provided that such entity complete an application in the form attached hereto as Exhibit A. Prior to authorization, the foundation must submit sufficient documentation demonstrating that the proposed activities of the foundation meet the criteria set forth herein.

a. **Governing Document Requirements.** The Articles of Incorporation By-laws, and/or other governing documents (hereinafter referred to as "governing documents") of the proposed foundation must contain provisions which provide:

(1) At least a majority of its board of directors are Lions club members in good standing;

(2) Amendments to its governing documents shall be approved by the general membership of the foundation at a district convention or regular annual meeting;

(3) Membership consists of Lions clubs or club members in good standing;

(4) Proxy voting is not permitted; and

(5) Mandatory dues are not assessed against members of the foundation.

- b. **Purposes.** The purposes of the applying foundation must further the purposes and enhance the image of the association. The applying foundation shall not engage in activities that may conflict with the activities, programs or existence of the association or Lions Clubs International Foundation. Other factors deemed relevant may be considered.
- c. **Sponsoring Lions.** The applying foundation must submit a list of its sponsors and evidence that the sponsoring Lions have approved the project.
- d. **Revocable License.** Foundations meeting the criteria established herein may be issued a revocable license to use the association trademarks. Such use shall continue only if the foundation continues to meet all the criteria set forth herein. The foundation must annually submit its current governing documents along with the list of sponsors to the Legal Division. Failure to submit the foundation's governing documents may result in revocation of its license.
- e. **Use of Association Trademarks.** Approved foundations must use the Lions name and emblem prominently in its name and operations, including literature, promotional materials and activities. Use of the association trademarks must be in accordance with the policies adopted from time to time by the International Board of Directors. The trademarks shall not be used on any item to be sold or otherwise available from the Club Supplies and Distribution Division and official licensees.

6. OFFICIAL LICENSEES. The Club Supplies and Distribution Division may initiate agreements with manufacturers or other vendors throughout the world to provide Lions members, Lions clubs and districts with items bearing the association trademarks. The terms under such license agreements shall be determined by the Club Supplies and Distribution Division and shall include license fees and/or royalty payments on all items sold.

7. CONVENTION TRADING PINS. The association trademarks may be used on trading pins in accordance with the policies established by the International

Board of Directors.

- 8. CONVENTION HOST COMMITTEE.** The International Convention Host Committee shall be permitted to use the association trademarks in promotion of the International Convention, including the sale of items before and during the International Convention, provided the Host Committee obtains approval from and pays such royalties as determined by the Convention Division and the Legal Division.
- 9. ENFORCEMENT OF TRADEMARK POLICIES.** As the owner of the association trademarks referenced herein, the association has a legal obligation to be alert to infringements of its trademarks, and to take all necessary steps to prevent, and to provide against legal risks, which may flow from any unauthorized use.
- a. **Unauthorized Use by Lions Members, Clubs and/or Districts.** In the event the association receives sufficient evidence that a Lions member, club or district is engaged in the unauthorized use, sale, purchase, manufacture and/or distribution of items bearing the association trademarks, such individual or entity may be notified to immediately cease and desist any such unauthorized use, may be assessed a fee equal to the royalty that the association would have otherwise received in accordance with the policies set forth herein, or may be subject to other appropriate action as determined by the International Board of Directors or the Legal Division.
- b. **Continued Violation by Lions Members, Clubs and/or Districts.** In the event that the association receives sufficient evidence that a Lions member, club or district continues to violate the association trademark policies after receiving proper notice, the association may take any or all of the following actions:
- (1) A Lions club may be directed by the International Board of Directors to discontinue membership of the offending Lion member. If the club fails to take such action, then the Lions club may be placed in “status quo” and/or the club charter may be cancelled by the International Board of Directors.

(2) Additional sanctions as may be assessed by the International Board of Directors.

(3) Appropriate legal action may be taken to enforce the association's trademark interests.

4) INSURANCE:

It is important that you understand the association's Program of General Liability Insurance and refer any technical questions to the Legal Division or insurance broker. Lions clubs, districts, and all Lioness and Leo clubs are protected by the general liability insurance that the association carries through ACE American Insurance Company. (Please be aware that any claims occurring prior to September 1, 2003, should be reported to Royal/Sun Alliance, the association's former insurance carrier.)

The current policy covers the clubs, members or volunteer workers for sums they may become legally obligated to pay for damages incurred while participating in Lions activities. The insurance is automatic, with the premium paid from association dues. Coverage is US\$1,000,000 per occurrence with a general club and district aggregate limit of US\$2,000,000 and covers typical Lion functions such as sporting events, shows and product sales. Medical expense payment benefits, which will pay up to US\$1000 of medical expenses per person regardless of liability, are afforded by the policy.

The policy does not provide coverage for any liability arising out of operation, use or maintenance of cars, trucks, buses, aircraft, watercraft or trailers owned by a Lions organisation. Coverage also does not extend to the owner of any vehicle or physical damage to any vehicle used in connection with Lions activities. The policy also excludes coverage related to the sale of alcoholic beverages.

Lions clubs and districts can help hold down rising insurance costs by making safety an important consideration in all Lions activities. Safety information is available on the association's Web site and clubs may wish to consider appointing a safety officer. Hazardous activities to avoid include dunk tanks, events where alcohol is served, carnivals, circuses and rodeos, plus snowmobile, go-cart and other races. Clubs may also wish to avoid holding rock concerts and firework

displays, or sponsoring demolition or construction projects such as swimming pools, playgrounds and parks.

Each club and district must carefully consider the risks involved in these projects. If they do sponsor one, they should design and monitor a special safety plan and report all claims promptly. A listing of all claims offices of our insurance company is included in the insurance information book provided by the Legal Division or with important policy information located on the association's Web site at www.lionsclubs.org.

5) Operational:

a) Affiliation with Non-Lion Organisations:

No Lions club or district or multiple district or forum or Lion organisation shall affiliate with any multi-national non-Lion organisation in a way that establishes rights and duties between the parties except upon prior approval of the International Board of Directors.

b) Violations of the International Constitution, Board Policy Manual, Principles and/or Objectives of Lionism by Individual Lion Members:

In the event that any individual Lions club member shall, in the opinion of the International Board of Directors, be engaged in conduct that is in violation of the International Constitution and By-Laws, policy of the Board of Directors, or against the principles and/or objectives of Lionism, the following procedure shall apply:

- a The individual Lion member and his club shall be advised of the violation and instructed to discontinue the said violation;
- b If the individual Lions club member does not comply with the directive of the International Board of Directors, the club shall be instructed to terminate his or her Lions club membership;
- c If the individual's club does not remove the Lion from its membership rolls within thirty (30) days of notification, the club shall be placed on status quo.

In the event any member of the Lions club is found to be engaged in the unauthorised use, sale, promotion and/or distribution of the Lions emblem, Lioness emblem, Leo emblem or the marks “Lions,” “Lions club,” “Lioness,” “Leo,” “Lions International” or “Lions Clubs International,” the following procedures shall apply:

- a The member shall be advised of the problem and instructed to discontinue such activities;
- b If the member does not comply, then the club shall be directed to discontinue his or her membership;
- c If the club does not take action, then it shall be advised by the legal counsel that the question of cancellation of the club’s charter will be considered at the next board meeting.

c) District Governor and Vice District Governor Election

Complaints Procedure:

The following rules of procedure shall apply for hearing constitutional complaints concerning district governor/vice district governor elections irregularities:

Document Distribution Guidelines: The party/parties to the complaint shall deliver all documents and related copies to the Legal Division at the International Office for distribution to the members of the Constitution and By-Laws Committee and the International Board of Directors. The party/parties to the complaint process shall not distribute documents directly to individual Directors or Executive Officers.

A. Complaint

- 1 May be filed only by the unsuccessful candidate seeking election to the office of district governor/vice district governor at the district election being contested.
- 2 The initial notice of complaint, stating the reasons for the protest, must be received by fax, e-mail or other writing at the International Office within five (5) business days of said election. PROVIDED, however, that formal

complaint documents shall be submitted, in original form which shall conform to the format provided in Part E, by mail or courier service only within five (5) business days of the filing of the initial notice of complaint.

- 3 Must conform to the format in Part E.
- 4 District Governor election complaints must be accompanied by US\$750.00 filing fee, or its equivalent in the respective national currency. In the event the complaint is withdrawn prior to the meeting at which the complaint is reviewed by Constitution and By-Laws Committee of the International Board of Directors, US\$100.00 shall be retained by the International Office as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the International Board of Directors finds the complaint to have merit and the complainant is upheld, US\$250.00 shall be retained by the International Office as an administrative fee and US\$500.00 shall be refunded to the complainant. In the event the International Board of Directors denies the complaint, the filing fee will not be refunded.
- 5 Vice District Governor election complaints must be accompanied by US\$750.00 filing fee, or its equivalent in the respective national currency. In the event the complaint is withdrawn prior to the consideration of the complaint by the International Board of Directors, US\$100.00 shall be retained by the International Office as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the International Board of Directors finds the complaint to have merit and the complainant is upheld, US\$250.00 shall be retained by the International Office as an administrative fee and US\$500.00 shall be refunded to the complainant. In the event the International Board of Directors denies the complaint, the filing fee will not be refunded.
- 6 Copy of the complaint and any supporting documentation must be

forwarded by complainant at the same time and by the same method of communication to the party/parties complained of. Upon receipt of any such complaint, the Legal Division, where feasible, may furnish a copy of the complaint to said party/parties. In no event shall this relieve the complainant of his/her responsibility. Verification of forwarding the complaint to the party/parties complained of shall be produced with the filing of the complaint. Failure to provide verification may result in the complaint being returned as non-compliant or being denied.

B. Response

- 1 Response to the complaint must originate from party/parties complained of only and shall conform to the format provided in Part E herein and be received in its original form by mail or by courier service at the International Office within the time permitted as set by the Legal Division, which shall be no less than 10 days from date of request. PROVIDED, however, the general counsel in consultation with the chairperson of the Constitution and By-Laws Committee may permit for good cause the faxing of said response and/or extend by five (5) additional days the filing date of any response.
- 2 The response shall include a copy of the official minutes of the convention where the election was conducted, and copies of any applicable district constitution and by-laws and convention election rules and/or voting requirements. The minutes shall include a report of the district convention election procedures and voting results, and shall be certified as to accuracy by the district governor and district cabinet secretary. The Legal Division may require additional documents in response to the complaint. Such documents shall be submitted within the time permitted as set by the Legal Division, which shall be no less than 10 days from date of request.
- 3 Copy of the response and any supporting documentation must be forwarded by the responding party at the same time and by the same method of communication to the complainant. Upon receipt of any such response, the Legal Division, where feasible, may furnish a copy of the response to said party/parties. In no event shall this relieve the

complainant of his/her responsibility. Verification of forwarding the response to the complainant shall be produced with the filing of the response. Failure to provide verification may result in the response being returned as non-compliant or being denied.

C. Reply to Response

- 1 A reply to the response may be filed by the complaining party and must be received by mail or by courier service at the International Office within five (5) business days after receipt of the response. A reply shall be limited to five (5) pages in accordance with the format requirements provided in Part E herein. No additional documents will be accepted. The reply should address issues raised, if any, in the response and must not repeat allegations already contained in the complaint.

- 2 Copy of the reply must be forwarded by complainant at the same time and by the same method of communication to the party/parties complained of. Upon receipt of any such reply, the Legal Division, where feasible, may furnish a copy of the reply to said party/parties. In no event shall this relieve the complainant of his/her responsibility. Verification of forwarding the reply to the party/parties complained of shall be produced with the filing of the reply. Failure to provide verification may result in the reply being returned as non-compliant or being denied.

D. Response from Non-Party

The Legal Division may consider that any response or input from anyone other than a party to the complaint as peripheral and/or noncompliant and may be returned and/or acknowledged as such.

E. Format of Complaint, Response and Reply

- 1 The original complaint shall contain the following parts in the order listed:
 - (a) statement of facts necessary to the understanding of the complaint, stated accurately and fairly;
 - (b) argument containing the contentions of the party/parties and reasons therefore;
 - (c) a short conclusion stating the relief sought.

- 2 The text of every document including any appendix shall appear in 12 point or larger type (pica type, 10 pitch if typewritten). Footnotes shall appear in 9 point or larger type (elite type, 12 pitch if typewritten). Documents may not be reduced or typeface condensed to increase content of document. Photographically reduced documents shall not be considered and shall be returned to the sender. Every document shall be produced on opaque paper 8 1/2 by 11 inches, or A/4, double spaced with three fourths (3/4) inch margin on all sides and shall be stapled or bound at the upper left hand corner. Documents may be printed on one side of the page only.
- 3 The complaint and response shall not exceed ten (10) pages with five (5) optional pages of support documentation, and the reply to the response shall not exceed five (5) pages and no additional documentation will accepted. Each page shall be numbered sequentially as part of the total page limit (for example, page one of ten, page two of ten). Requests to exceed these page limits, or otherwise provide additional supporting documents, will be denied. Exclusive of page limitations, a single cover page must contain from the top of the page: (a) the district number; (b) the name, address, e-mail address and fax number of the complaining party; (c) name, address, e-mail address and fax number of the party/parties complained of; (d) election date; and, (e) election results including vote tabulation.
- 4 At the close of the document submitted, the original signature of the party submitting the document shall appear directly below the following statement: "I hereby agree that the decision of the International Board of Directors shall be final and binding." In addition, each page of the document shall be initialled by the submitting party.
- 5 The Legal Division shall not accept for consideration any document that is not in compliance with these guidelines but shall return it indicating to the party any failure to comply. The document, however, shall be deemed timely filed provided that a proper document is substituted promptly. The International Board of Directors, through the Constitution and By-Laws Committee, may refuse to consider any resubmitted document not filed in

accordance with these guidelines. The International Board of Directors shall not be required to consider any complaint, response to said complaint, or reply to the response, which is not received in accordance with the above stated procedures or requirements. By filing a complaint, response or reply, the parties to the complaint agree to submit the matter for consideration by the International Board of Directors and further agree to abide by any and all decisions of said Board. The decision of the International Board of Directors shall be final and binding.

F. District Governor Elect Seminar

The parties involved in a District Governor election complaint are not eligible to attend the Lions Clubs International District Governor Elect Seminar until the International Board of Directors adopts the election results for the district in which the complaint has arisen and declares that such results have become effective, or unless otherwise approved by the incoming International President. Each district (single, sub or multiple) may determine what district level training the parties to the complaint may attend to prepare for the upcoming fiscal year pending the outcome of the complaint.

d) Club Dispute Resolution Procedure:

Section 1. DISPUTES SUBJECT TO PROCEDURE.

All disputes arising between any member or members, or a former member or members, and the club, or any officer on the board of the club, relative to membership, or the interpretation, breach of, or application of the club's constitution and by-laws, or the expulsion of any member from the club, or any other internal Lions club matter whatsoever which cannot be satisfactorily resolved through other means, shall be settled by dispute resolution. Any time limits specified in this procedure may be shortened or extended by the district governor, conciliator or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process..

Section 2. REQUEST FOR DISPUTE RESOLUTION AND FILING FEE.

Any party to the dispute may file a written request with the district governor (a "complaint") asking that dispute resolution take place. All requests for dispute resolution must be filed with the district governor within thirty (30) days after the member knew or should have known of the occurrence of the event upon which the request is based. A copy of the complaint shall be sent to the respondent(s). A complaint filed under this procedure must be accompanied by a US\$50.00 filing fee or its equivalent in the respective national currency, payable by each complainant to the district (single or sub-), which shall be submitted to the district governor at the time the complaint is filed. Each district (single or sub-) may determine whether a higher filing fee will be charged for filing a complaint under this procedure. Any such higher filing fee must be approved by majority vote of the district cabinet in advance of charging any fee for filing a complaint under this procedure and any such fee shall not exceed US\$250.00, or its equivalent in the respective national currency, payable to the district (single or sub-). The entire filing fee will be retained by the district (single or sub-) as an administrative fee and shall not be refunded to any party unless a refund procedure is approved by the district cabinet. All expenses incurred relative to this dispute resolution procedure are the responsibility of the district (single or sub-), unless established district (single or sub-) policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

Section 3. RESPONSE TO COMPLAINT.

The respondent(s) to the complaint may file a written response to the complaint with the district governor within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

Section 4. CONFIDENTIALITY

Once a complaint has been filed, communications between the complainant(s), respondent(s), district governor and conciliator should be kept confidential to the extent possible.

Section 5. SELECTION OF CONCILIATOR.

Within fifteen (15) days of receipt of the complaint, the district governor shall appoint a neutral conciliator to hear the dispute. The conciliator shall be a past district governor who is currently a member in good standing of a club in good standing, in the district (single or sub-) in which the dispute arises, other than the club which is a party to the dispute, and who is impartial on the matter in dispute and without loyalties to any party to the dispute. The district governor shall notify the parties, in writing, of the name of the appointed conciliator. In the event an appointed conciliator is not acceptable to any party, the objecting party must submit a written statement to the district governor within ten (10) days of receiving the district governor's notice of appointment identifying all the reasons for such an objection. If no such objection is received, the conciliator shall be deemed acceptable to all parties. If the district governor determines, in his or her sole discretion, that the party's written objection statement sufficiently demonstrates that the appointed conciliator lacks neutrality, the district governor shall appoint a substitute conciliator as provided above. Otherwise, the district governor shall issue his or her denial of the objection(s) and confirm the appointment of the original conciliator, in writing, to all parties. The district governor's decision and appointment shall be determined within fifteen (15) days of receiving any party's written objection statement. Upon appointment, the conciliator shall have all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure.

Section 6. CONCILIATION MEETING & DECISION OF CONCILIATOR.

Upon being appointed, the conciliator shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliator. The objective of the conciliator shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliator shall have the authority to issue his or her decision relative to the dispute. The conciliator shall issue the decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. A copy of the written

decision shall be provided to all parties, the district governor and, upon request, to the Legal Division of Lions Clubs International. The decision of the conciliator must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee.

Failure to comply with the final and binding decision of the conciliator constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

i) Expulsion:

Article IV, of the Standard Form Lions Club Constitution provides:
Any member may be expelled from the club for cause by a two-thirds vote of the entire board of directors.

Each club must determine if sufficient cause exists for member termination and is encouraged to refer to the Lions Code of Ethics, copy enclosed, and Robert's Rules of Order when determining if sufficient cause exists for termination.

ii) Roberts's Rules of Order:

Provides guidance and necessary procedures in these matters. Please refer to Chapter XX, Section 61, Disciplinary Procedures. These include but are not limited to the following excerpts and notes:

In most societies it is understood that members are required to be of honourable character and reputation, and certain types of associations may have particular codes of ethics to enforce. Although ordinary societies seldom have occasion to discipline members, an organisation or assembly has the ultimate right to make and enforce its own rules, and to require that its members refrain from conduct injurious to the organisation or its purposes. No one should be allowed to remain a member if his retention will do this kind of harm.

Formal disciplinary procedures should generally be regarded as a

drastic step reserved for serious situations or those potentially so. When it appears that such measures may become necessary, proper and tactful handling of the case is of prime importance. It is usually in the best interests of the organisation first to make every effort to obtain a satisfactory solution of the matter quietly and informally.

The extreme penalty that an organisation or society can impose on a member is expulsion.

iii) Rights of the Society and the Accused

Since a society has the right to prescribe and enforce its standards for membership, it has the right to investigate the character of its members as may be necessary to this enforcement. But neither the society nor any member has the right to make public any information obtained through such investigation; if it becomes common knowledge within the society, it should not be revealed to any non-member. Consequently, a trial must always be held in executive session; and the introduction and consideration of all resolutions leading up to the trial also should take place when non-members are not present.

If (after the trial) a member is expelled, the society has the right to disclose the fact that he is no longer a member – circulating it only to the extent required for the protection of the society or, possibly, of other organisations. Neither the society nor any of its members has the right to make public the charge of which an expelled member has been found guilty, or to reveal any other details connected with the case. To make any of the facts public may constitute libel. A trial by the society cannot legally establish the guilt of the accused, as understood in a court of law; it can only establish his guilt as affecting the society's judgement of his fitness for membership.

iv) Steps in a Fair Disciplinary Process

Most ordinary societies should never have to hold a formal trial, and their by-laws need not be encumbered with clauses on discipline. For the protection of the society and members alike, however, the basic steps which, in any organisation; make up the elements of fair

disciplinary process should be understood. Any special procedures established should be built essentially around them, and the steps should be followed in the absence of such provisions. As applying to offences elsewhere than in a meeting, the important steps are as follows:

v) Confidential Investigations by Committee.

A committee whose members are selected for known integrity and good judgement should conduct a confidential investigation (usually including an interview with the accused) to determine whether further action, including the preferring of charges if necessary, is warranted.

vi) Formal Notification of the Accused.

The secretary should send to the accused by registered mail a letter notifying (him/her) of the date, hour, and place of the trial...and directing him (her) to appear...even if the accused was present when the resolutions were adopted. (Generally at least fourteen days notice to the accused is required.)

vii) Trial Procedure.

The trial is a formal hearing on the validity of the charges, at which the evidence against the accused is presented by the managers for the society, at which the accused has the right to be represented by counsel and to speak and produce witnesses in his own defence.

If a plea of guilty is entered to the charge, there need be no trial, and the meeting can proceed directly to the determination of the penalty after hearing a brief statement of the facts.

If the plea to the charge is not guilty, the trial proceeds in the following order, the chair first explaining all the steps, then calling for each of them in sequence:

- (1) opening statements by both sides – the managers first;
- (2) testimony of witnesses produced by the managers of the society;
- (3) testimony of defence witnesses;
- (4) rebuttal witnesses on behalf of the society; and then on behalf of the defence, if any; and

(5) closing arguments by both sides.

When the closing arguments have been completed, the accused must leave the room.

If the accused is found guilty, the chair announces that the next item of business is the determination of the penalty.

Both the question of guilt and the question of the penalty must be voted on by ballot. For expulsion, a two-thirds vote is required.

Because of the confidential nature of disputes, it is not recommended that results of the dispute be published.

viii) Sentenced in a Court of Law:

If a Lions club member pleads guilty, or is found guilty by a court of law of a crime of moral turpitude, he/she does not satisfy the criteria of good moral character and good reputation in his community and shall be removed as a member of his/her Lions club.

If an individual has served the sentence imposed and is no longer under any further restrictions as a result of a conviction of a crime of moral turpitude; he/she would be eligible to be invited to become a member of a lions club.

If a club member has been convicted, or has pled guilty, to a crime of moral turpitude under RSA law and is under restriction as a result of such a conviction, the club should follow the provisions for terminating a member's status under the provisions of its constitution. The members should be provided with notice and an opportunity to attend the meeting where the termination will be discussed and voted upon.

e) District and Multiple District Dispute Resolutions

(1) District Dispute Resolution:

A. Disputes Subject to Procedure

All disputes relative to membership, club boundaries, or

interpretation, breach of, or application of the district (single or sub-) constitution and by-laws, or any policy or procedure adopted from time to time by the district (single or sub-) cabinet, or any other internal Lions district (single or sub-) matters that cannot be satisfactorily resolved through other means, arising between any clubs in the district (single or sub-), or any club(s) and the district (single or sub-) administration, shall be settled by the following dispute resolution procedure. Any time limits specified in this procedure may be shortened or extended by the district governor, conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

B. Complaints and Filing Fee

Any Lions club in good standing within the association (the “complainant”) may file a written request with the district governor (a “complaint”) asking that dispute resolution take place under this procedure. The complaint must be filed with the district governor within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club. A copy of the complaint shall be sent to the respondent(s). A complaint filed under this procedure must be accompanied by a US\$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to the district (single or sub-) which shall be submitted to the district governor at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US\$100.00 shall be retained by the district (single or sub-) as an administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent

(which shall be shared on an equal basis if there is more than one respondent). In the event the selected conciliators find the complaint to have merit and the complaint is upheld, US\$100.00 shall be retained by the district (single or sub-) as an administrative fee and US\$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US\$100.00 shall be retained by the district (single or sub-) as an administrative fee and US\$650.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the district (single or sub-) as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the district (single or sub-), unless established district (single or sub-) policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

C. Response to Complaint

The respondent(s) to the complaint may file a written response to the complaint with the district governor within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

D. Confidentiality

Once a complaint has been filed, communications between the complainant(s), respondent(s), district governor and conciliators should be kept confidential to the extent possible.

E. Selection of Conciliators

Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator and the selected conciliators shall select one (1) neutral conciliator, who will serve as chairperson. The selected conciliators' decision relative to the selection of the conciliator/chairperson shall be final and binding. All of the selected conciliators shall be Lion leaders, preferably past district governors, who are currently members in good standing of clubs in good standing in the district (single or sub-) in which the dispute arises, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure. In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within fifteen (15) days, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators ("the second team of selected conciliators") who shall then select one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the district (single or sub-) in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who is a member of a club in good standing outside the respective district (single or sub-). In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or

outside the district (single or sub-) in which the dispute arises, then the past international director who most recently served on the International Board of Directors from within the district (single or sub-) in which the dispute arises or from an adjacent district (single or sub-), whichever is closest in proximity, shall be appointed as conciliator/chairperson.

F. Conciliation Meeting & Decision of Conciliators

Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the district governor and, upon request, to the Legal Division of Lions Clubs International. The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee. Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

International Board Policy Manual, Chapter XV, Paragraph J.3.,
Standard Form District Constitution, Article VIII

Revised October 4, 2010

(2) Multiple District Dispute Resolution:

A. Disputes Subject to Procedure

All disputes relative to membership, club boundaries, or interpretation, breach of, or application of the multiple district constitution and by-laws, or any policy or procedure adopted from time to time by the multiple district council of governors, or any other internal Lions multiple district matter that cannot be satisfactorily resolved through other means, arising between any clubs or sub-districts in the multiple district, or any club(s) or sub-district(s) and the multiple district administration, shall be settled by the following dispute resolution procedure. Any time limits specified in this procedure may be shortened or extended by the multiple district council chairperson, conciliators or the International Board of Directors (or its designee) upon a showing of good cause. All parties to any dispute subject to this procedure shall not pursue administrative or judicial actions during this dispute resolution process.

B. Complaints and Filing Fee

Any Lions club in good standing or sub-district within the association (the "complainant") may file a written request with the council chairperson (a "complaint") asking that dispute resolution take place under this procedure. The complaint must be filed with the council chairperson within thirty (30) days after the complainant(s) knew or should have known of the occurrence of the event upon which the complaint is based. The complainant(s) must submit minutes signed by the club or cabinet secretary certifying that a resolution in support of filing the complaint has been adopted by a majority of the entire membership of the club or district cabinet. A copy of the complaint shall be sent to the respondent(s). A complaint filed under this procedure must be accompanied by a US\$750.00 filing fee, or its equivalent in the respective national currency, payable by each complainant to the multiple district which shall be submitted to the council chairperson at the time the complaint is filed. In the event the complaint is settled or withdrawn prior to a final decision by the conciliators, US\$100.00 shall be retained by the multiple district as an

administrative fee and US\$325.00 shall be refunded to the complainant and US\$325.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the selected conciliators find the complaint to have merit and the complaint is upheld, US\$100.00 shall be retained by the multiple district as an administrative fee and US\$650.00 shall be refunded to the complainant. In the event the selected conciliators deny the complaint for any reason, US\$100.00 shall be retained by the multiple district as an administrative fee and US\$650.00 shall be paid to the respondent (which shall be shared on an equal basis if there is more than one respondent). In the event the complaint is not settled, withdrawn, upheld or denied within the time frames established by this procedure (unless an extension has been granted for good cause), then the entire fee will be automatically retained by the multiple district as an administrative fee and shall not be refunded to any party. All expenses incurred relative to this dispute resolution procedure are the responsibility of the multiple district, unless established multiple district policy provides that all expenses incurred relative to this dispute resolution procedure shall be paid on an equal basis by the parties to the dispute.

C. Response to Complaint

The respondent(s) to the complaint may file a written response to the complaint with the council chairperson within ten (10) days of receiving notice of the complaint. A copy of the response shall be sent to the complainant(s).

D. Confidentiality

Once a complaint has been filed, communications between the complainant(s), respondent(s), council chairperson and conciliators should be kept confidential to the extent possible.

E. Selection of Conciliators

Within fifteen (15) days of filing the complaint, each party to the dispute shall select one (1) neutral conciliator, who shall be a past district

governor, preferably a past council chairperson, who is currently a member in good standing of a club in good standing, other than a club which is a party to the dispute, in the multiple district in which the dispute arises, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. The selected conciliators shall select one (1) neutral conciliator who will serve as chairperson, and who shall be a past international director and is currently a member in good standing of a club in good standing in the multiple district in which the dispute arises, other than a club which is a party to the dispute, and shall be impartial on the matter in dispute and without loyalties to any party to the dispute. In the event there is no neutral past international director who may be selected from within the multiple district in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who shall be a past international director and is a member of a club in good standing outside the respective multiple district. The selected conciliators' decision relative to the selection of the conciliator/chairperson shall be final and binding. Upon completion of the selection process, the conciliators shall be deemed appointed with all authority appropriate and necessary to resolve or decide the dispute in accordance with this procedure. In the event the selected conciliators cannot agree on the selection of the conciliator/chairperson within fifteen (15) days, then the selected conciliators shall be automatically deemed to have resigned for administrative reasons and the parties must select new conciliators ("the second team of selected conciliators") who shall then select one (1) neutral conciliator/chairperson in accordance with the selection procedures and requirements described above. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within the multiple district in which the dispute arises, the selected conciliators may select one (1) neutral conciliator/chairperson who shall be a past international director and is a member of a club in good standing outside the respective multiple district. In the event the second team of selected conciliators cannot agree on the selection of the conciliator/chairperson from within or outside the multiple district in which the dispute arises, then the past international director who

most recently served on the International Board of Directors from within the multiple district in which the dispute arises or from an adjacent multiple district, whichever is closest in proximity, shall be appointed as conciliator/chairperson.

F. Conciliation Meeting & Decision of Conciliators

Upon being appointed, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute. If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision in writing no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. The written decision shall be signed by all the conciliators, with the dissent of any conciliator properly noted, and a copy of the written decision shall be provided to all parties, the multiple district council chairperson, the multiple district council of governors and, upon request, to the Legal Division of Lions Clubs International. The decision of the conciliators must be consistent with any applicable provisions of the International, Multiple District and District Constitutions and By-Laws and policies of the International Board of Directors, and is subject to the authority of and further review by the International Board of Directors at the sole discretion of the International Board of Directors or its designee. Failure to comply with the final and binding decision of the conciliators constitutes conduct unbecoming a Lion and is subject to loss of membership privileges and/or charter cancellation.

f) Special Meeting to Recommend a Lion for Appointment as District Governor - Vacancy

Rule 1. In the event a vacancy arises in the office of district governor, it shall be the duty of the immediate past district governor, or if not available, the most recent past district governor who is available, upon

notification from the international office, to convene a meeting of the district governor, immediate past district governor, vice district governor, region chairpersons, zone chairpersons, the secretary and treasurer (or secretary/treasurer), and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in the district for the purpose of recommending a Lion for appointment by the International Board of Directors.

Rule 2. Written invitations to this meeting shall be sent as soon as possible so that the meeting is held within the required fifteen (15) days of receipt of notification. The immediate past district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time within the required fifteen (15) days.

Rule 3. The chairperson shall maintain a written attendance roster.

Rule 4. Each Lion that is entitled to attend the meeting may make one nomination of his/her choice from the floor.

Rule 5. Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

Rule 6. Voting.

A. Voting will occur immediately after the close of nominations.

B. Voting will be by written ballot unless a majority of the members attending the meeting select another voting method.

C. The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more

than one nominee shall be declared invalid.

D. A simple majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

Rule 7. At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

Rule 8. The International Board of Directors, pursuant to Article III, Section 9 (d) of the by-laws of the International Constitution and By-Laws shall consider, but is not bound by, any recommendation resolved at the special meeting. The International Board of Directors reserves the right to appoint the recommendee or any club member as district governor for the (remainder of the) term.

g) Special Meeting to Recommend a Lion for Appointment as District Governor

1. The international office has advised the district to convene a special meeting to recommend a member for appointment as district governor.
2. The immediate past district governor prepares invitations for the special meeting. Invitations are to be sent to the district governor, immediate past district governor, vice district governor, region chairpersons, zone chairpersons, the secretary and treasurer (or secretary/treasurer) and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in the district. The invitations should state the date, time and location for the meeting.

3. The chairperson maintains an attendance roster at the meeting.
4. Nominations are made from the floor. Each nominee may speak for five (5) minutes, and his/her seconder may speak for an additional three (3) minutes.
5. Voting begins immediately after nominations close. Voting is by written ballot unless a majority of attendees select another voting method.
6. A simple majority of votes cast by those present and voting is necessary to be recommended. If no one candidate secures a simple majority vote, voting continues as outlined in the rules of procedure.
7. The chairperson forwards the meeting results at the conclusion of the meeting.

6. CALENDERS

The Date and Place for the Annual Convention of the Multiple District shall be approved as required by Article 7, Section 1, of the Multiple District 410 Constitution, and proper consideration shall be given to avoid undue offence to all the mainstream religious dates and festivals as shown in the tables below

JEWISH HOLIDAYS							
HOLIDAY	2010	2011	2012	2013	2014		
PURIM	28-Feb	20-Mar	08-Mar	24-Feb	16-Mar		
* PASSOVER:							
1st Day	30-Mar	19-Apr	07-Apr	26-Mar	15-Apr		
2nd Day	31-Mar	20-Apr	08-Apr	27-Mar	16-Apr		
7th Day	05-Apr	25-Apr	13-Apr	01-Apr	21-Apr		
8th Day	06-Apr	26-Apr	14-Apr	02-Apr	22-Apr		
* SHAVUOTH:							
1st Day	19-May	08-Jun	27-May	15-May	04-Jun		
2nd Day	20-May	09-Jun	28-May	16-May	05-Jun		
* ROSH HASHANAH:							
1st Day	09-Sep	29-Sep	17-Sep	05-Sep	25-Sep		
2nd Day	10-Sep	30-Sep	18-Sep	06-Sep	26-Sep		
* YOM KIPPUR	18-Sep	08-Oct	26-Sep	14-Sep	04-Oct		
* SUCCOTH:							
1st Day	23-Sep	13-Oct	01-Oct	19-Sep	09-Oct		
2nd Day	24-Sep	14-Oct	02-Oct	20-Sep	10-Oct		
* SHEMINI ATZERETH:	30-Sep	20-Oct	08-Oct	26-Sep	16-Oct		
* SIMCHAT TORAH:	01-Oct	21-Oct	09-Oct	27-Sep	17-Oct		
CHANNUKAH (8 days)	02-Dec	21-Dec	09-Dec	28-Nov	17-Dec		
* RELIGIOUS HOLIDAYS - NO WORK ON THESE DAYS							

CHRISTIAN HOLIDAYS							
HOLIDAY	2010	2011	2012	2013	2014		
ASH WEDNESDAY	17-Feb	17-Feb					
PALM SUNDAY	28-Mar	28-Mar					
HOLY WEEK	29 Mar/3 Apr	29 Mar/3 Apr					
GOOD FRIDAY	2 April	2 April					
EASTER SUNDAY	4 April	4 April					
ASCENSION	13-May	13-May					
PENTACOST	23-May	23-May					
TRINITY SUNDAY	30-May	30-May					
ALL SAINTS DAY	1-Nov	1-Nov					
ADVENT SUNDAY	28-Nov	28-Nov					
CHRISTMAS	25-Dec	25-Dec					

PUBLIC HOLIDAYS					
HOLIDAY	2010	2011	2012	2013	2014
NEW YEARS DAY	01-Jan	01 Jan	01-Jan	01-Jan	01-Jan
HUMAN RIGHTS DAY	21-22 March	21 March	21 March		
GOOD FRIDAY	2 April	22 April	06 April		
FAMILY DAY	5 April	25 April	09 April		
FREEDOM DAY	27 April	27 April	27 April		
WORKERS DAY	01-May	01 May	01-May	01-May	01-May
YOUTH DAY	16 June	16 June	16 June		
NATIONAL WOMENS DAY	9 August	09 August	09 August		
HERITAGE DAY	24 September	24 September	24 September		
DAY OF RECONCILLIATION	16 December	16 December	16 December		
CHRISTMAS DAY	25 December	25 December	25 December	25 December	25 December
DAY OF GOODWILL	26 December	26 December	26 December	26 December	26 December

HINDU FESTIVALS					
HOLIDAY	2010	2011	2012	2013	2014
MAKAR SANKRANTI	14-Jan	14 Jan			
MAHA SHIVARATNI	12-Feb	03 March			
RAMAYAN WEEK	16-Mar	04 April			
GITA WEEK		04-12 April			
SRI KRISHNA JANMASHTAMI		22 August			
DEEPAVALI	05-Nov	26 October			

MUSLIM CALENDER					
HOLIDAY	2010	2011	2012	2013	2014
DAY OF HAJJ	07-Dec				
EID-UL-ADHA	17-Nov	06 November			
MUHARRAM					
DAY OF AASHURAH	16-Dec	05 December			
BIRTH OF PROPHET		15 February			
LAYLATUL MERA AJ					
LAYLATUL BARIAT					
RAMADHAAN	12-Aug	01 August			
EID-UI-FITR	10-Sep	30 August			

7. ORDINARY RESOLUTIONS

Section 1 - MULTIPLE DISTRICT DUES

WHEREAS Article 5 – Section 1 of the Multiple District Constitution determines that a Multiple District Administration Fund tax shall be levied upon each member of each club in the Multiple District and that the amount of such tax shall be determined at each Multiple District Convention;

AND WHEREAS careful consideration were given to the MD 410 budget by the finance committee, the present tax will be sufficient to defray the Administrative expenses of the Multiple District in the next fiscal year;

NOW THEREFORE be it hereby resolved that the present annual per capita MD Administration Fund tax of R 50-00 be increased by R 1-50 to R 51-50 for the next fiscal year, effective from 1st July 2011

(Approved 2011)

Section 2 - CONVENTION ENHANCEMENT FUND

WHEREAS Article 8 – Section 4 of the Multiple District Constitution determines that a Convention Enhancement Fund tax shall be levied upon each member of each club in the Multiple District and that the amount of such tax shall be determined at each Multiple District Convention

NOW THEREFORE it is hereby resolved that The Multiple Convention Enhancement Fund Tax for the fiscal year 2011 – 2012 to remain at nil per annum.

(Approved 2011)

Section 3 - CONVENTION FUND

WHEREAS Article 8 – Section 5 of the constitution of this Multiple District determines that a Convention Fund tax shall be levied upon each member of each club in the Multiple District and that the amount of such tax shall be determined at each Multiple District Convention

NOW THEREFORE it is hereby resolved that The Multiple Convention Fund Tax for the fiscal year 2011 – 2012 to be R 7.50 per annum.

(Approved 2011)

Section 4 - MD DIRECTORY

WHEREAS The International Association of Lions Clubs Multiple District 410 has historically published a directory of Lions Clubs, Lions Clubs Officers, Sub-District Cabinet and Multiple District 410 Council of District Governors contact and other salient information;

AND WHEREAS the cost to continue the publication of such a directory has proven to be extremely expensive to Lions Members;

AND WHEREAS the information contained in the directory is outdated the moment it is printed;

AND WHEREAS the MD has to move forward and embrace the new technology;

NOW THEREFORE it is hereby resolved that The International Association of Lions Clubs Multiple District 410 be hereby instructed to discontinue the publication and distribution to Lions Clubs of the directory aforesaid.

(Approved 2002)

Section 5 - COUNCIL OF GOVERNORS

WHEREAS it is a constitutional requirement that the Council of Governors require a two-thirds affirmative vote of the registered delegates present in person to purchase, take on lease, or in exchange, hire or otherwise acquire any real or any personal property and any rights or privileges which the Multiple District may think necessary or convenient with regard to any of its objects or acquisitions;

AND WHEREAS the MD sublease for the Merchandising Centre is past due for signature,

AND WHEREAS the previous Council of Governors decided that the Council Chairperson will sign the lease on behalf of the Multiple District;

NOW THEREFORE, it is hereby resolved that:

That the Council of Governors, according to Article 4 - Section 5 – Powers, Rights and Obligations, Para (f) sign the sublease agreement for the Merchandising Centre premises with District 410A.

(Approved 2011)

Section 6 - COUNCIL OF GOVERNORS

WHEREAS it became clear from the trading results that the Merchandising Centre has been operating at a loss since 2009,

AND WHEREAS Clubs seem to prefer to source merchandising material from their own local communities in spite of a survey indicating that many clubs would support the Merchandising Centre,

AND WHEREAS it is a constitutional requirement that the Council of Governors require a two-thirds affirmative vote of the registered delegates present in person to sell, let, lease, exchange, part with, transfer, deliver, charge, mortgage or otherwise howsoever dispose of or deal with the undertaking, of the movable and immovable property and assets of any kind of the Multiple District or any part thereof;

NOW THEREFORE, it is hereby resolved that:

1. *That the Council of Governors, according to Article 4 - Section 5 – Powers, Rights and Obligations, Para (f) (ii), dispose of the of the movable property and assets of the Multiple District Merchandising Centre;*
2. *That the Council of Governors close the Merchandising Centre and meet the resulting cost (part of which may be recovered from disposing of the stock in hand);*
3. *That the Council of Governors honour the Staff pay-outs and retrenchment packages;*
4. *That the Council of Governors honour the current lease obligation until a suitable tenant is found to take over the lease;*

(Approved 2011)
