

**Multiple District 36  
Lions Clubs International  
Council of Governors**



**Revised as noted**

The original policy manual was compiled by PCC Brenda Wilkinson and the MD policy committee and subsequently adopted by the Council of Governors at a regularly scheduled meeting on May 23, 1983, by a majority vote. The policy manual then became the governing policy for MD36, Districts, clubs and Leos. The dates of the last revision or amendments as approved by the Council of Governors are noted in the lower left-hand corner of each page.

**February 2024**

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## Chapter I — POLICY MANUAL

### I. General Statements Regarding the Council of Governors Policy Manual:

- A. Multiple District 36 (Oregon and Northern California) (MD36) is governed by the Constitution and Bylaws of LCI and MD36, and by the policies recorded in the International Board of Directors (IBD) Policy Manual.
- B. To improve the organization and administration of MD36, the Council of Governors (COG) will adopt and maintain a current and accurately revised “Multiple District Council of Governors Policy Manual” (PM) which shall contain all policies established by the COG but which may not take precedence over the authority of those established by LCI.
- C. It shall be the responsibility of each MD committee chairperson to review annually the PM chapter referring to the chairperson's committee. At or prior to the second COG meeting of the year, recommended changes shall be submitted to the PM Committee (PMC) for review.
- D. The policy manual was developed by PCC Brenda Wilkinson and the PMC and adopted by the COG at a regular council meeting on March 20, 1982, by a majority vote, and became the governing policy for the administration of MD36 districts, Lions Clubs, Lions and Leos.

### II. Policy Manual Committee:

- A. Purpose:
  1. To maintain a concise Policy Manual for MD36.
  2. To ensure that the MD Policy Manual is in compliance with the Constitution and Bylaws of LCI, MD36, and the IBD Policy Manual.
- B. Specific Responsibilities:
  1. To present goals each year at the first Council of Governors (COG) meeting of the year. They are intended to act as guidelines for the functioning of the committee and will be reviewed during the year to assess progress in achieving said goals.
  2. To review all proposed changes to the manual. These proposed changes may be submitted by Lions Clubs in good standing, District committees, MD committees (including PMC), or a delegate from the floor at the MD convention.
  3. To submit all reviewed changes to the COG for their consideration to accept, reject, or return to the PMC for modification.
  4. To incorporate all changes accepted by the COG into the Policy Manual.
  5. To redraft all changes that the COG returned for modification.
  6. To provide a copy of the appropriate chapter to each MD committee chair.
- C. Committee makeup:
  1. Four members, one from each of the 4 districts (O, R, E, and G), are appointed by the COG for a term of 1 year. Since continuity is essential, new members appointed to the committee should anticipate a multi-year commitment. It is recommended that only one member be replaced annually.
  2. Chairperson:
    - a. This person is appointed annually by the COG. However, the COG may delegate selection of a chairperson to the PMC.
    - b. It is recommended that the Chairperson of the PMC have prior experience with the policy committee.
- D. Fiscal Responsibilities: None as the PMC handles no funds.
- E. Meetings:

1. Two meetings are to be held annually:
    - a. Prior to or at the first COG meeting.
    - b. In conjunction with the MD36 annual convention.
  2. Special meetings:
    - a. Special meetings may be called by the Committee Chairperson, or any two members of the committee, or by the Council Chairperson.
    - b. Special meetings may be called or accomplished by telephone, email, written communication, or video conference (e.g., Zoom, Google Meet, etc.).
    - c. Notices and agendas of meetings shall be emailed or mailed to the Council Chairperson 15 days prior to the regular COG meeting if there is any business to conduct.
    - d. Any action taken at the meetings shall be recorded and distributed to the COG members.
  3. Voting:
    - a. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50 + 1) of the committee members for the purpose of transacting business.
    - b. Each member present shall have 1 vote on all matters.
- F. Reports: A typed report will be submitted 15 days prior to COG meeting requesting COG action. If making a verbal report at a regular COG meeting or at the MD convention that will require no action of the COG, then a brief written report is also to be submitted.

### III. Policy Manual Amendments and Adoption:

- A. Both the International and MD36 Constitution and Bylaws and the International Board Policy shall take precedence over the MD36 COG Policy Manual should any conflicts arise.
- B. Change procedure:
  1. Routine:
    - a. Any proposed change may be introduced at any regularly scheduled COG meeting, with action being taken at a subsequent COG meeting. That action requiring a majority vote.
    - b. Any Lion group to be affected will be furnished the proposed policy change and given an opportunity to address the Council before vote for adoption.
  2. Urgent:
    - a. Any urgent changes proposed and accepted by a two-thirds affirmative vote of the COG at a regular or special meeting shall be provided to the PMC immediately following that meeting.
    - b. For informational purposes, the PMC shall report at the MD convention any and all changes requested by the COG and changes made to the Policy Manual. If the COG requests, the committee may present proposed changes to the Policy Manual at that time.
    - c. Any Lion group affected by the change will be furnished minutes of the meeting, agenda of next meeting and allowed to address Council.
- C. Policy Manual changes will be identified as “Action Item” (passed, defeated, tabled, postponed) and will normally appear late on the agenda.
- D. Any policy revisions adopted will be dated and incorporated into the Policy Manual, replacing the appropriate chapter.

#### Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, March 20, 1982
2. Reviewed, March 9, 1997

3. Reviewed/revised by the Policy Manual Committee, May 2002
4. Revision approved by the COG, March 5, 2004
5. Revision adopted by the COG, March 2011
6. Revision adopted by the COG, May 2014
7. Revision adopted by the COG, Oct. 2019
8. Revision adopted by the COG, May 2022

## Chapter II — COUNCIL OF GOVERNORS (COG)

- I. Purpose:** Shall supervise the administration of all MD36 affairs subject to the provisions of the Constitution and Bylaws and the Board Policy of the International Board of Directors.
- II. Specific Responsibilities:**
  - A. The MD Constitution defines the Council of Governors (COG) responsibilities as:
    1. Supervising the administration of all MD affairs.
    2. The MD Convention.
    3. To assess and collect funds from the MD membership to conduct the business of the MD.
  - B. The MD Bylaws defines the COG responsibilities as:
    1. The appointment and supervision of an Executive Administrator for the MD.
    2. The MD Convention.
    3. Revenue and accounting related to:
      - a. The annual MD Convention and other MD meetings.
      - b. MD general administration.
      - c. MD International Participation.
      - d. Program Funds.
- III. Council Membership:** The election and/or appointment of the COG is determined each year and for a 1-year term officially beginning at the time when the DGs are sworn in on the last day of the Lions Clubs International (LCI) convention.
  - A. Shall include:
    1. The District Governors (DG) from Districts O, R, E and G who were sworn in at the most recent LCI convention.
    2. One (1) immediate PDG, chosen by the incoming DGs and the CCE who will serve as the Vice Chairperson of the council. The carryover shall not be from the same district as the CCE.
    3. A Council Chairperson (CC).
  - B. Specific responsibilities of members:
    1. MD36 Council Chairperson (CC) shall:
      - a. Preside at all official MD36 meetings.
      - b. Assist the COG in selection of MD36 committees and Chairpersons.
      - c. Submit an article for each issue of the Oregon Lion.
      - d. Be a liaison between the COG and the MD36 Executive Administrator and LCI.
      - e. Act on behalf of the Executive Administrator when that person is unavailable.
      - f. He/she remains in office until the last day of the LCI convention held at the end of the year in which he/she presided as CC.
      - g. Attend and participate in major functions within the MD (Charter Nights, 50th anniversaries, visiting International guests).
      - h. Send notices of COG meetings to all participants, including agenda, at least 15 days prior to the meeting. Changes to the agenda must be presented to the COG when requested by the Chairperson.
    2. Vice Chairperson (an immediate past DG selected by the 4 current DGEs): Shall assume all responsibilities of the Chairperson in his/her absence or when delegated by the Chairperson or majority of COG members.



3. Secretary-Treasurer: The Executive Administrator shall serve as the secretary-treasurer of the Council of Governors and will not have a vote.
  - a. Keep full text minutes of all COG meetings, available on request, as a condensed summary to be distributed to all COG members other Lions requesting them within 30 days of the meeting.
  - b. Be responsible for receipt and expenditure of MD36 funds, keeping accurate records of all financial transactions; submit financial statements at least semi-annually and present records for audit when requested.
  - c. Be responsible for all reports to LCI.

#### **IV. Council Chairperson-Elect (CCE):**

- A. As defined in the MD36 Constitution and Bylaws, there shall be a PDG elected to the position of CCE. That PDG, after serving a one-year term or major part thereof, as CCE of the COG, shall serve the following year as the CC for one term.
- B. While this person has no duties or authority until the following year and is not a voting member, it is strongly suggested that this person attend all COG meetings so as to gain a better understanding of the process of the COGs, leading to better continuity as that person progresses to the position of CC.
- C. His/her term of office becomes official at the same time as the DGEs are sworn into office at LCI convention and remains in office until he/she becomes PCC at the close of LCI convention the following year.

#### **V. Fiscal Responsibilities:**

- A. Semi-annual dues billed, collected and deposited into separate accounts.
- B. Preparation and establishment of an annual budget to be adopted at the first COG meeting of the year.
- C. For overseeing all transactions (receipts and disbursements).
- D. To have staff prepare and present financial statements, in printed form, at every regular Council meeting.
- E. To prepare and present a required annual year-end financial statement.

#### **VI. Meetings:**

- A. Regular:
  1. An official meeting, as COG-elect, shall be held immediately following the MD36 Convention.
  2. A minimum of four (4) MD36 meetings:
    - a. First: Recommended that it be held within 60 days following the International convention.
    - b. Second: In the fall.
    - c. Third: In the winter.
    - d. Fourth: In conjunction with MD36 Convention.
- B. Special meetings may be called by the Council Chairperson or by any 2 COG members.
- C. Voting:
  1. A quorum shall be the personal presence of the majority of the voting COG members at any meeting.
  2. Each voting member of the COG: the CC, four (4) DGs and the one (1) Immediate PDG shall have, if in attendance, one vote on all matters.
- D. Notices and agendas of meetings will be mailed to COG members, and other selected Committees or individuals at least fifteen (15) days prior to meeting.

- E. First and second Vice District Governors in attendance may participate in the discussion of any COG item on the agenda but do not have a vote.

**VII. Reports: All reports required by LCI will be submitted promptly.**

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, May 23, 1983
2. Revision at regular Council meeting, July 28, 1985.
3. Revision at Council Meeting, New Orleans, July 12, 1986
4. Reviewed at regular Council meeting, March 9, 1997
5. Reviewed/Revised by the Policy Manual Committee, November 2002
6. Revised by the Policy Manual Committee, January 31, 2004
7. Revision approved by the COG, March 5, 2004
8. Revision in progress by Pol. Man. Comm. 02/06105
9. Revision approved adopted at COG meeting, May 19, 2005
10. Revision approved/adopted by the COG, May 15, 2011
11. Revision adopted by the COG, May 2014
12. Revision adopted by the COG, Oct. 2019

## Chapter III — ADMINISTRATION

### III-A — MD36 Executive Administrator

- I. Purpose:** The Executive Administrator of Multiple District (MD) 36 is directly responsible:
  - A. To the Council of Governors (COG).
  - B. For assisting in the attainment of the “Lions Clubs Objectives” and “Lions Code of Ethics.”
  - C. For abiding by Lions Clubs International (LCI) and MD36 Constitution and Bylaws.
  - D. For fulfilling the policies of the COG at their direction.
- II. Specific Responsibilities:** See Exhibit VII-A - “MD36 Executive Administrator Job Description.”
- III. Employment:** Appointed by the COG for term specified or as an indefinite term when mutually acceptable.
- IV. Reports:**
  - A. Will give verbal reports at all COG meetings.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, September 6, 1980
2. Revised by the COG, February 28, 1982
3. Revised by the COG, March 12, 1995
4. Revised by Don Adams, PCC, October 20, 2003
5. Revision adopted by the COG, March 5, 2004
6. Revision adopted by the COG, May 2014
7. Revision adopted by the COG, March 2020
8. Revision adopted by the COG, May 2022

### III-B — MD36 Executive Secretary

- I. Purpose:** As an employee of MD36 this person is responsible for:
  - A. Physically staffing the headquarters office or other assigned space.
  - B. Fulfilling office manager responsibilities and providing secretarial services and administrative assistance to the Executive Administrator and the Council of Governors (COG).
  - C. Assisting in the attainment of the “Lions Clubs Objectives” and “Lions Code of Ethics.”
  - D. Abiding by Lions Clubs International (LCI) and MD36 Constitution and Bylaws.
  - E. Fulfilling the policies of the (COG) at their direction.
- II. Specific Responsibilities:** See Exhibit VII-B “MD36 Executive Secretary Job Description.”
- III. Employment:** Selected and hired as an employee of MD36 by the COG on recommendation of Executive Administrator for a term mutually acceptable.
- IV. Reports:** None required.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, September 6, 1980
2. Revised February 28, 1982
3. Revised March 12, 1995
4. Revised by Glynis Beyerlin, Exec. Sec., October 20, 2003
5. Revision adopted by the COG, March 5, 2004
6. Revision adopted by the COG, May 2014
7. Revision adopted by the COG, Oct. 2019

### III-C — MD36 Headquarters

- I. **Purpose:** To provide a centralized headquarters location for service to all MD36 Lions, Lion Clubs, Districts, and Leos.
- II. **Specifics:**
  - A. The headquarters will be located in a convenient geographic location, presently in Eugene, Oregon.
  - B. The administrative responsibility for the headquarters is delegated to the Executive Administrator.
  - C. Any Lions organization may request use of the assets of MD36 from the Executive Administrator in coordination with the Executive Secretary.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, February 28, 1982
2. Reviewed, March 9, 1997
3. Revised by Don Adams, PCC, Exec. Admin. and Glynis Beyerlin. Exec. Sec., October 20, 2003
4. Revision adopted by the COG, March 5, 2004
5. Revision adopted by the COG, May 2014
6. Revision adopted by the COG, Oct. 2019

## Chapter IV — FOUNDATIONS, CORPORATIONS, and ASSOCIATIONS

### IV-A — Lions Clubs International Foundation (LCIF)

- I. Purpose:** To support the humanitarian endeavors of LCIF.
- II. Specific Responsibilities:**
  - A. To encourage fund-raising activities of Lions clubs, the funds of which are designated to go to LCIF. While International policy discourages direct fund solicitation from Lions, individuals may make contributions to LCIF.
  - B. To educate Lions and Lions clubs:
    1. As to the purpose, accomplishments, and organization of LCIF.
    2. To be knowledgeable as to the procedures for requesting and receiving LCIF assistance in the event of local need.
- III. Committee Makeup:**
  - A. Membership: Composed of the LCIF cabinet chairperson from each District (O, R, E and G), who are appointed annually by the respective District Governor (DG).
  - B. Officers: The Chairperson will be appointed annually by the Council of Governors (COG) unless selection is delegated to the committee.
- IV. Fiscal Responsibilities:** Any funds raised are under direct control of the Lions club or COG and are forwarded directly to LCIF.
- V. Meetings:**
  - A. Two regular:
    1. At or before the first COG meeting.
    2. In conjunction with Multiple District (MD) 36 Convention.
    3. Notices and agendas of meeting will be sent to members and Council Chairperson at least fifteen (15) days prior to meeting.
  - B. Special: May be called by the Committee Chairperson, by any two (2) members or by the Council Chairperson, stating the time, place and purpose, in writing, for the meeting.
  - C. Voting:
    1. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transacting business.
    2. Each member present shall have one (1) vote on all matters.
- VI. Reports:** A brief typed report will be submitted fifteen (15) days prior to COG meeting if requesting COG action. Otherwise, a report may be submitted orally and or written to the COG.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, March 20, 1982
2. Revised by the Policy Manual Committee, March 9, 1997
3. Reviewed Revised by the Policy Manual Committee, May 2002

4. Revision adopted by the COG, March 5, 2004
5. Revision adopted by the COG, May 2014
6. Revision adopted by the COG, Oct. 2019

## IV-B — Oregon Lions Sight & Hearing Foundation (OLSHF), Inc.

- I. **Purpose:** The Oregon Lions Sight & Hearing Foundation (OLSHF) was established to serve Lions Clubs of Multiple District (MD) 36. The OLSHF mission is: To screen, treat, save, and restore sight and hearing, in partnership with Lions Clubs, in order to prevent blindness and deafness for those in need.
- II. **Specific Responsibilities:**
  - A. To maintain close working relationship with Lions clubs and the Council Of Governors (COG) of MD36.
  - B. To establish programs to support the humanitarian efforts of MD36 Lions clubs.
    1. Sight and hearing.
    2. Diabetes awareness.
  - C. To provide for the programs established by the OLSHF Board of Trustees by developing financial and non-financial support within MD36 and from the general public.
  - D. To prepare and coordinate the agenda and program for the OLSHF portion of the MD36 Convention for the purposes of reporting to the Lions Clubs of MD36.
- III. **Membership:**
  - A. MD36 Lions clubs.
  - B. The OLSHF shall have a Board of Trustee, Officers and Committees as authorized under the Articles of Incorporation of the State of Oregon and the OLSHF bylaws as necessary to carry out the specific responsibilities of the OLSHF.
- IV. **Fiscal Responsibilities:** The Board of Trustees is responsible for all funds, budget, financial statements, audit, depositories, records and reports to maintain the non-profit status of the OLSHF and for reports to MD36 Lions clubs.
- V. **Meetings:**
  - A. MD36 Lions clubs meet annually at the MD Convention and may be asked to vote to amend OLSHF bylaws.
  - B. The Board of Trustees meets quarterly and as needed to carry out its responsibilities as defined in the OLS HF bylaws.
  - C. Committees meet as needed to carry out the assigned tasks as stated in the OLSHF bylaws and as directed by the Board of Trustees.
- VI. **Reports:**
  - A. The OLSHF Chairperson shall provide for reports to the Lions clubs of MD36 at the MD36 Convention and periodic reports on the status of the OLSHF.
  - B. The OLSHF Chairperson shall provide oral and written reports to the COG.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, March 20, 1982
2. Reviewed March 9, 1997
3. Revised by OLSHF Policy Manual Committee, October 21, 2003
4. Revised by OLSHF Policy Manual Committee, February 12, 2004



5. Revision adopted by the COG, March 5, 2004
6. Revision adopted by the COG, May 2014
7. Revision adopted by the COG, March 2020

## IV-C — Past District Governors Association (PDGA)

- I. **Purpose:** To utilize the experience and wisdom of the collective membership of the Association and to advise and assist the Council of Governors (COG) in all areas of responsibility to Lions and Leos.
- II. **Specific Responsibilities:**
  - A. Consider all budgetary and financial matters and offer counsel to the COG.
  - B. Be actively involved in leadership and membership development, by promoting new Lions clubs and strengthening existing Lions clubs.
  - C. Encourage and coordinate social activities for its members.
  - D. Serve as “ex-officio” greeters to all Lions, guests and especially visiting International officers, directors and past International officers.
  - E. Conduct a Celebration of Life tribute service at Multiple District (MD) 36 conventions.
- III. **Association Makeup:**
  - A. Membership: All Past District Governors (PDG) in good standing in their clubs and Districts are eligible to be members of the Association for as long as they maintain active District Lion membership.
  - B. Officers:
    1. President:
      - a. Presides over Executive Committee meetings and general membership meetings
      - b. Shall send notices and agendas and call Executive Committee meetings.
    2. Vice President:
      - a. Organize Celebration of Life tribute service.
      - b. Other specific responsibilities as assigned.
    3. Secretary-Treasurer:
      - a. Responsible for all items under Paragraph IV, “Fiscal Responsibilities.”
      - b. Responsible for items D and E under Paragraph V, “Meetings.”
    4. Executive Committee:
      - a. Four (4) PDGs, one (1) elected from the PDGA of each of the four (4) Districts (O, R, E and G) shall, with the officers, comprise the Executive Committee.
      - b. Responsibilities:
        - i. Shall meet as needed up to three (3) times per year before meetings of the general Association membership. If all members of the Executive Committee have email capacity, no more than two (2) of the meetings may be conducted by mail.
        - ii. Shall be empowered to carry out the policies of and act on behalf of the Association between Association meetings.
        - iii. Shall study and make recommendations of all matters coming to the Association including, but not limited to, budgetary items.
        - iv. The PDG elected from each District shall be a liaison to PDGs in their District.
    5. Vacancies: If a vacancy occurs during the term of office of any of the above officers or members of the executive committee, the vacancy may be filled for the remainder of the term by a member of the Association in good standing and a majority vote by the remaining officers and members of the executive committee.
- IV. **Fiscal Responsibilities:**

- A. The Association may levy assessments or receive voluntary contributions from its members if deemed necessary.
- B. All funds will be in a budget following “rules of audit” to defray administrative expenses such as postage, telephone, supplies or other expenditures as authorized by the Executive Committee and/or the general Association membership.
- C. The Executive Committee is authorized to make expenditures up to \$500.00 and to report these expenditures at the next regular meeting of the Association.
- D. Records of all transactions, receipts and disbursements, shall be retained by the Association. Said records shall be retained for a period of not less than three (3) years nor more than six (6) years, unless otherwise directed.
- E. Annual financial statements shall be submitted to COG at close of each fiscal year.
- F. All records shall be turned over to a successor or COG in an orderly manner within 30 days of end of term.

**V. Meetings:**

- A. One regular meeting of the PDGA shall be held following the MD Convention.
- B. The President, Council Chairperson or any five (5) Association members may call special meeting by stating time, place and purpose of said meeting in writing to all Association members.
- C. Voting:
  - 1. To constitute an official meeting of the Executive Committee, a quorum shall be defined as a majority of the committee members for the purpose of transacting business.
  - 2. Each member present shall have one (1) vote on all matters.
- D. Notices and agenda of meetings will be mailed/mailed to members and Council Chairperson no less than ten (10) nor more than twenty-five (25) days prior to meeting.
- E. Minutes of all Association meetings will be taken, recorded and distributed via mail or electronically to members by the Secretary-Treasurer within thirty (30) days of said meeting.

**VI. Reports:** A brief, typed report will be submitted to the COG fifteen (15) days prior to Council meeting if requesting COG action. If no action is required, it may be submitted at the next COG meeting.

Policy Revision History: (Added and dated as adopted by the COG)

- 1. Original adopted by the COG, February 28, 1982
- 2. Revised by 1995-96 the COG
- 3. Revised by the Policy Manual Committee, March 9, 1997
- 4. Revised by the Policy Manual Committee, May 14, 1999
- 5. Reviewed/Revised by the Policy Manual Committee, May 2002
- 6. Revised by the PDGA, March 2003
- 7. Revised by the Policy Manual Committee, January 31, 2004
- 8. Revision adopted by the COG, March 5, 2004
- 9. Revision adopted by the COG, May 2014
- 10. Revision adopted by the COG, Oct. 2019
- 11. Revisions adopted by the COG, May 2023
- 12. Revisions adopted by the COG, February 2024

## IV-D — State Pin Sales

- I. **Main Duty:** The State Pin Sales Chairperson is to maintain and keep the inventory of Oregon pins up to date, to sell at each of the district and state conventions, and arrange for storage of pins between conventions.
- II. **State Pin Design:**
  - A. Lions Pin Trading Club of Oregon will design a pin for each year and present the design to COG.
  - B. Pins will be ordered, received and then given to State Administrator.
  - C. Selling price for the state pins will be set by Executive Administrator and Lions Pin Trading Club of Oregon.
  - D. The yearly recommended is 1,000 pins if International Convention is in the United States, and 750 pins ordered if the International Convention is outside the U.S. The order may be changed at the recommendation of the Executive Administrator and the Lions Pin Trading Club of Oregon.
  - E. Two hundred (200) pins from each yearly order will be set aside. Each District Governor will receive 50 pins as a gift from Multiple District. They should receive them at the COG Meeting at the MD36 Convention. The Executive Administrator will oversee this process.
- III. **Finances:**
  - A. Money from pin sales is to be turned into MD36 Lions Executive Secretary at State office after each convention. (no longer than 30 days after each convention).
  - B. No CREDIT will be accepted, monies to be collected at delivery of pin sales.
  - C. There is no reimbursement for travel or hotel to any of the conventions or convention registration fee.
- IV. **Contract:**
  - A. State Pin Chairperson will be issued a pin Inventory contract to sign.
  - B. Term of position is for one year starting on July 1st of each year and ending on June 30th of the following year. COG will appoint this position with the option of renewing annually if both parties agree. This is to be done at State Convention.
  - C. COG may remove Chairperson from this position if any misuse of funds and inventory have been detected or occurred.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, March 2020

## IV-E — Southern Oregon Lions Sight and Hearing Center (SOLSHC)

- I. Purpose:** To work with the Lions family of District 36 E, Regions 1 and 2 and other community agencies to effectively marshal resources to improve the quality of life for residents of southern Oregon. Our focus is primarily in the areas of sight, hearing, diabetes and promoting positive opportunities for youths.
- II. Specific Responsibilities:**
- A. This facility is owned by the Southern Oregon Lions Sight and Hearing Center, Inc. and has its own bylaws (available upon request).
  - B. To encourage Lions to participate with the Center to maintain and improve programs and services for sight and hearing-impaired residents of Jackson and Josephine Counties in southern Oregon.
  - C. To employ staff, as necessary, who carry out the policies and programs for sight and hearing-impaired individuals in Jackson and Josephine Counties.
  - D. To furnish all current materials to the Oregon Lions Sight & Hearing Foundation (OLSHF) and to the Council of Governors (COG) for the purpose of communication, understanding, cooperation and education.
  - E. To interface and partner with other community groups to provide a wider range of programs to disabled individuals in Jackson and Josephine Counties.
  - F. To provide:
    1. Low vision and hearing assistance clinic areas and sales of equipment.
    2. A facility for community groups to meet.
- III. Committee Makeup:**
- A. Membership:
    1. Participating Lions clubs from the geographic area whose contributions are of time, materials and money.
    2. The Board of Directors membership is one (1) representative or alternate from each participating club, elected by the sponsoring club, alternating for 2-year terms.
  - B. Officers: The Chairperson, Vice Chairperson, Secretary and Treasurer (the Executive Committee) are elected annually by the Board of Directors.
- IV. Fiscal Responsibilities:** The Board of Directors is responsible for all funds, budget, financial statements, audits, depository records, non-profit operation and for providing fiscal information to the OLSHF, DGs or Lions Club International (LCI), if requested.
- V. Meetings:** Corporation bylaws establish meetings on the last Monday of each month, except December.
- VI. Reports:** A brief, typed report will be submitted fifteen (15) days prior to the meeting of the COG if requesting Council action. Otherwise, a report will be submitted at time of verbal report at the quarterly COG meetings, including the MD36 Convention.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, March 20, 1982.
2. Reviewed, March 9, 1997
3. Revised by SOLS&H Center, Inc., September 30, 2003
4. Revision adopted by the COG, March 5, 2004

5. Revision adopted by the COG, March 12, 2011
6. Revision adopted by the COG, May 2014
7. Revisions adopted by the COG, Oct. 2019
8. Revisions adopted by the COG, May 2023

## IV-F — MD36 USA/Canada Lions Leadership Forum Chair

- I. Purpose:** To promote awareness and attendance at the USA/CANADA Leadership Forum for the training and development of future MD36 leaders.
- II. Specific Responsibilities:**
  - A. Serve as liaison between the district USA/Canada chairs, the Council of Governors and MD36 lions club members.
  - B. Provide information and awareness about the USA Canada Leadership Forum to MD36 Lion club members at conventions utilizing electronic and print media articles and in the Oregon Lion.
  - C. Serve as the point of contact for the Multiple District and provide information for district USA-Canada Leadership Forum coordinators and other interested MD36 members.
  - D. Keep the Council of Governors (COG) updated and current regarding USA/Canada Forum membership.
- III. Appointment:** The Council Chair, with input from the COG, shall select and appoint a MD36 USA/Canada Forum chairperson annually.
- IV. Meetings:** As required.
- V. Reports:** A written report will be submitted to COG at each COG meeting.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, May 2014
2. Revision adopted by the COG, Oct. 2019

## Chapter V — COMMITTEES

### V-A — Awards, Honors, and Contests Committee

- I. Purpose:** To administer the MD36 Awards, Honors, and Contests program which has been established to recognize either clubs or individual members for their contributions and outstanding service to the goals of Lionism.
- II. Specific Responsibilities:**
- A. To set goals and objectives annually intended to encourage greater Lions participation in activities of the Districts and the MD.
  - B. To make clubs and members aware of the awards and their criteria at the beginning of each fiscal year.
  - C. To work closely with the District Governors (DG) from each District in the promotion of the awards program to recognize exemplary service.
  - D. The chairperson shall make recommendations for revision and management of the awards policies.
- III. Committee Makeup:**
- A. Membership: Members shall be the awards chairperson from each District.
  - B. Chairperson: The Council of Governors (COG) shall appoint one of the four district representatives to serve as the Chairperson.
- IV. Fiscal Responsibilities:**
- A. The MD budget will annually include adequate funds to support the MD awards programs.
  - B. District awards are the responsibility of the respective DG.
- V. Meetings:**
- A. The Awards Committee shall meet at least annually.
  - B. Other meetings may be held as necessary via phone, FAX or other electronic media.
  - C. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transacting business.
- VI. Reports:**
- A. The chairperson shall submit an annual report to the COG, and the EA or MD36 office following the annual convention listing the recipients of all awards.
  - B. The content and criteria of the awards shall be developed by the awards committee and provided to all clubs in the MD or see Exhibit VII-C.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, February 28, 1982
2. Revised, March 9, 1997
3. Revised by Richard Smith, PDG, October 19, 2003
4. Revision adopted by the COG, March 5, 2004
5. Adopted by the COG, May 15, 2011
6. Revision adopted by the COG, May 2014



7. Revision adopted by the COG, Oct. 2019
8. Revision adopted by the COG, May 2022
9. Revisions adopted by the COG, May 2023
10. Revisions adopted by the COG, February 2024

## V-B — Camp Representatives Committee

- I. **Purpose:** To provide challenging programs at facilities for outdoor living experiences for children and adults in an effort to help them gain confidence in managing diabetes and hearing or vision loss.
- II. **Specific Responsibilities:**
  - A. To establish goals intended to encourage Lions participation with the corporations that own the individual facilities to maintain, improve and develop each camp.
  - B. How Lions may help:
    1. Contributions of time, material or money to each facility.
    2. Provide “camperships” for qualified persons to attend the camps.
- III. **Committee Makeup:**
  - A. Each facility is administered by a Board of Directors with a Chairperson being elected annually by the Board.
  - B. Lions involvement: is voluntary only.
- IV. **Fiscal Responsibilities:** The Corporations operate under their own bylaws and budgets. Funds from clubs or districts may be made directly to each camp.
- V. **Meetings:** Each Corporation’s Bylaws establish a required number of meetings a year.
- VI. **Reports:** No requirements.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, March 20, 1982
2. Revised by the Policy Manual Committee, March 9, 1997
3. Reviewed/Revised by the Policy Manual Committee, May 2002
4. Revision adopted by the COG, March 5, 2004
5. Revision adopted by the COG, May 2014
6. Revision adopted by the COG, Oct. 2019

## V-C — Canine Services Committee

- I. Purpose:** To promote assistance dog programs.
- II. Specific Responsibilities:**
  - A. To educate Oregon Lions to the needs of funds for these programs.
  - B. To promote the need for volunteer puppy raisers.
  - C. To educate Lions as to the courtesies of behavior that should be afforded to those teams they may encounter.
  - D. To present programs to individual clubs and to have information booths at all conventions.
  - E. To assist graduates with monies needed for equipment and team training.
- III. Committee Makeup:**
  - A. The committee will consist of 1 member from each District to be appointed annually by the District Governor (DG).
  - B. Officers: The Council of Governors (COG) shall appoint a Chairperson.
- IV. Fiscal Responsibilities:** None.
- V. Meetings:**
  - A. Four (4) regular meetings will be held; one before each COG meeting.
  - B. Meetings to be held at a mutually agreed upon time and place.
  - C. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transacting business.
- VI. Reports:** The Committee Chairperson will report at the COG meetings.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, July 21, 2002
2. Revision adopted by the COG, March 5, 2004
3. Revision adopted by the COG, May 2014
4. Revision adopted by the COG, Oct., 2019

## V-D — Childhood Cancer Committee

- I. Purpose:** To promote and support childhood cancer programs.
- II. Specific Responsibilities:**
  - A. To educate Oregon Lions to the needs of fundraising support of these programs.
  - B. To build awareness of the need for support of childhood cancer services through various programs and information.
  - C. To promote service through the need of volunteers to support these programs.
  - D. To support Lions and Leos engaged or interested in projects to expand access to life-saving treatment and provide support to the children and families who face childhood cancers.
  - E. To support Lion and Leos clubs to report service in MyLCI.
- III. Committee Makeup:**
  - A. The committee will consist of 1 member from each District to be appointed annually by the District Governor (DG).
  - B. Officers: The Council of Governors (COG) shall appoint one of the four district representatives to serve as the Chairperson.
  - C. Duties of the Childhood Cancer Chairperson:
    1. To serve at the district and multiple district levels.
    2. To collaborate with leadership throughout the organization, including the Global Service Team (GST).
    3. Become an expert in your district/multiple district by learning about childhood cancers.
    4. Bring your knowledge to the local level by exploring how childhood cancer is directly impacting your district/multiple district.
    5. Submit a plan of action, including recommended service goals for childhood cancer, to the district governors/council chairperson for approval.
- IV. Fiscal Responsibilities:** None
- V. Meetings:**
  - A. Four (4) regular meetings will be held; one before each COG meeting.
  - B. Meetings to be held at a mutually agreed upon time and place.
  - C. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transacting business.
- VI. Reports:** The Committee Chairperson will report at the COG meetings.

Policy Revision History: (Added and dated as accepted by the COG)

1. Original adopted by the COG, May 2022
2. Revisions adopted by the COG, May 2023

## V-E — Constitution and Bylaws Committee

- I. **Purpose:** To write and maintain a clear, concise Constitution and Bylaws for Multiple District (MD) 36 which is in compliance with Lions Clubs International (LCI) Constitution and Bylaws.
- II. **Specific Responsibilities:**
  - A. To act on any proposed change presented to the Committee by January 31. These proposed changes come from:
    1. The Council of Governors (COG).
    2. Lions clubs in good standing.
  - B. To report any changes prepared to the club presidents at least thirty (30) days prior to the MD36 Convention.
  - C. To report any proposed changes to the Constitution and Bylaws to the MD36 Convention.
  - D. To present to the MD36 COG for that body's consideration, any change to the Constitution or Bylaws the Committee believes is needed.
  - E. To prepare or review all resolutions pertaining to changes in the Constitution and Bylaws to assure proper and legal language for proposed changes.
  - F. To determine that any amendment coming from the floor at the MD36 Convention is germane to the published proposed change and to assure proper language of the amendment if approved by the Convention.
- III. **Committee Makeup:**
  - A. Membership: Four members, one (1) from each of the four (4) Districts (O, R, E and G) are appointed annually by the respective District Governor for a term of 1 year.
  - B. Officers: A Chairperson is appointed annually by the COG unless selection is delegated to the Committee. The Chairperson may be reappointed.
- IV. **Fiscal Responsibilities:** The Committee handles no funds. The COG is responsible for the funds and budgetary management.
- V. **Meetings:**
  - A. Two (2) regular meetings should be held in conjunction with:
    1. The second meeting of the COG.
    2. The MD36 Convention.
  - B. Special Meetings:
    1. The Committee should meet in conjunction with the COG 2<sup>nd</sup> quarter meeting to review the MD36 Constitution and Bylaws and discuss any needed changes.
    2. The Chairperson, any two (2) members or the Council Chairperson may call other special meetings, in writing, stating time, place and purposes.
  - C. Voting:
    1. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transacting business.
    2. Each member present shall have one (1) vote on all matters. To vote on any matter coming before the Committee, a member must be present and qualified.

- D. Notices and agendas of meetings will be mailed to members of the COG at least fifteen (15) days prior to the meeting.
- E. Minutes of any meeting will be taken, recorded and distributed to members and the COG.

**VI. Reports:**

- A. A brief typed report will be submitted fifteen (15) days prior to a meeting of the COG if requesting Council action. Otherwise, the report may be submitted at the time of the oral report at COG meetings and the MD Convention.
- B. Reports on amendments and proposed amendments to the MD36 Constitution and Bylaws will be made as covered in Section II, Paragraphs A-F.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, March 20, 1982
2. Revised by the Policy Manual Committee, March 9, 1997
3. Reviewed /Revised by the Policy Manual Committee, May 2002
4. Revision adopted by the COG, March 5, 2004
5. Revision adopted by the COG, May 2014
6. Revision adopted by the COG, Oct. 2019
7. Revisions adopted by the COG, May 2023

## V-F — Convention Operating Committee

- I. **Purpose:** To provide the highest quality MD36 Conventions. The committee will serve as the policy making body.
- II. **Specific Responsibilities:**
  - A. This committee is responsible for planning, decision-making and implementation of all MD policies and procedures for operation of MD conventions.
  - B. To develop and maintain a MD36 Convention procedures handbook.
  - C. To establish:
    1. Meeting sites for conventions five (5) years in advance.
    2. Policy in the following subcommittee areas, but not to exclude others as required:
      - a. Agenda of activities
      - b. Budget
      - c. Administration
      - d. Non-Lion speakers and entertainment
      - e. Printing
      - f. Publicity/promotion
      - g. Memorial service to deceased Lion members (which is now a Past District Governors Association responsibility)
      - h. Registration, including refunds
      - i. Seminars
      - j. Protocol
      - k. Exhibitors and displays
      - l. Housing for attendees, including RV sites
      - m. Special transportation/special needs (e.g., hearing and vision)
  - D. To assist and work with the Host Committee to implement the above aspects of conventions.
- III. **Committee Makeup:**
  - A. Operating Committee Membership:
    1. There shall be no more than twelve (12) members plus the Host Committee Chairperson on the Operating Committee. The committee will consist of:
      - a. Chairperson
      - b. Vice Chairperson
      - c. Immediate Past General Chairperson
      - d. Secretary
      - e. Treasurer
      - f. Other committee members as needed, up to the quota, and appointed by the Chairperson
    2. Officers:
      - a. The General Chairperson of the Committee will be appointed by the Council of Governors (COG) three (3) years in advance of the planned convention, that person having served as Vice Chairperson the year prior to the appointment.
      - b. It is anticipated that the positions of General Chairperson, Secretary and Treasurer will serve multiple years to provide continuity. It is anticipated that some members will be retained for multiple years and others changed to bring new leadership.

- c. An Executive Committee will consist of the General Chairperson, Vice Chairperson, Secretary, Treasurer, Immediate Past Chairperson and Host Committee Chairperson.
- B. Host Committee:
- 1. A Chairperson will be selected by the Operating Committee Chairperson from the membership of a club in the Convention city.
  - 2. Responsibilities:
    - a. To serve as liaison to the Operating Committee, providing manpower and assistance in carrying out plans and functions.
    - b. To serve as hosts to Convention attendees providing welcoming committees, assisting with hotels, transportation and other information.
    - c. To provide ushers, sergeants-at-arms and guides for all meetings, meals and other sessions.
    - d. At their own expense may plan special functions such as entertainment, food, gifts, sightseeing or other special events if approved by the Operating Committee.
    - e. Others that may be assigned by the Operating Committee.
  - 3. Site Selection and Inspection Committee: will be selected from members, including the Vice Chairperson of the Operating Committee, and is responsible for making the selection of a convention site each year, such that a site has been determined five (5) years ahead.

#### IV. Fiscal Responsibilities:

- A. The COG will annually allocate to the Operating Committee, funds from the MD Convention Fund to cover administrative costs of the committee as well as funds for conduct of the convention.
- B. The Convention Fund will maintain a reserve of not less than \$15,000 to cover a potential loss by any convention.

- V. **Meetings:** The Operating Committee will follow the MD Convention Procedure Manual in establishing planning meetings. Once the initial planning meeting is held, the Executive Committee will conduct all subsequent meetings with all others being invited to attend as needed.

- VI. **Reports:** Will be made to the COG at the first meeting following the general planning meeting of the committee; a final written report of the convention proceedings and accounting of the funds will be submitted to the Council Chairperson for filing at the MD office.

#### Policy Revision History: (Added and dated as adopted by the COG)

- 1. Original adopted by the COG, March 20, 1982
- 2. Updated by the 1992-1993 COG
- 3. Revised by the COG, October 17, 1993
- 4. Revised by the Policy Manual Committee, March 9, 1997
- 5. Revised by the COG, March 10, 2001
- 6. Revised by the COG, May 17, 2001
- 7. Revision in progress by the Policy Manual Committee, Feb 6, 2005
- 8. Revision approved and adopted at COG meeting, May 19, 2005
- 9. Update submitted by Conv. Op. Comm. August 3, 2006
- 10. Adopted by the COG, March 23, 2007
- 11. Revision adopted by the COG, May 2014
- 12. Revision adopted by the COG, Oct 2019



## V-G — Credentials Committee

- I. **Purpose:** (placeholder for new policy to be written by the Credentials Committee)
- II. **Specific Responsibilities:**
- III. **Committee Makeup:**
- IV. **Fiscal Responsibilities:**
- V. **Meetings:**
- VI. **Reports:**

Policy Revision History: (Added and dated as accepted by the COG)

## V-H — Diabetes Awareness Committee

### I. Purpose:

- A. Education
- B. Advocacy
- C. Support

### II. Specific Responsibilities: The Diabetes Awareness Committee shall:

- A. Establish goals each year to be presented at the first Council of Governors (COG) meeting of the year. They are intended to act as guidelines for the functioning of the committee and will be reviewed during the year to assess progress in achieving said goals.
- B. Promote diabetes education activities in collaboration with the American Diabetes Association.
- C. Provide diabetes education activities in collaboration with the American Diabetes Association.
- D. Support diabetes education, summer camps and research efforts through donations of time, service and money.
- E. Encourage people to be tested for diabetes at the time of a person's annual physical exam or through the Lions Mobile Screening Unit.
- F. Encourage continued "Dimes for Diabetes" collections at the club level.
- G. Identify a contact in each Lions club to disseminate diabetes related materials at a local level.

### III. Committee Makeup:

- A. Membership:
  - 1. One member will be appointed from each of the four (4) Districts (O, R, E and G) by the respective District Governor. Since continuity is essential, new members appointed to the committee should anticipate a multi-year commitment.
  - 2. Only two (2) members will be replaced annually.
  - 3. All interested Lions will be encouraged to attend meetings.
- B. Officers: Co-chairpersons will be elected for a multi-year term.

### IV. Fiscal Responsibilities: Funds collected for "Dimes for Diabetes" will be divided equally 3 ways between the American Diabetes Association, Oregon Lions Sight & Hearing Foundation (to benefit vision projects), and Gales Creek Diabetes Camp. Two hundred dollars (\$200) will be retained each year to support copying and mailing expenses.

### V. Meetings:

- A. Will be held in the fall and winter of each year, and may be conducted by video conferencing (e.g. Zoom).
- B. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transacting business.

### VI. Reports: Will be made to the COG and DG at cabinet meetings.

Policy Revision History: (Added and dated as accepted by the COG)

- 1. Original adopted by the COG, March 20, 1982

2. Revised by the Policy Manual Committee, March 9, 1997
3. Reviewed/Revised by the Policy Manual Committee, May 2002
4. Revised by the Policy Manual Committee, January 31, 2004
5. Revision adopted by the COG, March 5, 2004
6. Revision adopted by the COG, May 2014
7. Revision adopted by the COG, Oct. 2019

## V-I — Disaster Response (Alert) Committee (DRC)

- I. **Disaster Response Committee DRC:** The Council Chairperson shall appoint a Lion to the position of Multiple District DRC Chairperson. Each district will have a DRC chair which will comprise the MD36 DRC and from which the MD36 DRC Chair will be chosen. The MD36 DRC Chair position shall have the following criteria:
  - A. Willingness to organize a DR plan in the event of a local emergency.
  - B. Understanding of program parameter.
  - C. Knowledge of Oregon Volunteer Organization Active in Disaster (ORVOAD) program resources.
  - D. Ability to mobilize a DR team after an emergency has occurred.
  - E. Understanding of Lions Clubs International Foundation (LCIF) program resources.
- II. **Responsibilities:**
  - A. The responsibilities of the Multiple District DRC Chairperson are:
    1. Familiarity with ORVOAD program resources and the four (4) areas of response:
      - a. How to develop a DR plan,
      - b. Disaster relief opportunities,
      - c. Personal safety checklist,
      - d. After a disaster occurs.
    2. Ability to work with local authorities in the development of a DR plan.
  - B. Before an emergency occurs: Multiple District DRC Chairperson responsibilities:
    1. Develop a Multiple District DR plan.
    2. Encourage and promote District DR plan.
    3. Organize Multiple District training classes and seminars for District DRC Chairpersons.
    4. Remind all DRC Chairpersons to complete an annual review of their DR plan.
  - C. After an emergency occurs: Multiple District DRC Chairperson responsibilities:
    1. Serve as the central figure in implementing the Multiple District DR plan. Communicate with club, District, and Multiple District leaders as well as outside agencies about the situation capabilities of the DRC.
    2. Assist Districts implementing a DR plan.
    3. Encourage Districts to work together in the event of a natural, man-made, or healthcare emergency.
    4. Remind DR team members to comply with safety regulations.
    5. Work with the Public Relations Chairperson to submit DR news and photos to local media.
    6. Remind Lions to use Lions logo signs and wear Lions logo apparel when serving as members of a DR team.
  - D. Multiple District DRC Chairpersons are responsible for rewarding team members with a Lion DR award.
    1. The DR banner patch award is available to any club, District, or Multiple District that submits a DR plan.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, June 2020

2. Revision adopted by the COG, May 2022

## V-J — Environmental Services Committee

- I. **Purpose:** To promote the preservation of our natural resources and improvement of the quality of life for all.
- II. **Specific Responsibilities:**
  - A. To encourage clubs to appoint an environmental chairperson.
  - B. To aid and assist Lions clubs in environmental service projects.
  - C. To promote environmental quality of life through the use of speakers, films, publications and other materials.
  - D. To identify major environmental problems:
    1. Natural and biological (air, noise, land and water).
    2. Social and cultural environment (demographic, planning, drug abuse, ethical conduct, crime prevention, etc.).
  - E. To avoid taking positions on controversial subjects (e.g., spotted owls, genetic engineering, etc.).
- III. **Committee Markup:**
  - A. **Membership:** Composed of cabinet chairperson from each District, where the District Governor (DG) has appointed a chairperson.
  - B. **Chairperson:** Appointed annually by the Council of Governors (COG) unless selection is delegated to the committee. Prior committee experience is recommended.
- IV. **Fiscal Responsibilities:** This committee handles no funds. Any funds raised or disbursed are under the direct control of the COG.
- V. **Meetings:**
  - A. Two regular meetings:
    1. Prior to the winter COG meeting.
    2. In conjunction with the Multiple District (MD) Convention.
  - B. Special meetings may be called by email or in writing by the Chairperson or any two (2) members of the committee or by the Council Chairperson, stating time, place and purpose.
  - C. **Voting:**
    1. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transacting business.
    2. Each member present shall have one vote.
  - D. Notices and agendas of meetings will be mailed out or emailed to members and the Council Chairperson at least fifteen (15) days prior to the meeting.
  - E. Minutes of the meeting should be recorded and distributed to the members and the COG.
- VI. **Reports:** A brief typed report will be submitted fifteen (15) days prior to COG meeting if requesting Council action. Otherwise, it is to be submitted at time of verbal reports at the winter Council meeting or at the MD36 Convention, providing the COG requests verbal report and it is on the agenda.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, March 20, 1982
2. Revised by the Policy Manual Committee, March 9, 1997
3. Revised, 2002
4. Revised by the Policy Manual Committee, January 31, 2004
5. Revision adopted by the COG, March 5, 2004
6. Revision adopted by the COG, May 2014
7. Revision adopted by the COG, Oct. 2019

## V-K — Finance and Budget Committee

- I. **Purpose:** To give counsel and advice regarding all financial matters to the MD Council.
- II. **Specific Responsibilities:**
  - A. Prepare a budget proposal to present to the Council of Governors (COG).
  - B. Annually review the format of the financial statement and make recommendations for improvements for conformity with appropriate accounting practices.
  - C. Annually review all monetary and budget policies and procedures and make recommendations for improvements.
  - D. Monitor and assure compliance with the Constitution and By Laws regarding the use, transfer, distribution and accumulation of all MD funds.
  - E. Study and make recommendations relative to proposed changes in the MD36 dues structure.
  - F. Review financial documents quarterly and assure presentation of regular financial statements to the COG quarterly.
  - G. Assure that a financial statement and/or compilation or review has been made by an accountant at the close of the fiscal year.
  - H. Assist the COG on all accounting and financial matters.
  - I. This committee, along with the Executive Administrator, will serve as the financial management committee and is responsible to the COG for providing an adequate assets, technology, and equipment for proper administrative functions of the MD.
    1. The committee will make recommendations regarding rent or lease of office space.
    2. The committee will make recommendations for adequate insurance, salaries for personnel, and capital purchases.
    3. The committee will review the MD technology needs and recommend update as required.
  - J. Develop and propose a budget calendar for COG approval to be submitted at the first COG meeting of the Lion year.
- III. **Committee Makeup:**
  - A. **Membership:** This committee is composed of five (5) or six (6) members, 1 from each district appointed by the DG, and the COG treasurer. Members of this committee should anticipate a four (4) year commitment. However, since continuity is essential, it is recommended that only 1 new member be appointed annually.
  - B. **Officers:**
    1. **Chairperson:**
      - a. Annually appointed by the COG with recommendations from the committee.
      - b. Should have prior committee experience and may be reappointed.
    2. **Secretary:** to be agreed upon by committee members.
- IV. **Fiscal Responsibilities:** This committee handles no funds.
  - A. Review MD36 budget quarterly.
  - B. Alert COG of any items needing attention.
  - C. Prepare and propose a recommended budget for the forthcoming Lion year.



**V. Meetings:**

- A. Regular meetings will be held quarterly prior to the COG meetings, including the MD36 Convention. Meetings may be by phone or email as determined by the Chair.
- B. Special meetings may be called by email, phone or in writing by the Chairperson, or any two (2) members of the committee, or by the Council Chairperson stating time, place and purpose.
- C. Voting:
  - 1. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transacting business.
  - 2. Each member present shall have one (1) vote on all matters.
- D. Notices and agendas of meetings will be mailed or emailed to members and the Council Chairperson at least fifteen (15) days prior to meeting.
- E. Minutes will be taken and distributed to members.

**VI. Reports:** A brief typed report will be submitted fifteen (15) days prior to the COG meeting if requesting Council action. Financial reports will be submitted to the COG at each COG meeting by the COG treasurer and a written report will be submitted at the MD convention.

Policy Revision History: (Added and dated as adopted by the COG):

- 1. Original adopted by the COG, March 20, 1982
- 2. Revised by Policy Manual Committee, March 9, 1997
- 3. Revised by Gary Tate, PDG, 10/13/03
- 4. Revision adopted by the COG, March 5, 2004
- 5. Revision adopted by the COG, March 12, 2011
- 6. Revision adopted by the COG, May 2014
- 7. Revision adopted by the COG, Oct. 2019

## V-L — Global Action Team (GAT)

- I. **Purpose:** To provide a comprehensive action plan that will assist and support the Global Membership Team (GMT), Global Leadership Team (GLT), and Global Service Team (GST) and to reach their goals towards the purpose of increased membership and service in Multiple District (MD) 36.
- II. **Specific Responsibilities:**
  - A. To develop and promote a MD36 Long-Range Plan.
  - B. To set goals and objectives that will be reviewed each year.
  - C. To develop new plans, programs and strategies to reach goals and objectives.
  - D. To work in harmony with the Council of Governors (COG), the MD Membership, Leadership, and Service, toward reaching their goals.
- III. **Committee Makeup:**
  - A. Membership: The committee shall be composed of the Global Membership Chair, the Global Leadership Chair, the Global Service Chair, and the MD36 Chair of the COG.
  - B. The Council Chairperson shall serve as Chair of the Global Action Team unless the position has been delegated to another member of the Team.
- IV. **Fiscal Responsibilities:**
  - A. The MD Global Action Team shall submit a budget in writing to the chairperson of the Finance and Budget Committee and to the COG, justifying the requests related to areas of needs/uses for the funding.
  - B. Excess funds, unless grant funds, shall not be carried over from year to year.
- V. **Meetings:**
  - A. The MD Global Action Team shall meet quarterly whether in person or by other means (phone, Fax, email) with at least one of the meetings being held at the MD Convention.
  - B. Other meetings may be called in writing by any two committee members, or the Council Chairperson, stating time, place and purpose.
  - C. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transacting business.
  - D. Notices and agendas of meetings will be mailed to committee members and to the Council Chairperson at least seven (7) days prior to the meeting.
  - E. Minutes will be recorded and distributed to Committee members and COG members.
- VI. **Reports:**
  - A. A brief typed report will be submitted at the COG meetings.
  - B. A comprehensive report will be submitted at the MD36 convention.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted COG May 12, 2011
2. Revision adopted by the COG, May 2014
3. Revision adopted by the COG, March 2020

## V-M — Global Leadership Team (GLT)

**I. Purpose:** To identify leaders, develop leadership skills and improve leadership potential within Multiple District (MD) 36.

### II. Specific Responsibilities:

- A. To establish goals each year at the first Council of Governors (COG) meeting of the year. The goals will act as guidelines for the functioning of the committee and will be reviewed during the year to assess progress in achieving said goals.
- B. To identify, provide training and support leaders and potential leaders from among the pool of Lions in the Multiple District.
- C. To work in harmony with the COG, and Lions Clubs International (LCI) toward leadership development goals.
- D. To promote the attendance of past, current and potential leaders at any and all leadership focused events to include, but not limited to, club, district and regional officer and committee training; the USA/Canada Lions Leadership Forum; LCI Convention; Senior and Emerging Lions Leadership Institutes and others, District and MD36 Conventions; and the MD Lions Leadership Training functions.
- E. To promote and train Lions in the use of training materials from LCI such as New Member Orientation, Rebuilding Lions Clubs, and Guiding Lions certification.
- F. To provide:
  - 1. A plan that coordinates with the District governors (DG), their GAT committees and the MD GAT team, a leadership development program at all levels of Lionism in the MD.
  - 2. Leadership development tools at the MD level to enhance the leadership skills of individual Lions.
  - 3. A comprehensive program of leadership training and development in the following areas:
    - a. Multiple District VG/DGE
    - b. Zone/Region Chairpersons
    - c. District officers
  - 4. Planning and coordinating of forums and seminars at the District and MD Conventions and at Northwest Lions Leadership Institute.
  - 5. Education and training for strengthening and developing leadership on a district basis, assisting club officers and zone and region chairs in developing their leadership.
- G. To encourage:
  - 1. Lions who have completed any Lions Leadership development program to provide club officer training annually. It is suggested that this officer training be completed in May or June.
  - 2. DGs to promote Lions with leadership potential from their districts to participate in all leadership development opportunities.
  - 3. Leadership potential and its development for the Districts and the MD.
  - 4. Communication between Global Leadership committee chairs of each District.

### III. Committee Makeup:

- A. Membership is composed of the Multiple District Global Leadership Committee Chairperson and a district chairperson from each District, O, R, E and G. Since continuity is essential, each member of the Multiple District Committee should serve a one (1) year term. Renewable at the pleasure of the current District Governor, in conjunction with the three-year term of the MD Global Committee Chairperson.

- B. The COG appoints the Chairperson of the MD Global Leadership Committee for a three-year term, as suggested by LCI, unless selection is delegated to the Committee. Prior committee service is recommended. The Committee names the Vice-Chairperson each year. It may be the same person from one year to the next, so that a progression of officers is established.
- C. Vacancies on the Committee shall be appointed by the COG, if the MD Chairperson, or by the DG, if a District Chairperson.

**IV. Fiscal Responsibilities:** The Committee normally handles no funds. The COG is responsible for MD funds and budgetary management.

**V. Meetings:**

- A. There shall be four regular meetings, once each calendar quarter of the Lions year.
- B. A special meeting may be called in writing by the Committee Chairperson, any two committee members, or the Council Chairperson, stating time, place and purpose.
- C. Voting:
  - 1. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transacting business.
  - 2. Each member present shall have one (1) vote on all matters.
- D. Notices and agendas of meetings will be emailed, faxed or mailed to committee members and to the Council Chairperson at least fifteen (15) days prior to the meeting.
- E. Minutes will be recorded and distributed to Committee members and COG members.

**VI. Reports:** A brief typed report of the Committee's activities will be submitted to the MD office fifteen (15) days prior to the next COG meeting. If the committee report asks for action by the COG or presents an item for discussion by the COG, the Committee Chairperson will present the report in person at the COG meeting.

Policy Revision History: (Added and dated as adopted by the COG)

- 1. Original adopted by the COG, March 6, 1983
- 2. Revision Sec. III, Council meeting, January 15, 1988
- 3. Revision Sec. I, III, IV, V, VII and VIII, Council meeting, May 16, 1996
- 4. Revised by the Policy Manual Committee, March 9, 1997
- 5. Reviewed/Revised by Bob Guerrant, PDG, and the Policy Manual Committee, May 2002
- 6. Revised by Bev Bridgewater, PDG, November 7, 2003
- 7. Revision adopted by the COG, March 5, 2004
- 8. Revision adopted by the COG, May 2014
- 9. Revision adopted by the COG, Oct. 2019

## V-N — Global Membership Team (GMT)

- I. **Purpose:** To create a net growth in membership in Multiple District (MD) 36 by promoting the formation of new clubs and club branches and by eradicating the preventative loss of existing clubs and members.
- II. **Specific Responsibilities:**
  - A. To set goals and objectives which shall be reviewed each year.
  - B. To develop new plans and strategies, as necessary, to reach goals and objectives.
  - C. To develop a mechanism of measuring progress.
  - D. To assist the Districts in developing membership objectives.
  - E. To educate:
    1. District and Multiple District officers and all Lions concerning membership goals, objectives, plans, and strategies.
    2. By conducting workshops for Lions who are interested in working on membership.
    3. By developing plans and procedures for forming new clubs.
  - F. To engage in membership efforts including recruitment, information and organizational meetings, and procuring sponsoring Lions clubs.
  - G. To provide training, materials, and incentives to District GMT chairs.
- III. **Committee Makeup:**
  - A. Membership: The committee shall be composed of the Multiple District Global Membership Chairperson and chairperson from each of the four (4) districts appointed by the District Governors. The MD chair of this committee should anticipate a multi-year (3-year) commitment as prescribed by Lions Clubs International (LCI). District chairs may also serve stagger commitments of two (2) or three (3) years if they wish.
  - B. Officers: The MD chairperson shall be appointed annually by the Council of Governors (COG).
- IV. **Fiscal Responsibilities:**
  - A. The Membership Committee shall submit a budget in writing to the chairperson of the Finance and Budget Committee and to the COG, justifying the requests related to areas of needs/uses for the funding.
  - B. Excess funds shall not be carried over forward from year to year.
  - C. The GMT shall review and approve all applications for LCI grants to support membership growth before they are submitted to LCI.
- V. **Meetings:**
  - A. The MD membership committee shall meet quarterly whether in person or by other means (phone, FAX, email), with at least one of those meetings being held at the MD Convention, for the purpose of reviewing policies and the status of membership growth.
  - B. Other meetings may be called, in writing, by the Chairperson, any two (2) committee members or the Council Chairperson, stating time, place and purpose.
  - C. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transacting business.
  - D. Notices and agendas of meetings will be mailed to committee members and to the Council Chairperson at least fifteen (15) days prior to the meeting.

E. Minutes will be recorded and distributed to committee members and COG.

**VI. Reports:**

A. A brief report will be submitted at the first three (3) COG meetings.

B. A comprehensive report will be submitted at the MD36 Convention.

Policy Revision History: (Added and dated as adopted by the COG):

1. Original adopted by the COG, March 9, 1997
2. Revision adopted by the COG, May 14, 1998
3. Revised by Richard Smith, PDG, Oct. 14, 2003
4. Revision adopted by the COG, March 5, 2004
5. Revision adopted by the COG, May 2014
6. Revision adopted by the COG, Oct. 2019
7. Revision adopted by the COG, May 2022

## V-O — Global Service Team (GST)

- I. **Purpose:** To encourage increased service by Lions clubs throughout Multiple District 36 (MD36) and explore ways to enhance the impact of that service so as to maximize its benefit to the people being served and the visibility of the Lions.
- II. **Specific Responsibilities:**
  - A. To function as a contributing member of the MD36 Global Action Team (GAT).
  - B. To encourage clubs to evaluate the value and viability of their existing service activities by conducting community needs analyses and member polls.
  - C. Promote increased service activity without undermining current existing projects which the club chooses to retain.
  - D. Encourage clubs to adopt new service activities in the five areas of focus set forth in LCI's service framework and to support LCIF and its mission of service.
  - E. Organize and promote district and multiple district-wide joint service projects so as to enhance the impact and visibility of our service efforts.
  - F. Improve club reporting of service by creating awareness of its importance and by educating and training in the use of the MyLion application, with an ultimate goal of 100% of clubs reporting.
  - G. Monitor reporting numbers and report on same to the Council of Governors (COG).
- III. **Committee Makeup:** The MD36 GST shall be composed of the MD36 Chairperson and the chairpersons from each of the four (4) districts.
- IV. **Fiscal Responsibilities:** The committee normally handles no funds. Should funds be needed, a request shall be submitted to the COG for consideration.
- V. **Meetings:**
  - A. There shall be four regular meetings, one per quarter during the Lions year, with the first meeting to be held in July. At that time, the three remaining meetings will be scheduled to be held in advance of scheduled COG meetings. Meetings may be in person, online, or via telephone or email, at the discretion of the committee members.
  - B. A special meeting of the committee may be called in writing by the MD Chair, any two (2) committee members, or the Council Chairperson, stating time, place or medium, and purpose.
  - C. To constitute an official meeting, a quorum of the committee must be in attendance, and a quorum of those in attendance will be required for any action to be taken by the committee. A quorum is defined as a majority (50% + 1) of the committee members.
  - D. Notices and agendas of meetings will be mailed or emailed to committee members and to the Council Chairperson at least fifteen (15) days prior to the meeting.
  - E. Minutes will be recorded and distributed to committee members and the COG.
- VI. **Reports:** The committee chair or a member of the committee in his or her place will submit a written report at each meeting of the COG.

### Policy Revision History (Added and dates as adopted by the COG)

1. Original adopted by the COG, June 2020

## V-P — Hearing Preservation, Awareness, and Action Committee

**I. Purpose:** Hearing Conservation and Work with the Deaf became a major Lions activity in 1971. The program name was updated to; Hearing Preservation, Awareness and Action thereby broadening the Lion's base of service.

### II. Specific Responsibilities:

- A. Promote hearing programs within MD36 and within each district.
- B. Become familiar with the information for Hearing Chairperson section on the association's website.
- C. Connect with Lions hearing chairs worldwide via the LCI Facebook Group for hearing chairpersons.
- D. Utilize current resources from official hearing/deaf associations to become knowledgeable about hearing impairment and deafness.
- E. Identify appropriate projects in the multiple district.
- F. Develop partnerships with relevant organizations and professional to leverage resources.
- G. Encourage and facilitate club or district level participation in:
  1. Lions Hearing Aid Recycling Program (HARP)
  2. LCIF's Affordable Hearing Aid Program (AHAP)
  3. OLSHF's ROAR program
- H. Encourage clubs to appoint a club hearing preservation, awareness and action chairperson.
- I. Plan and facilitate hearing preservation awareness presentations for forums, zone meetings, district and multiple district conventions.
- J. Keep the Council of Governors informed of multiple district activities; encourage clubs to report their hearing projects in the Service Activity report within MyLion.
- K. Provide a written and/or verbal report to the Council of Governors at each council meeting.
- L. Provide a summary report of the previous year's committee activities to successor.

### III. Committee Makeup:

- A. Membership: The committee shall consist of one representative from each of the four (4) districts appointed by the DG of that district.
- B. Officers: The Council of Governors (COG) shall appoint one of the four district representatives to serve as the Chairperson.

### IV. Fiscal Responsibilities:

### V. Meetings:

### VI. Reports:

Policy Revision History: (Added and dated as accepted by the COG)

1. Original adopted by the COG, May 2022
2. Revisions adopted by the COG, May 2023



## V-Q — Hunger Relief Committee

- I. Purpose:** To promote the need for and ways to address hunger in MD36.
- II. Specific Responsibilities:**
  - A. Promote Hunger Project Ideas to Lions Clubs.
  - B. Provide information related to hunger in MD36.
  - C. Encourage all clubs to participate in a hunger related project in January of each year.
- III. Committee Makeup:**
  - A. Membership: The committee shall consist of one representative from each of the four (4) districts appointed by the DG of that district.
  - B. Officers: One of the committee members shall be appointed as MD36 chairperson by the Council of Governors.
- IV. Fiscal Responsibilities:** This committee handles no funds.
- V. Meetings:**
  - A. The committee members shall aim to meet four times a year prior to each COG meeting.
  - B. The meeting shall take place at a location or in a way that is agreeable to the majority of the members.
  - C. A quorum shall be considered 50% of the members plus one.
- VI. Reports:** The chairperson shall present a report to the quarterly meetings of the COG.

Policy Revision History: (Added and dated as accepted by the COG)

1. Original adopted by the COG, May 2022

## V-R — Information Technology Committee (ITC)

- I. **Purpose:** To advise and aid the Council of Governors (COG), the four Districts, and individual clubs on the efficient and effective use of information technology.
- II. **Specific Responsibilities:**
  - A. To aid and instruct district officers, chairpersons and club officers in the use of the Internet for reporting membership and other pertinent information directly to Lions Clubs International (LCI).
  - B. To aid and instruct clubs on the use of the Internet, video conferencing (e.g., Zoom), and email, and to recommend ways to improve online security and maintain privacy.
  - C. To promote the use of electronic information dispersal and transfer for the purposes of timeliness, economy and conservation of natural resources.
  - D. To assist:
    1. Districts and clubs in setting up websites and social media such as Facebook, Twitter, Instagram, and NextDoor.
    2. Districts and clubs in the use of email to communicate with clubs within the same District.
    3. The District Governors (DG) in setting up record keeping in the District.
- III. **Committee Makeup:**
  - A. Membership:
    1. This committee will consist of the IT chairperson from each District, who is appointed annually by the DG.
    2. One additional member (such as the MD Webmaster) may be appointed at the discretion of the COG.
  - B. Officers: The Council of Governors (COG) shall appoint one of the four district representatives to serve as the Chairperson.
- IV. **Fiscal Responsibilities:** This committee handles no funds. The COG is responsible for funds and budgetary management.
- V. **Meetings:**
  - A. Regular:
    1. Should be held at least once yearly with that meeting being held at the Multiple District (MD) 36 Convention.
    2. Additional meetings may be held at the discretion of the committee and may be done by email.
  - B. Special: May be called by the COG stating the time, place and purpose.
  - C. Voting:
    1. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transacting business.
    2. Each member present shall have one (1) vote on all matters.
  - D. Notices and agendas shall be sent to all members and Council Chairperson at least fifteen (15) days prior to meetings.
  - E. Minutes of meetings will be distributed to members and COG.

- VI. Reports:** A brief typed report will be submitted fifteen (15) days prior to COG meeting if requesting COG action. Otherwise, a report may be submitted (orally and/or written as requested by the COG) at MD36 Convention or at other COG meetings if requested by the COG.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, May 18, 2002
2. Revised by Bud Wilkinson, October 2003
3. Revision adopted by the COG, March 5, 2004
4. Revision adopted by the COG, May 2014
5. Revision adopted by the COG, Oct 2019
6. Revision adopted by the COG, May 2022
7. Revisions adopted by the COG, May 2023
8. Revisions adopted by the COG, February 2024

## V-S — International Participation Committee (IPC)

**I. Purpose:** To encourage the active participation and involvement of Multiple District (MD) 36 in Lions Clubs International Association's activities and functions.

### II. Specific Responsibilities:

- A. To promote, organize and encourage MD36 participation at International Conventions by arranging a Convention breakfast and/or gathering, parade, receptions, caucus and voting.
- B. In order to promote and encourage MD36 participation at USA/Canada Lions Leadership Forums:
  - 1. At its discretion and subject to the availability of funds, the committee may provide a grant, the amount to be determined, for each District to encourage Forum participation.
  - 2. Each District Governor (DG) is responsible for identifying a recipient and an alternate, following criteria as set forth by the committee.
    - a. The names of the recipients are to be decided by the DG last Cabinet meeting.
    - b. The committee treasurer must have the names prior to or at the time of the MD36 Convention.
  - 3. Candidates will be selected using the following criteria:
    - a. Is an incoming club officer.
    - b. Has not previously attended a USA/Canada Forum.
    - c. The grant is a reimbursement and will be paid after attendance at the Forum.
- C. To identify quality leadership candidates for International offices.
- D. To assist in proper protocol in hosting of visiting International guests in Oregon (Officers and Directors, Past Officers and Directors).
- E. To assist in the purchase, sale, storage and distribution of uniforms and associated paraphernalia of the Oregon delegation.
- F. For maintenance and care of MD36 "Flags of Nations" set, including:
  - 1. Appropriate use,
  - 2. Accountability,
  - 3. Financing the cleaning, repair and purchase of new flags.
- G. To encourage and establish citizenship activities as defined by Lions Clubs International (LCI) Constitution and Bylaws.

### III. Committee Makeup:

- A. Membership: Prospective members must have attended at least one International Convention or USA/Canada Forum or will attend one during their committee appointment.
  - 1. All Past International Directors (PID) and Past International Officers, in good standing in their clubs and Districts and who are active in MD36, will be reappointed annually by the Council of Governors (COG).
  - 2. Each DG shall appoint one (1) Lion to represent their District for a term of one (1) year.
  - 3. The incoming COG shall appoint four (4) at-large members from the MD.
  - 4. Additionally, the incoming COG shall appoint a chairperson from the MD.
- B. Officers:
  - 1. Chairperson: Specific responsibility is to attend the Convention and Lions Leadership Forum.
  - 2. Vice-Chairperson:

- a. Appointed by the committee.
- b. Acts as Chairperson in the absence of the Chairperson.
3. Secretary:
  - a. Appointed by the committee.
  - b. Records minutes of committee meetings and distributes same to all committee members.
  - c. Sends notice of meetings to all committee members.
4. Treasurer:
  - a. Appointed by the committee.
  - b. Responsible for receipts and disbursements of committee funds in accordance with established rules of audit.
  - c. Works with the MD36 office as needed in regard to collection and disbursement of funds.
  - d. Submits a detailed financial report at all meetings and distributes to ALL committee members.
  - e. Prepares financial reports to be included in committee reports to the COG.
  - f. Is an authorized signer on the committee checking account, as well as at least one additional committee member as determined by the committee.

#### **IV. Fiscal Responsibilities:**

- A. Semi-annual assessments will be deposited into a separate IP fund account.
- B. Budget: Shall be adopted, considering recommendations of preceding committee at first annual meeting.
- C. Reports/Records:
  1. All transactions, receipts and disbursements will be in triplicate and follow accepted rules of audit.
  2. Financial statements will be provided to the COG annually.
  3. All records will be given to successor in an orderly manner within 30 days of end of term or no later than August 10th.

#### **V. Meetings:**

- A. Regular: in conjunction with the MD36 Convention.
- B. Special:
  1. May be called in writing, either by regular or email, by the Committee Chairperson, by any two (2) members or by the Council Chairperson, stating the time, place and purpose for the meeting.
  2. Meetings may be in person, via electronic meeting, or a combination of both. "Electronic meetings" are those conducted over media (e.g., audio, video, or computer-based communications) that permit all participants to communicate adequately with each other during the meeting.
- C. Voting: To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transacting official business.
- D. Notices and agenda of meetings will be mailed or emailed to members and Chairperson of the COG at least ten (10) days prior to meeting.
- E. Minutes will be taken, recorded and distributed to all committee members at or prior to the next meeting.

- VI. Reports:** A brief typed report will be submitted fifteen (15) days prior to COG meeting if requesting COG action. Otherwise, it may be submitted at time of verbal report at the MD36 Convention.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, February 28, 1982
2. Revised by 1995-1996 COG
3. Revised by the Policy Manual Committee, March 9, 1997
4. Revised by the Policy Manual Committee, May 14, 1999
5. Reviewed/Revised by the Policy Manual Committee, October 2002
6. Reviewed/Revised by the Policy Manual Committee, October 2003
7. Revised by the IPC committee, February 28, 2004
8. Revision adopted by the COG, March 5, 2004
9. Revision adopted by the COG, May 2014
10. Revision adopted by the COG, Oct. 2019
11. Revision adopted by the COG, May 2022

## V-T — International Understanding and Cooperation Committee

- I. **Purpose:** To create and foster an international spirit of mutual understanding with all peoples by actively seeking information and knowledge of other cultures.
- II. **Specific Responsibilities:**
  - A. To establish goals each year that will act as guidelines for the functioning of the Committee and be reviewed throughout the year to assess progress in achieving them.
  - B. To encourage:
    1. Lions to recognize themselves as citizens of the world.
    2. A close relationship with the International Participation Committee.
    3. Activities that promote international understanding and cooperation:
      - a. Club twinning.
      - b. Amateur radio communications.
      - c. Youth activities.
      - d. Youth exchange.
      - e. Youth camps.
- III. **Committee Makeup:**
  - A. **Membership:** Composed of cabinet chairperson from each District, O, R, E and G, where the District Governor (DG) has appointed one.
  - B. **Chairperson:** Appointed annually by the Council of Governors (COG) unless selection is delegated to the Committee.
- IV. **Fiscal Responsibilities:** Any funds raised or disbursed are under direct control of the COG.
- V. **Meetings:**
  - A. **Regular:** Held in conjunction with the Multiple District (MD) 36 Convention.
  - B. **Special:** May be called in writing or by electronic communications i.e., email, conference calls by the Committee Chairperson, by any two (2) members or by the Council Chairperson, stating the time, place and purpose.
  - C. **Voting:**
    1. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transaction business.
    2. Each member present shall have one (1) vote on all matters.
  - D. Notices and agendas of meetings will be mailed or emailed to members and the Council Chairperson at least fifteen (15) days prior to meeting.
  - E. Minutes will be taken, recorded and distributed to all members of the committee.
- VI. **Reports:** A brief, typed report will be submitted fifteen (15) days prior to the COG is requesting action; otherwise, it may be submitted at time of verbal reports at the COG meeting(s).

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, March 20, 1982

2. Revised by the Policy Manual Committee, March 20, 1997
3. Reviewed/Revised by the Policy Manual Committee, May 2002
4. Reviewed/Revised by the Policy Manual Committee, October 2003
5. Revision adopted by the COG, March 5, 2004
6. Revision adopted by the COG, May 2014
7. Revision adopted by the COG, Oct 2019



## V-U — Long-Range Planning Committee

- I. **Purpose:** To provide the Council of Governors (COG) and the Multiple District (MD) with the ability to plan for the future and look at actions and activities, that exceed the ability of the Council, for making changes requiring more than one year for development and implementation.
- II. **Specific Responsibilities:**
  - A. To receive direction from the MD COG on issues they would like researched to develop a proposed course of action for consideration of the COG.
  - B. To review all areas of interest and concern about Lionism in the MD.
  - C. To study and make recommendations on all issues that affect more than one District.
  - D. To bring to the COG a review of both pros and cons and a recommended course of action for Lions growth for greater humanitarian service throughout the MD.
- III. **Committee Makeup:**
  - A. **Membership:** The Committee will be composed of all Past International Directors (PID) currently within the MD that are active members of a Lions club in the MD.
  - B. **Task Force:** Other Lions and Leos may be appointed to be a part of a group formed by the Committee to evaluate one given issue. The Task Force will be chaired by one of the PID on the Committee and report their findings and recommendations to the Committee for consideration.
  - C. **Committee Chairperson:** The Chairperson shall be the PID having most recently served on the International Board.
- IV. **Fiscal Responsibilities:** This committee handles no funds.
- V. **Meetings:** No regularly scheduled meetings are required. The Chairperson shall call meetings of the Committee as needed.
- VI. **Reports:** Written reports will be given to the COG at least thirty (30) days prior to a Council meeting anytime an issue is to be presented for consideration.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, May (2000?)
2. Reviewed/Revised by the Policy Manual Committee, May 2002
3. Adopted by the COG, March 5, 2004
4. Revision adopted by the COG, May 2014
5. Revision adopted by the COG, Oct. 2019
6. Revisions adopted by the COG, May 2023

## V-V — Opportunities for Youth

This chapter simply provides a way to group all the individual committees, each of which focuses on one of the various opportunities for youth (OTY): Leo Clubs, Lions Quest, Peace Poster Contest, Reading Action Programs, and Scouting. There is a subchapter for each of those committees.

Policy Revision History: (added and dated as adopted by the COG)

1. Original adopted by the COG. May 3, 1984 (Lions Youth Outreach Committee)
2. Revised by the Policy Manual Committee, March 9, 1997
3. Name change recommendation adopted by the COG, May 17, 2001
4. Revised by Ed Gear, PID, August 19, 2003
5. Revision adopted by the COG, March 5, 2004
6. Revision adopted by the COG, May 2014
7. Revision adopted by the COG, Oct. 2019
8. Revision adopted by the COG, May 2022

## V-V-1 — Leo Clubs Committee

### I. Purpose:

- A. To provide an administrative structure for advancing the purposes and objectives of the International Leo Club program in MD36.
- B. To provide Leos with statewide opportunities for leadership and service.
- C. To form a Leo MD when there are ten (10) or more Leo clubs in the MD and the accumulative membership of 100 or more Leo members.

### II. Specific Responsibilities: The MD36 Leo Committee:

- A. Shall establish goals and objectives each year to be presented at the first Council of Governors (COG) meeting of the year:
  1. To act as guidelines for the functioning of the committee.
  2. To be reviewed during the year to assess progress in achieving said goals.
- B. Will promote:
  1. Education as it pertains to Leo programs in Lions clubs.
  2. Service activities that help Leos develop leadership skills.
- C. Will provide:
  1. Assistance and guidance in strengthening existing Leo clubs.
  2. Information to help Leos understand their role in Lionism.
- D. Will encourage:
  1. Lions clubs to actively seek out youths for the formation of Leo clubs.
  2. Leos to participate at all levels of leadership: club, District, MD, and International.
  3. Leos to participate in other Lions youth programs and opportunities.

### III. Committee Makeup:

- A. Membership shall be composed of the Multiple District Chairperson and the District chairperson of Districts O, R, E and G where District Governors (DG) have annually appointed a chair.
- B. Committee Chairperson:
  1. Shall be appointed annually by the COG.
  2. Should have prior experience on the committee.
  3. Shall act as the MD Leo advisor to the District Leo Chairpersons.
  4. Shall keep the COG informed regarding the status of Leo clubs in the MD.

### IV. Fiscal Responsibilities: The MD36 Leo Committee handles no funds. The COG is responsible for funds and budgetary management.

### V. Meetings:

- A. There shall be two (2) meetings each year.
- B. Any member of the committee may request additional meetings.
- C. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transacting business.

### VI. Reports: Shall be made to:

- A. MD36 COG.
- B. Lions Clubs International (LCI), Youth Programs Department.
- C. The next MD36 Leo Chairperson in the form of a procedural book.

Policy Revision History: (Added and dated as adopted by the COG)

- 1. Original adopted by the COG, March 20, 1982
- 2. Revised, October 25, 1996
- 3. Reviewed/Revised by the Policy Manual Committee, May 2002
- 4. Revision adopted by the COG, March 5, 2004
- 5. Revision adopted by the COG, May 2014
- 6. Revisions adopted by the COG, Oct. 2019

## V-V-2 — Lions Quest Committee

- I. Purpose:** To provide information about the Lions Quest positive youth development program from Lions Clubs International Foundation (LCIF) to clubs in MD36.
- II. Specific Responsibilities:**
  - A. To provide information to Districts, clubs, and private and public organizations about Lions Quest materials and training workshops.
  - B. To coordinate Lions Quest contract workshops in MD36.
  - C. To assist Districts and local Lions Clubs in applying to LCIF for Quest grants.
  - D. To promote the use of LCIF's website [www.lions-quest.org](http://www.lions-quest.org) by local Lions Clubs.
  - E. To promote working with the Oregon Department of Education to secure local matching grants.
- III. Committee Makeup:**
  - A. Membership: At least one (1) member will be appointed from each of the four districts by the District Governors. Since continuity is considered essential, new members of the committee should anticipate a multi-year commitment.
  - B. Chairperson: Appointed annually by the Council of Governors.
- IV. Financial Responsibility:** This committee will work with local Lions Clubs and the District Treasurer regarding the management and distribution of funds in accordance with LCIF rules and regulations.
- V. Meetings:** Meetings may be held via telephone conference, electronically, at the MD Convention, or on an as-needed basis.
- VI. Reports:** Quarterly written reports shall be provided to the Council of Governors.

Policy Revision History: (Added and dated as adopted by the COG)

1. Prepared by Lion Don Potter, October 20, 2003
2. Original adopted by the COG, March 5, 2004
3. Revision adopted by the COG, May 2014
4. Revision adopted by the COG, Oct. 2019

## V-V-3 — Peace Poster Contest Committee

- I. Purpose:** To provide an opportunity for youths to participate in the Lions Clubs International Peace Poster Contest.
- II. Specific Responsibilities:**
  - A. To make sure that every Lions club in MD36 has the information related to participation in the Peace Poster Contest.
  - B. To encourage all Lions clubs to order at least one contest kit.
  - C. To promote the contest among schools, Scouts, 4-H, Boys & Girls Clubs and any other youth groups in the community.
  - D. To make sure that those participating know and follow all of the stated rules in the kits so that no child's poster gets disqualified.
  - E. To make sure the time schedule is followed with no exceptions.
  - F. Each district will select a 1st place poster to be submitted for MD competition. The peace poster committee will determine the process for the selection of the Multiple District winner.
  - G. The peace poster committee will determine the appropriate awards for the MD winners.
- III. Committee Makeup:**
  - A. This committee is made up of a MD Chairperson appointed by the COG and the Peace Poster Chairperson from each District in MD36.
  - B. The District Chairpersons are to be appointed by the District Governors of their respective Districts.
- IV. Fiscal Responsibilities:** This committee handles no funds. Any monies necessary would be requested from the MD budget.
- V. Meetings:**
  - A. The Peace Poster Committee shall meet at the beginning of the contest year and again at the beginning of the fiscal year as the contest period is January 1 to December 31.
  - B. Communication may be done by email or telephone at the beginning of the fiscal year and regularly throughout the contest.
- VI. Reports:** A report will be submitted quarterly to the Council of Governors (COG).

Policy Revision History: (Added and dated as adopted by the COG)

1. Written by Carol Tate, PDG, Oct. 13, 2003
2. Original adopted by the COG, March 5, 2004
3. Revision adopted COG, March 12, 2011
4. Revision adopted by the COG, May 2014
5. Revision adopted by the COG, Oct 2019

## V-V-4 — Reading Action Programs Committee

- I. Purpose:** To give Lions of Multiple District (MD) 36 the opportunity to help improve the reading skills of children.
- II. Specific Responsibilities:**
  - A. To promote volunteer involvement in reading programs for elementary students, such as Start Making a Reader Today (SMART) and Reading Is Fundamental (RIF).
  - B. To provide information and materials to Oregon Lions Clubs regarding available reading programs.
  - C. To encourage Lions Clubs to assist with local monetary matches for free book giveaways.
- III. Committee Makeup:**
  - A. Membership: At least one (1) member will be appointed from each of the MD districts by the District Governors. Since continuity is considered essential, new members of the committee should anticipate a multi-year commitment.
  - B. Chairperson: Appointed annually by the Council of Governors (COG).
- IV. Fiscal Responsibilities:** This committee handles no funds.
- V. Meetings:** Meetings may be held via telephone conference, electronically, at the MD Convention, or on an as-needed basis.
- VI. Reports:** Quarterly written reports shall be provided to the Council of Governors (COG).

Policy Revision History: (added to and dated as adopted by the COG)

1. Prepared by Lion Frank Brawner, October, 2003
2. Original adopted by the COG
3. Revision adopted by the COG, May 2014
4. Revision adopted by the COG, Oct 2019
5. Revision adopted by the COG, May 2022

## V-V-5 — Scouting Committee

- I. Purpose:** To advise the Council of Governors (COG) on the potential for Lions Clubs to interact with Scouting Units and enhance membership opportunities for both organizations.
- II. Specific Responsibilities:**
  - A. To advise the Lions District Scouting Chairs of events sponsored by the Scouts BSA and Girl Scout Councils in MD36.
  - B. To encourage Lions Clubs to consider partnering with Scouting Units to help achieve the goals and objectives of both organizations.
  - C. To build on the leadership strengths of Scouting Units and Lions Clubs to help develop the full potential of our communities' youths.
  - D. To coordinate communications between Scouting Councils and Lions Club Districts by sharing website information.
- III. Committee Makeup:**
  - A. Membership:
    1. This committee will consist of one (1) member from each District appointed annually by the District Governor (DG) and a MD committee chairperson.
    2. One additional member (such as the MD36 Scouting Committee Chairperson) at the discretion of and appointed by the COG.
  - B. Officers: The COG will appoint the committee chairperson annually.
- IV. Fiscal Responsibilities:** This committee handles no funds. The COG is responsible for funds and budgetary management.
- V. Meetings:**
  - A. Regular:
    1. Should be held at least twice yearly with one (1) meeting held at the MD36 Convention.
    2. Additional meetings may be held at the discretion of the committee.
  - B. Special: May be called by the COG stating the time, place and purpose.
  - C. Voting:
    1. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transacting business.
    2. Each member present shall have one (1) vote on all matters.
  - D. Notices and agendas shall be sent to all committee members and Council Chairperson at least fifteen (15) days prior to meetings.
  - E. Meeting minutes will be distributed to committee members and COG.
- VI. Reports:** A brief report will be submitted fifteen (15) days prior to COG meetings if requesting COG action. Otherwise, a report will be submitted (orally and/or written as requested by the COG) at MD36 Convention or at other COG meetings if requested by the Council.

Policy Revision History: (Added and dated as adopted by the COG)

1. Prepared by Lion Don Potter, October 20, 2003



2. Original adopted by the COG, March 5, 2004
3. Revision adopted by the COG, May 2014
4. Revision adopted by the COG, Oct. 2019
5. Revisions adopted by the COG, May 2023

## V-V-6 — Youth Exchange Committee

(see Exhibit VII-F Youth Exchange Procedures)

### I. Purpose:

- A. To create and foster a spirit of understanding among peoples of the world.
- B. To bring young people into contact with those of other countries by sharing family and community life.
- C. To promote international understanding and good will throughout the world of Lionism.

### II. Specific Responsibilities:

- A. Coordinate all Youth Exchange programs in cooperation with other Multiple District (MD) Youth Exchange programs.
- B. Conform to Lions Code of Ethics, International Board and District Constitution, policies and bylaws.
- C. Maintain fiscal accountability.
- D. Conduct program to preclude elements of personal profit or gain.
- E. To provide specific goals and objectives for the current Lions year to the Council of Governors (COG) at its first regularly scheduled meeting.

### III. Committee Makeup:

- A. Membership shall be composed of the District chairpersons, appointed for a two (2) year term by their District Governor, from Districts O, R, E and G. The current Council Chairperson shall appoint a Multiple District chairperson.
- B. Executive Committee:
  1. Made up of the four District chairpersons plus MD Chair.
  2. The COG shall appoint the MD chairperson of the committee at the conclusion of the MD36 Convention for a two-year term.
  3. The Multiple District Chair shall appoint, from this committee, a:
    - a. MD Vice-Chairperson/Excursion Coordinator
    - b. Secretary
    - c. Treasurer
- C. Committee members will appoint other members as needed. This will include, but not be limited to, the following positions:
  1. Country Coordinator for each group of countries
  2. Host Coordinator – one for each district
  3. Escort/Greeter for PDX, Eugene

### IV. Fiscal Responsibilities:

- A. To annually adopt a budget considering recommendations of the preceding Youth Exchange (Y/E) Committee and submit it to the COG for approval.
- B. Financial statements will be available to the COG at the regular Council meetings.
- C. Within 30 days of the end of term, the committee shall turn over all records to their successors or to the COG.

### V. Meetings:

- A. The committee shall conduct four meetings each year. The use of online meetings (go to meeting, etc.) are acceptable for the majority of the meetings. Two face-to-face meeting shall be held with one of those meetings to held in the fall and one at the Multiple District Convention.
- B. The chairperson, a majority of members or the Council Chairperson may call additional meetings with written notice.
- C. Notices and agenda shall be sent to committee members and to the Council Chairperson at least fifteen (15) days prior to the meetings.
- D. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the Executive committee for the purpose of transacting business.

#### **VI. Reports:**

- A. In cases where the COG requests action, a brief typed report will be submitted to the COG fifteen (15) days prior to the Council meeting.
- B. Typed reports shall be submitted at the time of the verbal report at MD meetings and convention as per agenda/program.

#### Policy Revision History: (added and dated as adopted by the COG)

1. Original adopted by the COG, August 2012
2. Revision adopted by the COG, May 2014
3. Revision adopted by the COG, Oct 2019

## V-W — Oregon Lion Magazine Committee

### I. Purpose:

- A. To work with the Editor/Publisher of the Oregon Lion Magazine.
- B. To recommend policy to the Council of Governors (COG).
- C. To recommend resolution to issues concerning the publication and distribution of the Oregon Lion Magazine.

### II. Specific Responsibilities:

- A. To establish guidelines concerning materials to be printed in the Oregon Lion.
- B. To consider issues concerning the content, production, and distribution of the Oregon Lion for resolution.

### III. Organization:

- A. This committee will be annually appointed by the Council of Governors.
- B. This committee will be a three (3) member committee composed of the Executive Administrator and two members at-large.
- C. Each at-large position is to be appointed for a three-year term.
- D. Any vacancies on the committee will be filled for the completion of the term.

### IV. Reports: The committee will provide a verbal and/or written report to the Council of Governors at each COG meeting.

#### Policy Revision History: (added and dated as adopted by the COG)

- 1. Original adopted COG, Jan. 27, 2011
- 2. Revision adopted by the COG, May 2014
- 3. Revision adopted by the COG, Oct 2019
- 4. Revision adopted by the COG, May 2022

## V-X — Protocol/Parliamentary Committee

### I. Purpose:

- A. To guide toward proper recognition and respect of all elected International, District and local officers.
- B. To provide assistance to COG in protocol and parliamentary matters.

### II. Specific Responsibilities:

- A. The Protocol Committee shall present goals each year at the first Council of Governors (COG) meeting of the year. They are intended to act as guidelines for the functioning of the Committee and will be reviewed during the year to assess progress in achieving said goals.
- B. To encourage utilization of materials provided by Lions Club International (LCI) and/or developed by the Committee as requested.
- C. To promote:
  - 1. The proper use, recognition and respect for our emblem.
  - 2. The essence of good protocol.
- D. To provide:
  - 1. Diagrams for proper protocol seating for club, sub-district and District functions including position of the podium, flags, speaker and guests.
  - 2. Direction regarding proper parliamentary procedure.

### III. Committee Makeup:

- A. Membership: Composed of one (1) member from each District, O, R, E and G, appointed annually by the District Governors (DG).
- B. Chairperson:
  - 1. Appointed annually by the COG unless selection is delegated to the Committee.
  - 2. Prior Committee service is recommended.

### IV. Fiscal Responsibilities: This Committee normally handles no funds. The COG is responsible for funds and budgetary management.

### V. Meetings:

- A. There shall be one (1) regular meeting annually in conjunction with Multiple District (MD) 36 Convention.
- B. Special meetings may be called in writing by the Chairperson or any two (2) members or by the Council Chairperson stating time, place and purpose.
- C. Voting:
  - 1. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transacting business.
  - 2. Each member present shall have one (1) vote on all matters.
- D. Notices and agendas of meetings will be mailed or emailed to members and Council Chairperson at least fifteen (15) days prior to meeting.
- E. Minutes will be taken, recorded and distributed to members and Council.

- VI. Reports:** A brief typed report will be submitted fifteen (15) days prior to COG meeting if requesting COG action; otherwise submitted at time of verbal report at MD36 Convention providing COG requests verbal report for the agenda.

Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, January 23, 1993
2. Revised by the COG, July 23, 1995
3. Revised by the Policy Manual Committee, March 9, 1997
4. Reviewed/Revised by the Policy Manual Committee, May 2002
5. Adopted by the COG, March 5, 2004
6. Revision adopted by the COG, May 2014
7. Revision adopted by the COG, Oct 2019

## V-Y — Public Relations and Lions Information Committee

### I. Purpose:

- A. To maintain the highest levels of professional public relations within all clubs in the Multiple District (MD) in order to further the cause of Lionism.
- B. To establish a Public Relations and Lions Information (PRLI) plan that is effective and meets the objectives of positive publicity for the Lions of the MD.

### II. Specific Responsibilities:

- A. The PRLI committee shall present goals each year at the first Council of Governors (COG) meeting of the year. They are intended to act as guidelines for the functioning of the committee and will be reviewed during the year to assess progress in achieving said goals.
- B. To promote:
  1. All Lion service activities to Lions and non-Lions within the MD.
  2. Public awareness of Lions projects to all non-Lions.
  3. Harmony and teamwork while acting as a liaison between the Oregon Lions Sight and Hearing Foundation (OLSHF) and to work with the Foundation on a PRLI plan as it relates to needed support from Lions club members.
- C. To provide:
  1. Professional public relations materials to clubs at MD level via the district PRLI chairs, the Oregon Lion Magazine or with special presentations as requested.
  2. Assistance to all MD committee chairs with PRLI plans in their respective areas of responsibility in order to meet their goals and objectives.
  3. A campaign to support furthering the cause of Lionism.
  4. A Public Relations Manual.
- D. To encourage:
  1. Professional application of PRLI practices and materials to MD committee chairs, district officers and clubs.
  2. Clubs to increase their knowledge of a good PRLI plan that ultimately can lead to:
    - a. Membership gain when the non-Lion public is informed about the positive effects the Lion Club has in the community.
    - b. More effective fundraising or community service efforts.
  3. Encourage Lions to use the Public Relations Manual.

### III. Committee Makeup:

- A. Membership: The committee shall be composed of a representative from each of the four (4) districts appointed by the district governor.
- B. Officers: The Council of Governors (COG) shall appoint one of the four district representatives to serve as the Chairperson.

### IV. Fiscal Responsibilities: A budget will be presented each year with projected dollar amounts as it relates to the PRLI goals and objectives.

### V. Meetings:

- A. They will be called as needed at the discretion of the PRLI Chairperson or if requested by any committee member in order to meet the annual goals and objectives.

**B. Voting:**

1. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transacting business.
2. Each member present shall have one (1) vote on all matters.

**VI. Reports:** A brief report shall be given at each COG meeting, reflecting the progress and achievements as set forth in II–A, above.

**Policy Revision History: (Added and dated as adopted by the COG)**

1. Original adopted by the COG, March 6, 1983
2. Revised, regular meeting, COG, January 24, 1993
3. Revised by Policy Manual Committee, March 9, 1997
4. Reviewed/Revised by the Policy Manual Committee, May 2002
5. Revised by the Policy Manual Committee, January 31, 2004
6. Revision adopted by the COG, March 5, 2004
7. Revision adopted by the COG, May 2014
8. Revision adopted by the COG, Oct 2019
9. Revision adopted by the COG, May 2022
10. Revisions adopted by the COG, May 2023



## V-Z — Sight Preservation, Awareness, and Action Committee

**I. Purpose:** The mission of the program is to provide programs and assistance to aid people who are blind or have low vision and eliminate preventable blindness.

### II. Chairperson Duties:

- A. Become familiar with the “Information for Vision Chairpersons” section on the association’s websites.
- B. Connect with Lions sight chairs worldwide via the LCI Facebook Group for sight chairpersons (if one exists).
- C. Utilize current resources from official blindness prevention organizations to become knowledgeable about preventable blindness.
- D. Identify appropriate projects in your district.
- E. Develop partnerships with relevant organizations and professionals to leverage resources.
- F. Encourage and facilitate club or district level participation in:
  - 1. OLSHF Lions Eyeglass Assistance Program (LEAP)
  - 2. OLSHF Lions Eyeglass Recycling Center (LERC)
  - 3. OLSHF Patient Care
  - 4. Lions Mission Cataract
  - 5. LCIF SightFirst
  - 6. World Sight Day (October 14)
  - 7. Lions Eye Bank Week
  - 8. International White Cane Day
  - 9. Helen Keller Day
- G. Encourage clubs to appoint a club sight preservation, awareness and action chairperson.
- H. Promote club awareness of the opportunity to earn the annual “Club Excellence in Effort” award.
- I. Plan and facilitate blindness prevention awareness presentations for forums, zone meetings, district and multiple district conventions.
- J. Keep the district governor informed of district activities; encourage clubs to report sight projects in the Service Activity Report within MY LION.
- K. Provide a summary report to successor.

### III. Committee Makeup:

- A. **Membership:** The committee shall consist of one representative from each of the four (4) districts appointed by the DG of that district.
- B. **Officers:** The Council of Governors (COG) shall appoint one of the four district representatives to serve as the Chairperson.

#### Policy Revision History (Added and dates as adopted by the COG)

- 1. Original adopted by the COG, June 2020
- 2. Revision adopted by the COG, May 2022
- 3. Revisions adopted by the COG, May 2023
- 4. Revisions adopted by the COG, February 2024

## Chapter VI — SERVICES

### VI-A — Child Protection Policy and Procedures

**I. Purpose:** MD36 Lions Club’s purpose for establishing this Child Protection Policy is to demonstrate our absolute, unwavering commitment to the physical and emotional safety of all our children and youths. Our commitment to this purpose includes the adoption and enforcement of this policy on child protection. This policy applies to all adults and youth volunteers who work with children in any paid or voluntary capacity. We believe that appropriate personal relationships between adult volunteers and the children and youths foster a healthy community. Common expressions of affection (e.g., hugs), affirmation (e.g., pats on the back), and physical caretaking (e.g., diaper changing) are appropriate in our community of caring Lions. Care will be taken, however, to ensure that adults do not behave in inappropriate ways during Lions sponsored activities. All members of each Lions Club in MD36 have been accepted as members in the Club and approved by the Board of Directors. In this process we have determined each member to be of good character and have been sponsored by an existing member.

#### II. Procedures:

- A. Parental Responsibility: Parents are responsible for their children when they are at the event facilities
- B. Precautionary Policies: All volunteers and employees are expected to avoid any situation in which they would be alone, unobserved, and uninterrupted with children and youths.
- C. Two-Adult Rule: For activities where continued observation is not possible, there should be two volunteers present.

#### III. Prohibited Acts:

- A. Prohibited conduct includes any form of physical, emotional, sexual or mental abuse of a child. Prohibited conduct may include, but is not limited to:
  - 1. Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of sexual conduct towards a youth or child.
  - 2. Sexual advances or sexual activity of any kind between any adult and a protected minor.
  - 3. Sexual advances or sexual activity of any kind between an older child and a younger child.
  - 4. Any kind of verbal remarks with sexual connotations, overtones, or innuendo directed to or about a minor.
  - 5. Infliction of physically abusive behavior or bodily injury to a minor.
  - 6. Spanking.
  - 7. Possessing obscene or pornographic materials at any Lions activity.
  - 8. Possession or being under the influence of alcohol, or giving alcohol to a child or youth, while leading or participating in a function involving the children (e.g., Leos Club).
  - 9. Carrying any type of weapon while leading or participating in a function of the children.
  - 10. Giving gifts to an individual child in a secretive manner, or any other behavior that could be interpreted as “grooming”, is not appropriate. If a child has a particular need, a gift can be made on behalf of the Lions Club, and given to the parent.

#### IV. Response Procedures:

- A. Reports of Child Abuse:
  - 1. The first person to learn of an incident of misconduct toward a child during a Lions Club sponsored activity should first secure the safety of the child, children or youths and then immediately report this incident to the Lion in Charge. This individual should not leave the

- child, children, or youths alone to report the incident and should not personally confront the alleged violator of the policy.
2. The individual reporting the incident will be required to fill out an Incident Report Form as soon as possible--ideally, immediately after the initial verbal reporting of the incident. This written report is extremely important; the information provided will be critical to the investigation of the incident.
  3. Two individuals (the Lion in Charge and one other member) will respond to inform and support the child's parents and family as needed.
  4. The Lion in Charge will alert the Club Executive Board which will assist with the investigation of the situation and determine the appropriate actions to be taken.
  5. The person against whom the allegations have been brought will immediately be suspended from all club activities until a full investigation has been completed and a determination has been made.
  6. The Lion in Charge will be responsible for promptly informing the Lions Club Executive Board.
  7. The incident must be reported to the California Department for Children's Services (DCS) as soon as reasonable suspicion has been confirmed. The Club President should then contact the Lions Club liability insurance carrier.
  8. All persons involved with the report and investigation shall keep the information in strictest confidence.
- B. Cooperation with Civil Authorities: The Lions Club will cooperate with DCS and all other civil authorities in the investigation of an alleged Club incident of child abuse. Whenever possible, an appropriate member person should be involved during all interviews of the child and/or the accused.
- C. Response to the Club Membership: If and when it is deemed appropriate by the Lions Club Executive Board, a brief statement will be given to the membership regarding the alleged incident without giving any unnecessary details, placing blame, interfering with the victim's privacy, or violating any confidentiality concerns.
- D. Response to the Individuals Involved: The Lions Club will take appropriate steps to provide for the immediate needs of the alleged victim, the person against whom the allegations have been brought, alleged abuser and any other individuals affected by the alleged misconduct. This may include, but will not be limited to, counseling.
- E. Records of Alleged Child Abuse: Every effort will be made to keep all conversations and written records pertaining to the alleged incident of child abuse in strictest confidence. Documentation will be kept in a locked file.

#### Policy Revision History (Added and dates as adopted by the COG)

1. Original adopted by the COG, March 2020

## **MD36 Lions Clubs Child Protection Policies and Procedures**

*I have received, read and retained a copy of the Lions Club Child Protection Policies and Procedures. I acknowledge that these policies and procedures are for the protection of our children and that my compliance with them is expected. Failure to comply may result in loss of privileges to serve as a Volunteer with the Lions Club. I am aware this policy is subject to change periodically and an updated copy is available for review at MD36 Headquarters.*

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## VI-B — MD36 Diversity Policy

- I. **Purpose:** Lions Clubs are committed to fostering, cultivating and preserving a culture of diversity and inclusion.
  - A. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our member invest in their activities represents a significant part of not only our culture, but our reputation and organization's achievement as well.
  - B. We embrace and encourage our members' and volunteers' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make them unique.
- II. **Initiatives:** The Lions diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; personal development and training; leadership positions; social and recreational programs; and the ongoing development of an environment built on the premise of gender and diversity equity that encourages and enforces:
  - A. Respectful communication and cooperation between all members.
  - B. Teamwork and participation, permitting the representation of all groups and perspectives.
  - C. Volunteer contributions to the communities we serve to promote a greater understanding and respect for the diversity.
- III. **Responsibilities:**
  - A. All members of all Lions clubs have a responsibility to treat others with dignity and respect at all times. All are expected to exhibit conduct that reflects inclusion during meetings, at project functions, and at all other Lions-sponsored and participative events.
  - B. All members are also encouraged to attend and complete diversity awareness training to enhance their knowledge to fulfill this responsibility.
  - C. To provide informed, authentic leadership for cultural equity, all Lions clubs strive to:
    1. See diversity, inclusion, and equity as connected to our mission and critical to ensure the well-being of the communities we serve.
    2. Acknowledge and dismantle any inequities within our policies, systems, programs, and services, and continually update and report organization progress.
    3. Explore potential underlying, unquestioned assumptions that interfere with inclusiveness.
    4. Advocate for and support board-level thinking about how systemic inequities impact our organization's activities, and how best to address them in a way that is consistent with our mission.
    5. Help to challenge assumptions about what it takes to be a strong leader at our organization, and who is well-positioned to provide leadership.
    6. Practice and encourage transparent communication in all interactions.
    7. Commit time and resources to expand more diverse leadership within our clubs, districts, and the multiple district.
    8. Lead with respect and tolerance. We expect all members to embrace this notion and to express it in their interactions and through everyday practices.

Policy Revision History (Added and dates as adopted by the COG)

1. Original adopted by the COG, March 2020

## VI-C — International Vision and Health Clinic

### I. Purpose:

- A. To build fellowship within all clubs in the Multiple District (MD) and in other multiple districts by increasing awareness of the need for eyeglass journeys to developing countries.
- B. To establish “volunteer journeys” to countries to help those in need of vision care and to further the cause of Lionism.
- C. To meet and establish personal connections with Lions worldwide with Lions from our MD.

### II. Specific Responsibilities:

- A. To provide and establish goals, objectives and itineraries for the current Lions year to the Council of Governors (COG) at its first regularly scheduled meeting.
- B. To provide Lion participants on journeys with quality journeys both in the MD and in the Journey country that would include a safe and self-satisfying volunteer experience.
- C. To promote:
  1. Increased collection of used eyeglasses and hearing aids.
  2. Greater Lion participation with the Oregon Lions Sight & Hearing Foundation (OLSHF) from Lions within the MD.
  3. A stronger sense of awareness of the needs of people worldwide and how each Lion and non-Lion can become part of the solution to prevent blindness and assist those in need of vision care. It starts in our communities but doesn't have to stop there.
- D. To encourage:
  1. Partnerships with non-Lion groups, businesses and other civic minded agencies with the goal of helping others through the Lions clubs of the MD and the eyeglass journey.
  2. All clubs to increase the knowledge of individual Lions of the effects a strong, international program can have towards increasing new membership, thereby making fundraising efforts more effective and informing the non-Lion public about the positive effects a Lion Club has in their communities and beyond.

### III. Committee Makeup:

- A. Membership: Appointment of District Chairs by each DG.
- B. District committee members select various committee members to assist with the promotion and recruitment of volunteers for clinics and fundraising as needed.
- C. Chairperson: appointed annually by the COG.

### IV. Fiscal Responsibilities: A budget will be presented each year with projected dollar amounts as it relates to the costs of each journey at the first meeting of the COG.

### V. Meetings:

- A. As required to meet the annual journey goals.
- B. To constitute an official meeting of this committee, a quorum shall be defined as a majority (50% + 1) of the committee members for the purpose of transacting business.

### VI. Reports: Given at each COG meeting and reflecting the progress and achievements as set forth in II-A above.

Policy Revision History: (Added and dated as adopted by the COG)

1. Prepared by Sharon Elder, presented at 1st COG meeting, July 2002.
2. Revised by the Policy Manual Committee, March 2004
3. Revision adopted by the COG, March 5, 2004
4. Revision adopted by the COG, March 12, 2011
5. Revision adopted by the COG, May 2014
6. Revision adopted by the COG, Oct 2019
7. Revisions adopted by the COG, February 2024



## Chapter VII — EXHIBITS

### VII-A — MD36 Executive Administrator Job Description

The Executive Administrator (EA) shall provide support to the Lions of the Multiple District (MD) and to the Council of Governors (COG) by overseeing and coordinating the administrative duties of the MD. This position shall provide continuity to the MD by assuring duties and policies are conducted in an efficient and timely manner. The EA shall represent the MD at the MD Convention and serve as the MD representative in other opportunities to promote MD activities and functions. The EA will serve under the direction of the COG and will provide quarterly and annual reports to the COG, or as required. The EA shall serve at the pleasure of the COG. The direct supervisor shall be the Council Chair. The EA shall be evaluated annually and continued appointment determined on an annual basis.

#### I. MD36 Offices and General Operations: The EA:

- A. Serves as administrative officer for the Multiple District (MD) 36.
- B. Supervises the headquarters office and staff.
- C. Performs duties under the direction of the Council of Governors (COG).
- D. Provides necessary support to MD committees as required.
- E. Assures that all operations will be conducted in accordance with Lions Clubs International (LCI) and MD36 Constitution, Bylaws, and Policies.
- F. Shall obtain prior approval from the COG for any significant changes in operation and personnel of the MD office.
- G. Is supervised by the Council Chair who is responsible for the annual evaluation.
- H. May perform other duties as assigned by the COG.
- I. Shall perform an annual evaluation of the MD36 Executive secretary on or before the second Council of Governors meeting in the current Lions year.

#### II. MD36 Financial Operations: The EA:

- A. Assists the Finance and Budget committee and the COG in the preparation of the annual MD budget. Will assure the MD operates within the budget and will immediately advise the COG of any budgetary discrepancies or need for transfer of funds from reserve accounts.
- B. Will not incur any debt or obligation for the MD outside that authorized in the annual adopted budget.
- C. Will assure that monthly and annual written financial reports are provided to the COG and interested parties.
- D. Will review monthly reconciliation of bank accounts.
- E. Will oversee annual year end preparation of financial records and provide report to COG.

#### III. MD36 Conventions: The EA:

- A. Assists, advises and coordinates office activities with the MD Convention Operating Committee, Host Convention Committee and COG in the planning and execution of the MD convention, as requested by that committee.
- B. Carries out all directives of the COG.
- C. Attends MD conventions as a representative of the MD.

#### IV. MD36 Council of Governors (COG): The EA:

- A. Attends all COG meetings.
- B. Serves as administrative officer to the COG.
- C. Provides financial and administrative reports at the COG meetings.
- D. Provides support to the COG, as requested.

**V. Travel and Expenses:** The EA:

- A. Will operate in accordance with LCI rules of audit for reimbursable mileage expenses.
- B. Shall have registration and motel rooms paid for attendance at the MD conventions.
- C. Shall have reliable transportation and be willing to travel, as required.
- D. May have an expense account for administrative duties; however, amounts in excess of that budgeted will not be paid.
- E. Will not be reimbursed for expenses of accompanying spouse or companion.

**VI. Qualifications:** The EA:

- A. Shall be a Lion of MD36 in good standing who is a member of an MD36 club in good standing.
- B. Shall be knowledgeable about Lions operating policies, constitution and bylaws.
- C. Shall be able to represent the MD36 State Office in a professional manner.
- D. Shall have financial and administrative skills.
- E. Shall display the attributes of trust and respect.
- F. Shall have excellent speaking and writing skills.
- G. Shall be a Past District Governor.

Policy Revision History (Added and updated as adopted by the COG)

1. Original adopted by the COG, September 6, 1980
2. Revised by the COG, February 28, 1982
3. Revised by the COG, March 12, 1995
4. Revised by Don Adams, PCC, October 20, 2003
5. Revision adopted by the COG, March 5, 2004
6. Revision adopted by the COG, November 6, 2010
7. Revision adopted by the COG, January 28, 2011
8. Revision adopted by the COG, May 2014
9. Revision adopted by the COG, March 2020

## VII-B — MD36 Executive Secretary Job Description

- I. **Title:** Executive Secretary
- II. **Report to:** Executive Administrator
- III. **Job Description:** The executive Secretary is a skilled administrative professional who provides a wide range of support services to the Lions Clubs of Multiple District 36 (Oregon and Northern California). It is a position where the person works almost totally independent. The Executive Administrator is a nonpaid Lion appointed by the Council of Governors to provide a single person to give direction and general supervision to the Executive Secretary. This is a part-time position of 30 hours per week, with a starting pay of \$20 per hour. Good people skills are required for both telephone and face to face discussions with Lions.
- IV. **Skills and Tasks:** The following skills and tasks will be required of the Executive Secretary to perform this job:
  - A. Knowledge: Clerical - Knowledge of administrative and clerical procedures such as:
    1. Word Processing, In Design, Photo Shop, Quickbooks Pro, Outlook, Squarespace (Internet), Microsoft Office.
    2. Microsoft Excel, FileMaker Pro, Otter, Acrobat, and Chrome.
    3. Internet technology – Updates of the Multiple District Website (Squarespace).
    4. Filing and maintenance of records.
  - B. Financial Duties:
    1. Accounting using Quickbooks Pro, Accounts Payable, Accounts Receivable, Invoicing, and maintaining checkbook.
    2. Payroll taxes using Quickbooks 941 schedule for Federal taxes and Otter for State taxes.
  - C. Meetings:
    1. Travel and lodging expense for meetings.
    2. Multiple District Convention, once per year.
    3. Three other Council meetings at various locations around the State of Oregon.
  - D. Publications:
    1. Publishing a periodical magazine using InDesign Program and Photoshop.
    2. Publishing a yearly directory using InDesign Program as well as Microsoft spreadsheet for maintain mailing labels.

### Policy Revision History: (Added and dated as adopted by the COG)

1. Original adopted by the COG, September 6, 1980
2. Revised February 28, 1982
3. Revised March 12, 1995
4. Revised by Glynis Beyerlin, Exec. Sec., October 20, 2003
5. Revision adopted by the COG, March 5, 2004
6. Revision adopted by the COG, May 2014
7. Revision Updated by the COG, Mar., 2016 and adopted by the COG Mar. 2020

## VII-C — Description of Multiple District Awards

### I. Multiple District Awards:

The following awards have been established for presentation at the annual Multiple District (MD) Convention. Other MD awards may be presented with approval of the Council of Governors (COG).

Each district will have an Awards Chairperson who will work with the Multiple District 36 Awards Chair. The District chair, with help from their District Governor and/or an awards committee will determine the winners from their district. The winning entries will be given to the MD Awards chair to be displayed at the Multiple District convention. A committee will determine the winners of each category and will present an award to each.

A list of Club Awards will be presented to the Council at the first meeting to be voted on for the coming year. They may include but are not limited to:

1. Club Bulletin Award
2. Club Brochure Award
3. Club Digital Media Award
4. Club Flyer Award
5. Club Website Award
6. Club Facebook Page Award
7. Club Instagram Page Award
8. Club Public Relations Award
9. Club Community and Cultural Activities Award
10. Club/Community Partnership Award
11. Club Storyboard Award

### II. District Awards:

DGs are encouraged to develop and present appropriate awards that recognize exemplary service by District clubs and members that enhance the goals and objects of Lions Clubs International and MD36. The development and presentation of such awards are at the discretion of the DG and are appropriately presented at the Multiple District convention.

1. Sight Conservation Award
2. Club Visitation Award
3. Club Net Membership Award
4. Membership Sponsor of the Year
5. District Extension Award
6. District Leadership Awards
7. MD Lion of the Year Award
8. MD Lion Cub of the Year Award
9. Lion Mile Award
10. District Governors Guiding Lamp Award

Every year the Awards Manual will be updated to reflect the new Lion year. The manual and accompanying check sheets will be posted on the MD36 website and emailed out to the district secretaries and district governors.

Policy Revision History (Added and updated as adopted by the COG)

1. Original adopted adopted by the COG, FY 2002-2003
2. Revised by Richard Smith, PDG October 2003
3. Revision adopted by the COG, March 2004
4. Revision adopted by the COG, May 2014
5. Revision adopted by the COG, Oct 2019
6. Revisions adopted by the COG, May 2023

## VII-D — Student Dues

For the purpose of LCI's Student Member Program dues provision, eligible members are as follows:

### I. Student (Through Age 30):

Students are individuals enrolled in an educational institution and between the age of legal majority and through age 30 joining any type of Lions club. Students are eligible to receive a charter/entrance fee waiver and pay only half international dues, through age 30. Students of new Campus Lions clubs, or clubs with a majority of student members, are required to prepay one year of international dues and submit with the charter application.

### II. Student Over Age 30 (Joining a Campus Club):

Students over age 30 and joining a Campus Lions club or campus club branch pay a reduced entrance/charter fee of US \$10. Regular international dues apply.

### III. Lions Club International Dues Structure:

	Entrance Fee	LCI Dues as of July 1, 2013
Students through the age of 30	US \$0	US \$21.50
Students over age 30 (In a campus club or branch club)	US \$10	US \$43
Non-student faculty, staff, alumni, community members, etc.	US \$35	US \$43

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#### Charter club send with application to:

Membership and New Club Operations Department Lions Clubs International  
300 W. 22nd Street  
Oak Brook, IL 60523 USA  
Fax: 630.571.1691  
Email: [newclubs@lionsclubs.org](mailto:newclubs@lionsclubs.org)

#### Existing clubs send with Monthly Membership Report to:

Club Officer and Record Administration Department Lions Clubs International  
300 W. 22nd Street  
Oak Brook, IL 60523 USA  
Fax: 630.571.1687  
Email: [stats@lionsclubs.org](mailto:stats@lionsclubs.org)

Policy Revision History (Added and updated as adopted by the COG)

1. Updated per LCI by PCM, March 2020

## VII-E — Student Member Certification Form



### STUDENT MEMBER CERTIFICATION WORKSHEET

The information below should be completed to provide accurate information for the Student Member Program that will be submitted through MyLCI. Keep this worksheet on file for the club records.

Lions Club Name \_\_\_\_\_

Lions Club Number (if known) \_\_\_\_\_ District \_\_\_\_\_

Member Status:  New Member  Existing Member and Member Number \_\_\_\_\_

Gender:  Male  Female Date of Birth (required) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YY

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_

Please check and complete the appropriate category:

Student Through Age 30

Student Over Age 30 joining a Campus Club)

School Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_ / \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_ / \_\_\_\_\_

Enrollment: ID CS TR BL OT  
(Circle Proof of Enrollment code, see below)

Enrollment: ID CS TR BL OT  
(Circle Proof of Enrollment code, see below)

Age: DR SC BC PP OT  
(Circle Verification of Age code, see below)

Students through age 30 joining a Lions club receive a charter/entrance fee waiver and pay only half international dues.

Students over age 30 and joining a Campus Lions Club or a Campus Club Branch pay a reduced charter/entrance fee of \$10.00 and full international dues of \$43.00.

**Student Certification:**

The following information should be checked to confirm student membership discount.

Proof of Enrollment

Verification of Age

- ID - Student Identification Card
- CS - Class Schedule
- TR - Transcript
- BL - Bill
- OT - Other

- DR - Driver's License
- SC - State Identification Card
- BC - Birth Certificate
- PP - Passport
- OT - Other



## VII-F — Youth Exchange Procedures Index

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**I. Expense Reimbursement:**

- A. District Chairmen: A District Chairman is representing and promoting the program for the benefit of the youths and Lions of a District. As such, expenses relating to the District operations should be recovered from the District budget. For example, postage for letters that are sent to District Clubs to promote the program would be considered a District expense. However, in many districts, a budget is not provided, accordingly, we do not want to see a chairman go short and will consider all reasonable expense, provided the category is within our policy guidelines, as below.
- B. All Committee members and Officers (including the District Chairmen, Coordinators and Airport Meet and Greet): We will cover the following - postage, long distance telephone or fax toll charges, courier when required, photocopying of documents. Receipts and notations as to the reason for the expense are required. i.e.: letters to host families to acknowledge their application, etc.
- C. Airport Duty: We will cover the cost of parking and any lunches as required for those on airport duty. We will also cover the cost of lunches for youths traveling to MD36 if between planes.
- D. Mileage: This allowance is to provide a token amount to assist with meeting attendance. While the amount is quite nominal, it was not available in the past and will be reviewed based on experience. It involves upper limits to be conservative. (It is easier to increase an allowance than to reduce it.)
- E. Allowance for YEP Committee Meetings: This allowance is available for only two general committee meetings per Lions year - July 1/June 30. The maximum payment per event in this category is \$80.00. The rate is .25¢ per mile. Claims under all of the above categories will be charged to Committee Expense.
- F. Allowance for Travel Administration: This category will cover mileage to orient outgoing travelers as well as incidental travel to receive/move visiting youths or to assist a host family in the event of problems. Whenever possible, try to group outgoing travelers to reduce the number of trips for orientation. The rate is .25¢ per mile. The maximum payment per event in this category is \$80.00. Claims under the above category will be charged to Travel Administration.
- G. Allowance for YEP Promotion: This category will cover mileage to club meetings or zone meetings (other than your own club or zone) to promote the program, including both travel and hosting. The rate is .25¢ per mile. The maximum payment per event in this category is \$80.00. Claims under the above category will be charged to Program Promotion.
- H. Expense claims are to be submitted quarterly. Time your submissions to have the claim approved at a general meeting or an executive meeting.

**II. Age Limitations:** While the material provided by Lions International indicates a minimum age of 15, and a maximum age of 21 at the time of the exchange, we have established a higher minimum age of 16. Youths coming to MD36 from the east (Europe), or from South American countries, must pass through a number of airports without an escort or chaperone. As well, we have found that 15-year-old youths are frequently more likely to suffer from homesickness and this detracts from their visit.

**A. Youths We Receive:**

- 1. Youths traveling to MD36 from Japan, Australia and New Zealand:  
Minimum age 16, maximum age 21 at the time of the exchange.
- 2. Youths traveling to MD36 from European countries and South America:  
Minimum age 16, maximum age 21 at the time of the exchange.

**B. Youths We Send:**

- 1. Youths from MD36 traveling to Japan, Australia and New Zealand:  
Minimum age 16, maximum age 21 at the time of the exchange.
- 2. Youths from MD36 traveling to European countries and South America:  
Minimum age 16, maximum age 21 at the time of the exchange.

3. In addition, youths traveling to some European countries may be subject to the age restrictions of the YEP in their country of choice.

### III. Exchange Policy:

**Definition** - Exchange refers to a **two-way** movement, that is, we receive at least one youth and we send at least one youth, but not necessarily in the same year.

It is a policy of this committee that any proposals for new exchanges require the approval of the majority of committee members. A new exchange requires a review on completion at a general committee meeting in order to consider whether to repeat the exchange.

Once two exchanges have been reviewed and found to be satisfactory, the present coordinator should make a motion to move the exchange into the “established” category.

Each coordinator, at an appropriate time, will request consideration of the number of youths to be received from a country. In so doing, the overall availability of host families is to be considered along with the number to be received from other exchanges at the same time.

### IV. Policy Statement for Foreign Chairmen/Coordinators:

Comments - The following is the text of a notification to other YEP regarding our policies for receiving youths. It should be forwarded on letterhead to each chairman or country coordinator with whom we have exchanges, or with whom we may wish to have exchanges. To be sent each year by the coordinators.

Greetings from MD36. I thought that you should be made aware of the operation of the Youth Exchange Program in our Multiple District. I would like to provide you with a list of our main considerations, so that the youth you select can be informed in advance.

1. Ages - the minimum age of the youth we receive is 16 at the time of the exchange; the maximum age at the time of the exchange is 21.
2. Provided sufficient host families are available, we normally provide three-to-four-week hostings.
3. Our host families are volunteering their hospitality. They are not compensated in any way. They simply enjoy the opportunity to learn about the culture of another country, and to assist the program. Some host families may not be Lions but all are sponsored by a Lions Club. Your youth should be prepared to attend one or two Lions meetings to talk about their homeland.
4. Visiting youths are not allowed to drive vehicles or to travel in private aircraft. Nonprescription drugs are not permitted, drinking of alcoholic beverages is not allowed, and smoking may not be permitted in some homes.
5. Since we provide airport greeters, the youth should be dressed in order to identify them as being in the program.
6. Travel outside of the program is not allowed unless approved in writing by the youth’s parents and the coordinators in both countries.
7. Unacceptable behavior will result in the youth being returned early.
8. We ask that you apply well in advance. Our ability to obtain host families is limited.
9. Youths are not allowed to use host family telephones unless host dials with the youth's calling card.

We are sending this information as a guide to assist you in the selection and orientation of youths traveling in the program.

Yours in Lionism,

**V. Hosting Policy:**

When a coordinator begins matching host families to travel applicants, there are many considerations, not the least of which are gender, desired age, allergies, interests, time period of request. It is our goal to have host families assigned 30 days before the arrival of the youths so that a dialogue can be started between the host families and the youths. While this is the ideal, sometimes we fall short and a heavy responsibility lies on the coordinator to generate host family applications. In order to relieve the coordinator of some of the stress and to prevent criticism, it will be a policy of this committee as follows:

**VI. Hosting Period:**

While it is a policy of this committee that the host period will normally be three to four weeks with the understanding that from time to time this will not be possible.

**VII. Emergency Situations:**

Responsibility for the exchange youths is assumed by sponsoring Lions during travel, and by host Lions during his stay in their country and community. Emergency situations have been extremely few; nevertheless, they do occur. The following distinctions are made with respect to areas of responsibility.

- A. Unexpected Visitors: No Lions club can be held responsible for extending hospitality or furthering travel arrangements for unexpected visitors, individually or in groups.
- B. Unwarranted Personal Requests: Requests for school enrollment, training or employment, long-term board and lodging, and the operation of motor vehicles (even by bona fide exchange youths) are prohibited.
- C. Accident or Illness: Illness of an exchange visitor will require the attention of the host family and the host Lions club. In case of serious illness or accident, every effort should be made to contact the youth's parents immediately, and to provide them with diagnosis and recommendations determined by a doctor. All youths must have in their possession written parental or guardian permission for any necessary medical or surgical treatment.
- D. Incompatibility: If relations between host family and the visiting youth become extremely difficult, the matter should be handled tactfully by the persons requested by sponsoring Lions to act as group leaders shall be the responsibility of the sponsoring Lions.
- E. Extended personal travel by youth exchange visitors, even if it is to visit close friends or relatives, is not allowed unless permission has been obtained at least one month in advance from each of the following parties: youth's parents or guardian, sponsoring Lions club, sponsoring district youth camp and exchange chairperson, host district youth camp and exchange chairperson, host Lions club, host family.

**VIII. Insurance:**

- A. It is the responsibility of the sponsoring Lions club to verify or assure that the applicant has adequate medical, life, personal property and liability insurance to cover any and all contingencies during the entire duration of the exchange visit, including all travel time. Information on the amount of coverage considered necessary shall be obtained from the hosting Lions and/or competent insurance representatives.
- B. Sponsoring Lions shall furnish satisfactory proof of insurance coverage to host Lions for visiting youths before their acceptance.
- C. Sponsoring Lions clubs shall secure release of liability and hold harmless agreements executed by each youth exchange visitor and his or her parents or guardians (if a minor).
- D. The host Lions shall have the option of requiring any inbound exchange youth to subscribe, at his/her own expense, to medical, life, personal property, liability, or other type of insurance, as deemed

appropriate by the host Lions, to cover the duration of the exchange visit, regardless of whether said youth is already insured under a policy issued in the youth's home country.

### IX. Letter of Welcome:

The District Chairman (or designate) will write to the youth, prior to their arrival, welcoming him/her to MD36 (Oregon and Northern California). The letter should provide the basic information as shown below: A format for this letter follows:

Dear \_\_\_\_\_:

I am writing to you to welcome you to Lions International Multiple District 36. We hope that you will have a worthwhile and enjoyable visit to our area.

In the event you need to contact a YEP person, there is a list of phone numbers below. There are a few rules that we want you to be aware of, and this may just be a repeat of your orientation.

1. You are not permitted to travel on your own, except between host families. For travel between host families, you will be met by your host family at your destination.
2. Wear YEP clothing or carry other YEP ID when traveling between host families or on your departure so that you can be identified.
3. The three “D”s: no drinking — no drugs — no driving.
4. Respect your host family's wishes. They are voluntarily opening their homes to the program.
5. Thank your host family, both verbally, and by a short letter or card from home.

Most of all, have fun, learn about a new area and have an enjoyable visit.

Yours truly,  
District Chairman

### X. Orientation:

It is mandatory for each youth traveling from MD36 in the YEP to take part in an orientation session. At least one parent must be present and should be an active participant.

It is the duty of each District Chairman to ensure that a youth traveling from their District in the program receives orientation.

If the youth has been invited to a group orientation, then the District Chairman must follow up to ascertain that the youth, and a parent, did attend. If they did not, then it is up to the District Chairman to do the orientation.

In areas not handy to the group sessions, the District Chairman will arrange for orientation, preferably in person. In the event a District Chairman is not able to attend, then a local club member, such as the President of the sponsoring Lions club, could be enlisted to help. The club has a stake in knowing that the youth knows and understands the rules of the exchange.

The subjects that must be covered include but are not limited to the following:

1. All host families are volunteers and should be suitably thanked.
2. You should be prepared to make a presentation at your host club, and your sponsoring club.
3. Travel on your own outside of the program is not allowed. Travel with your host family is allowed, but your parents should be made aware of any extensive trips.
4. Three important rules:
  - a. *No drinking.*

- b. *No drugs.*
- c. *No driving.*

*Improper conduct will result in an early return home, at a higher cost due to not returning within the group rates. You may be liable for these additional costs.*

## **XI. Appreciation - Host Families, Clubs, Zone Chairmen:**

The Youth Exchange Program depends on the goodwill of host families. As well, the program requires the cooperation of Lions Clubs to locate and sponsor youths to travel, and host families to host. We will express our appreciation in the following ways:

### **A. Host Families**

Each time a family hosts, they will receive a certificate of appreciation to cover the exchange period. Whenever possible, the certificate should be provided by the Multiple District Chairman in time for the District Chairman to sign and present to the host family at the club meeting when the visiting youth and the hosts are invited. It may be necessary for the District Chairman to forward the certificate directly to the club if it is not possible to attend the meeting. Clubs should be requested to look on this as an opportunity to meet potential members in the event the host families are not Lions. If the District Chairman is part of a host family, the Multiple District Chairman will send the certificate directly to the club, to be signed and presented by the President. In order to accomplish this, the Coordinator should forward the host family list promptly to the Multiple District Chairman.

### **B. Clubs**

Whenever a club sponsors a traveler, or a host family, they will receive recognition. When they participate for the first time, they will receive a YEP patch that can be sewn to their banner. If they participate in subsequent years, they will receive a Letter of thanks for continued participation. The Multiple District Chairman will maintain the award records, with copies to the Secretary's files. The awards will be sent out each September and will be for the preceding Lions year just ended.

## **XII. Travel Package We Supply:**

The Youth Exchange Program is costly to operate. Without being specific, the costs include communications in various forms with many people, including foreign countries, stationary, advertising and meeting expenses.

The only real income the program generates is the interest on the funds invested. These funds were donated by clubs with the distinct purpose that they would be held in perpetuity to assist with the financing of the program. Unfortunately, the interest revenue varies from time to time and is currently not sufficient to cover all costs.

Accordingly, it is necessary to include a charge on travel packages to assist in the financing of the program. The reasoning is those receiving the most benefit from the program are the youths who travel.

The travel price will be determined each year, based on airfare rates and exchange rates. The package will include the following:

1. Airfare to the destination airport in the country of choice.
2. Taxes, except departure tax and Airport Improvement tax.
3. Trip insurance.
4. An allowance for internal travel to the host family(s), except for Europe where the required ticket(s) will be purchased before departure.
5. YEP patch for jacket.
6. Name tag.
7. An administration fee in an amount to be determined when the travel prices are set.

**XIII. Dress for MD36 Youths Traveling in the YEP:**

A standard of dress is required for the following reasons:

1. To assist with rapid identification in airports.
2. To present a neat appearance at formal presentations and special occasions.

The standard dress for MD36 youths will be determined by the YEP Executive Committee.

*These procedures have been established and confirmed in order to safeguard the youth, committee members, and, in the case of our youths traveling, to promote good relations with foreign YEP organizations.*

Policy Revision History (Added and updated as adopted by the COG)

1. Revision and updated by the COG, March 2020
2. Revision adopted by the COG, May 2022

## Chapter VIII – Appendices

### VIII-A – Explanation of Policy Manual Formatting

The MD36 Policy Manual was created using Microsoft Word and relies on the use of a number of Word features, such as paragraph styles and automatic generation of the table of contents. Consequently, it is important that people who are familiar with those features make updates to the manual. This appendix lists the specific features and where they were used.

In this explanation “paragraph” refers to all the text between one press of the Return Key and the next. In Word, each press of the Return Key creates a new “paragraph.” Thus, title lines (like the two at the top of this page), numbered headings within the body of a page (like the one immediately below), etc., are considered “paragraphs.”

#### I. Chapters and Sections:

The Policy Manual is divided into chapters, and most chapters are further divided into sections. Each chapter begins on a new page with its title centered on the page. Each section also begins on a new page with a centered title. The one exception is that the first section in a chapter begins on the same page as the chapter.

The chapter and section titles are used to automatically generate the table of contents for the Policy Manual. More specifically the table of contents is generated from all the paragraphs that are assigned either the Chapter Title style or the Section Title style.

#### II. Hierarchy of Paragraphs:

Each section’s paragraphs are organized in a hierarchy that is shown by paragraph numbers and indentation as follows:

Level 1	I, II, III, IV
Level 2	A, B, C, D
Level 3	1, 2, 3, 4
Level 4	a, b, c, d
Level 5	i, ii, iii, iv

Some topics require more than one paragraph. In these cases, only the first paragraph is assigned a number, but all share the same indentation.

#### III. Paragraph Styles:

Each paragraph in the Policy Manual is assigned a paragraph style, which controls its font, indentation, tabs, page breaks, etc. All paragraphs that are assigned the same style have those characteristics in common; i.e., their font is the same, their indentation is the same, etc. Changing any of the characteristics in the style will automatically apply that change to all the paragraphs with that style. This makes it easy to make wholesale changes to the manual, but can cause problems if not used carefully. It is best to create a copy of the Word document before making such changes.

In some paragraphs one or more of those characteristics are overridden. For example, the Chapter Title style and the Section Title style both force a page break before the paragraph, which causes each chapter and section to begin in a new page. However, the first section of a chapter needs to begin on the same page as the chapter itself, so in those cases the page break is removed from the section title paragraph; the Section Title style still includes the page break, but the section title paragraph does not.

Another example of a style override is in paragraphs that begin with a Roman numeral (like the one above). These paragraphs are usually meant to be headings within a page, but in some cases, they include a few



sentences too. The style specifies that the entire paragraph be bold text. To avoid having the sentences be in bold too, that portion of the paragraph is overridden to use regular text.

The most commonly used paragraph styles are:

Paragraph I

Paragraph A

Paragraph 1

Paragraph a

Paragraph i

Indent - none

Indent for paragraph I

Indent for paragraph A

There are also several paragraph styles that are only used for a few paragraphs, such as those for Student Member Certificate Worksheet and the LCI Dues Structure table.

#### **IV. Paragraph Numbering:**

Many paragraphs start with a Roman numeral, letter, or number. The formatting in their paragraph styles includes a right-justified tab that places the paragraph number in the proper position in front of the paragraph's text.

When creating a new paragraph, the following steps will ensure that it is formatted correctly:

1. Press the return key to create blank line at the desired position on the page.
2. Select the appropriate paragraph style.
3. Press the tab key.
4. Type the appropriate paragraph number, followed by a period.
5. Press the tab key again.
6. Type the paragraph text.