

Policy Manual



Last Revised April 8, 2017

Lions of Georgia, MD18

Policy Manual

Chapter 1: Introduction

The MD18 Policy Manual was developed in accordance with MD18 Constitution & By Laws, to fill a need of MD18, Georgia Lions of Lions Clubs International and to provide guidance in the conduct of MD18 business. It is based in part on historical precedent, part on the MD18 and Lions Clubs International Constitution and By Laws, and part on precedent as applied by State Councils.

The Policy Manual is not a substitute for the MD18 Constitution or By Laws. It is a set of guidelines designed to cover not only applications of the Constitution and By Laws but also situations not covered elsewhere.

1.01 PURPOSE

The Purpose of this Manual is to:

- a. Provide a single source whereby the MD18 Council of Governors may find the official policies relative to the administration of all Lions activities in the Multiple District Organization as governed by the International and Multiple District, Georgia, Constitution and By Laws and this Manual.
- b. Provide an official guideline with up to date information for each succeeding Council of Governors of MD18, Georgia.
- c. Provide an official document whose format will permit expeditious changes as circumstances require.
- d. Provide uniformity throughout the Multiple District on all matters of statewide Lions' concern and responsibility.

1.02 CONFORMITY

In the event that the Constitution and By Laws of Lions Clubs International or the MD18 shall be amended, in such manner as to render any part of this Policy Manual in contradiction thereof, said By Laws shall prevail. Such changes shall not render all other chapters, sections, or paragraphs null and void. The effective date of such changes to this Manual shall be the same as the effective date of the changes made in the International and/or MD18 Constitution and By Laws with a review of this Policy Manual having been conducted and revised immediately upon such notice of changes.

1.03 REVISIONS and PUBLICATIONS

This Policy Manual is effective immediately upon acceptance by the current Council of Governors and may be reviewed, edited, corrected or items deleted provided it does not result

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in conflict with the International Constitution and By Laws and/or the MD18 Constitution and By Laws.

The Council Vice-Chair shall be responsible for administering the Policy Manual additions, corrections, and revisions. It shall be the responsibility of the Vice-Chair to convene a committee with representation from each District to review, monitor and present draft changes to the Council of Governors as needed (Chapter 4.03). All requests for additions, corrections, or revisions shall be sent to the Council Vice-Chair, reviewed by committee, and then presented by the Vice-Chair to the Council of Governors for a vote.

This Policy Manual may be amended only by majority vote of the Council of Governors.

This most recent copy of the Policy Manual shall be published on the Multiple District website and an official copy maintained by the State Secretary. It shall be the responsibility of the State Secretary to publish these changes and updates from time to time to all District Governor Teams.

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Chapter 2: Council of Governors

2.01 PURPOSE

The Council of Governors shall supervise the administration of all MD18 affairs by the policies established and powers granted by the MD18 Constitution and By Laws, International Board of Directors and the International Constitution and By Laws.

2.02 POWER and MEMBERSHIP

- A. The Multiple District 18 Constitution defines as Council of Governors powers:
 - a. Direction and control of all Multiple District activity and assets (Article 6, Section 3)
 - b. State Convention (Article 7).
 - c. State Revenue (Article 6, Section 3).
 - d. State Activities and Projects (Article 6, Section 3).
 - e. The Multiple District 18 By Laws defines Council duties and responsibilities: Specific duties and responsibilities of members of Council (Article 12).
- B. Membership of Council shall consist of District Governors and Council Chairperson.

2.03 DUTIES

- A. It shall be the duty of the Council of Governors to:
 - a. Operate Under the State and International Constitution and By Laws
 - b. Establish administrative plans and policies affecting the State, including the State Convention
 - c. Establish all contracts and approve all bills relating to administrative expenses.
 - d. Designate a depository for Council funds.
 - e. Receive quarterly financial reports from Council Treasurer at quarterly meeting, or earlier if deemed advisable.
 - f. Receive minutes from past meeting or meetings at each quarterly meeting or earlier if deemed advisable with such minutes becoming official records of Lions activities.
 - g. Make provisions for the Council Secretary and Council Treasurer to work closely with the State Office Secretary in recording accurate minutes and financial reports, which are to be maintained as official records of the Lions of Georgia.
 - h. Make provisions for a certified Audit, with the complete itemized report being an integral part of Council Proceedings.
 - i. See that the Council Secretary keeps a true and complete record of the meetings of the Council of Governors.
 - j. Assure the financial records will be filed permanently by the State Historian.
 - k. Recommend changes to the Per Capita Tax.
 - l. Develop, Review and/or Adopt job descriptions and duties of each officer and committee, ensuring each appointee understands their responsibilities.

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- m. The Council shall work with the State Secretary to develop and distribute a directory of committee and district structures, together with the calendar, and make it available no later than July 31 of each year.
 - i. This distribution can be completed electronically and/or published on the MD18 and district Websites.

2.04 ORGANIZATIONAL MEETINGS

Even though the new Council of Governors is not officially in office, timing requires that Organizational meetings be held for the purpose of making decisions for the upcoming Lion's year. The first Organizational Meeting will be held prior to April 1 and the subsequent Organizational Meeting will be held at the MD18 State Convention.

Some Council-Elect decisions to be made by April 1 are:

- A. Interview applicants for Council Chairperson (Chapter 3.02).
- B. Reviewing all elected incoming State Coordinators for State Activities and Projects.
- C. Selecting or confirming incoming members of State Committees including all members of these committees as required by the MD18 Constitution:
 - a. Resolutions Committee
 - b. Nominations Committee
 - c. Elections Committee
 - d. Constitution and By Laws Committee
 - e. Rules Committee
 - f. International Convention Committee.
- D. Select a State Historian and State Lion Tamer.
- E. Finalize Council Dress Code for the incoming year.
 - a. Council Uniforms are at the discretion of the incoming Council of Governors if they choose to have the same uniform for the District Governors, the 1st Vice District Governors, and the 2nd Vice District Governors, or if they wish to have a special uniform for the Council Chair and District Governors and an alternate uniform(s) for the 1st and 2nd Vice District Governors.
 - b. The Council Uniform should become the appropriate dress at Lions functions within the jurisdiction of the MD18 Council of Governors in order for the members of the Council to present themselves in a dignified, neatly dressed, and favorable manner.
 - c. It is recommended that the uniform consist of a coat, shirt, tie/scarf, pants/skirt, socks/stocking, and shoes, with all the District Governors and Council Chairperson in the same color/type of material, all the 1st Vice District Governors

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in the same color/type of material, and the 2nd Vice District Governors in the same color/type of material.

- d. There should be a distinction between a “dress uniform” and a “casual uniform”.
 - e. The casual uniform will be either a short – or long-sleeved polo shirt or button-up shirt. The entire Council of Governors will use the same color for their shirt(s).
 - f. The Council of Governors should be dressed in the official parade uniform for parades at the International Convention.
 - g. It will be at the discretion of the Council Chairperson to determine whether the “dress uniform” or the “casual uniform” will be worn at official functions.
- F. Coordinate dates of District Conventions, etc. with each other.
- G. Set the time and place for the next years Council/Cabinet meetings to be held.

Traditionally:

- a. Multiple District Council Meeting – in July or August
 - i. It is recommended to take in to consideration the need to inspect the MD18 convention site at this meeting.
- b. Multiple District Council Meeting (If possible in conjunction with Lighthouse and Camp Meetings)-October/ November.
- c. Multiple District Council Meeting (If possible in conjunction with Lighthouse and Camp Meetings)-January/February.
- d. Multiple District Council Meeting (Optional)- April
- e. Multiple District Council Meeting/Convention - site generally rotated among districts in order (L-I-O-N). Location confirmed by state convention three (3) years in advance.
- f. Other Multiple District Council Meetings-called by Council.

Some Council-Elect decisions to be made at MD Convention Organizational Meeting are:

- A. Elect from within themselves Council Officers for incoming year. (Vice Council Chairperson, Secretary, Treasurer, State Convention Chair, International Convention Chair, and as is necessary Special Projects Chair shall be selected).
 - a. The current Council Chairperson shall facilitate the election of Council Officers. Upon election, the District Governors Elect Secretary will take over the recording of the minutes. Immediately following the election the current Council Chairperson should leave unless requested to stay.
- B. Select Council Chairperson (Must be selected after the MD Convention but within thirty (30) days of closing of the International convention. *MD Constitution Article 11.*)
- C. Elect from within themselves representatives to serve on the Board of Directors for the Georgia Lions Camp, Inc. and the Georgia Lions Lighthouse Foundation.

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- D. Meet with incoming Committee Chairs for review of expectations and duties for the coming year.
- E. Request State Secretary to:
 - a. Order Council Chairperson and Spouse's name badges.
 - b. Seek bonding for the incoming Council Treasurer.
- F. Request a member of the MD18 International family to seek an International VP/President/PIP to speak at the State Convention.
- G. Any other business deemed necessary during this period of time.

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Chapter 3: Council Chairperson

3.01 PURPOSE

The Council Chairperson shall serve as the administrative facilitator of the Council of Governors for the purpose of promoting harmony in Georgia Lions and effectively conducting the affairs of the Council of Georgia in accordance with the current Constitution and By Laws of MD18 and Lions International.

3.02 APPOINTMENT

The Chairperson of the Council shall be elected in conformance with the Constitution and By Laws of MD18. The MD18 Constitution (Article 11) states one Current or Past District Governor will be selected by the District Governors Elect (DGE) following the MD Convention, but no later than thirty (30) days following the closing of the International Convention.

- A. At the request of the DGE, the State Secretary shall send notice to qualified applicants that applications can be made, along with notice of the intent to interview, prior to April 1 of each year.
- B. Any Past District Governor or current District Governor is eligible to make application.
- C. The Council Chairperson may only serve for a one-year term and cannot be the chairperson again.
- D. Consideration should be given to how recently that individual served as District Governor and the quality of that service; team player; dedication to Lionism; compatibility with Council Members; time availability; organizational skills; and willingness to serve.
- E. The DGE shall appoint a Council Chairperson at the MD Convention Organizational Meeting held immediately following the MD Convention.
- F. The term of office of the Council Chairperson is the same as the District Governors with whom he/she serves.

Once the Council Chairperson has been selected, each DGE should dedicate himself/herself to be a team player and strive for unity and harmony during the year.

3.03 VACANCIES

Upon the removal, resignation, death, debilitating injury or illness of a Council Chairperson, a qualified Past District Governor shall be appointed to the vacant position by majority vote of the Council of Governors. A Council Chairperson so removed shall not remain as a member of the governing body and shall have no authority in the operation of MD18.

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Chapter 3: Council Chairperson

3.04 SPECIFIC DUTIES

The Council Chairperson is moderator of all Council of Governors' meetings and is charged with the responsibility of calling and arranging such meetings and other duties designated by the Council of Governors. It is important that the Council Chairperson be a team player and should make every effort to carry out the philosophies and wishes of the Council of Governors.

The Council Chairperson shall:

- A. Shall focus their Lions service on the Council and only serve in other positions of responsibility or leadership with the approval of the Council of Governors.
- B. Work with the Council of Governors throughout the year to insure stability within the state
- C. Serve with a vote and shall not assume any powers not delegated by the Council of Governors.
- D. Be objective, neutral (although he/she does have a vote on any matter requiring such action) and promote a harmonious working relationship within the Council of Governors.
- E. Be the presiding officer at all official Multiple District 18 meetings (Council, State Convention) and conduct such meetings in accordance with *Robert's Rules of Order*.
- F. Issue the call for Council Meetings through the State Secretary. This call should be at least one month prior to each meeting and be in accord with an annual schedule of such meetings.
- G. Request written reports from the State Committee Chairpersons, preferably 2 full weeks prior to the next Council meeting so the Governors will have time to review them and prepare any questions or comments.
- H. Be responsible for a written agenda for each Council Meeting. This agenda should be mailed with the call for a meeting.
- I. Work with the Council of Governors to conduct business prior to a Council Meeting.
- J. Be prepared to call "special Council meetings" in order to conduct business before the next regularly scheduled Council meeting.
- K. If necessary, with the Council, establish committees to look at items or issues not covered by any other State committee.
- L. Supervise and encourage the efficient conduct of the constitutional responsibility of each Council Member.
- M. Seek the advice of current and past International Officers of Multiple District 18(i.e., District Governors and International Directors) as necessary.
- N. Furnish the Lions of Georgia a surety bond in the amount of not less than \$100,000.00 through a reputable insurance company, which is licensed to do business in Georgia at the cost of the Lions of Georgia.
- O. In conjunction with the Council Treasurer and Council Secretary, supervise the work of the State Secretary and work in harmony with the State Secretary.

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Chapter 3: Council Chairperson

- P. At the last Council Meeting of the year, review with the Council of Governors and sign a Memorandum of Understanding (MOU) with any and all paid employees. The MOU shall contain at least the following minimum information:
 - a. Office Hours
 - b. Holiday Pay
 - c. Number of Paid vacation days
 - d. Paid sick leave Policy
 - e. Required attendance at Council Meetings and other Lions functions
 - f. Health Insurance Policies
- Q. Work in harmony with all State Lions organizations and committees.
- R. Working with the District Governors to oversee the state committees in order to achieve the goals set by the committee or the Council of Governors.
- S. Perform such other administrative duties as may be assigned by the Multiple District Council of Governors.
- T. Convene an organizational meeting for the newly elected Council of Governors after the MD State Convention for the purpose of electing officers of the Council of Governors for the new Lions Year.

The Council Chairperson should be invited to all districts functions across the state. The invitation should specify what expenses the district/club will pay and what expenses the Council Chairperson will be responsible for, as well as all other pertinent information about the event.

- A. The Council Chairperson may be allotted an additional budget to help cover expenditures inherent with the responsibilities of the position. This amount will be determined each year by the Budget Committee and must be approved by the sitting Council of Governors.
 - a. Expenses must be reviewed by the Council of Governors at each Council meeting prior to payment.
- B. The Approved Budget for MD18 shall include sufficient funds to enable the Council Chairperson Elect to attend Council Chairperson Elect Training at the International Convention. Reimbursement shall be governed by Lions Club International General Reimbursement Policy and shall not exceed the amount received by the District Governors attending the same convention.

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Chapter 4: Council Vice-Chair

4.01 PURPOSE

The Council Vice-Chair assists the Council Chairperson in fulfilling his/her duties as well as representing the Council Chairperson in his/her absence. In doing so, the Council Vice-Chair shall be held to the same standards as the Council Chairperson.

4.02 ELECTION

The Council Vice-Chair shall be elected from within the DGE during the MD Convention Organizational Meeting held after the MD18 State Convention.

4.03 DUTIES

- A. The primary function of the Council Vice-Chair is to act in the position of the Council Chairperson should the Council Chairperson be incapacitated.
- B. He/she shall assume such duties as may be assigned by the Council Chairperson.
- C. The Council Vice-Chair shall be responsible for administering the Policy Manual additions, corrections, and revisions. It shall be the responsibility of the Vice-Chair to convene a committee with representation from each District to review, monitor and present draft changes to the Council of Governors as needed. All requests for additions, corrections, or revisions shall be sent to the Council Vice-Chair, reviewed by committee, and then presented by the Vice-Chair to the Council of Governors for a vote as prescribed in Chapter 1.
 - a. To conduct a review of or upon any request to modify the MD18 Policy Manual, the Council Vice-Chair shall request that each DG appoint a member to serve on the Policy Review Committee. Such other members as deemed appropriate shall be at the discretion of the Council Vice-Chair.

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Chapter 5: Council Secretary

5.01 PURPOSE

The Council Secretary shall ensure that a true and accurate record of the minutes of each Council Meeting is maintained.

5.02 ELECTION

The Council Secretary shall be elected from within the DGE during the MD Convention Organizational Meeting held after the MD18 State Convention.

5.03 DUTIES

- A. Keep an accurate record of the proceedings of all meetings of the Council of Governors and the annual State Convention, and within ten (10) days after each meeting ensure the proper copies are forwarded to all members of the Council of Governors, the office of Lions Clubs International and the State Historian.
- B. Ensure the issue of the Call for Council Meeting at the order of the Council Chairperson.
- C. Correlate duties with those of the State Secretary and may delegate duties not specifically defined in the Constitution and By-Laws to the State Secretary.
- D. Perform such other non-recurring duties as may be assigned by the Council Chairperson.

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Chapter 6: Council Treasurer

6.01 PURPOSE

The Council Treasurer shall ensure that a true and accurate record of the monies of the Lions of Georgia is maintained.

6.02 ELECTION

The Council Treasurer shall be elected from within the DGE during the MD Convention Organizational Meeting held after the MD18 State Convention.

6.03 DUTIES

- A. Shall have control of disbursements and receipts of all Council Funds subject to supervision of the Council of Governors.
- B. Ensure that full and accurate records of all receipts and disbursements of each individual account are maintained.
- C. Ensure that all monies and other valuables are deposited in the name of the Lions of Georgia in such depositories as designated by the Council of Governors.
- D. Cause to be made disbursements of all funds subject to the supervision of the Council of Governors.
- E. Sign all checks and require a countersignature of the Council Chairperson.
- F. Render a complete and up to date report to the Council of Governors at each regular Council Meeting and to the Lions of Georgia at the State convention and at such time as may be required by the Council of Governors.
- G. Furnish the Lions of Georgia a surety bond in the amount of not less than \$100,000.00 through a reputable insurance company, which is licensed to do business in Georgia at the cost of the Lions of Georgia.
- H. Correlate duties with those of the State Secretary and may delegate duties not specifically defined in the Constitution and By Laws to the State Secretary. Checks with bills to be paid shall be mailed and routed to the Treasurer and Council Chair for signature and return to the State Secretary.

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Chapter 7: State Secretary

7.01 PURPOSE

The purpose of this position is to ensure continuity of administrative functions and responsibilities which pertain to the Lions of Georgia, the Council of Governors, and the International Association of Lions Clubs.

7.02 JOB DESCRIPTION

The State Secretary is located in the Lions of Georgia State Office, and involves the direction and coordination of administrative services at the MD18 level. The position requires that the incumbent be highly responsible and professionally dedicated to fully performing the responsibilities of the Lions of Georgia.

7.03 QUALIFICATIONS

- A. The State Secretary must have requisite experience of a professional nature in office management and administration.
- B. Shall consistently demonstrate the ability to maintain harmonious relations in the conduct of the secretarial responsibilities.
- C. Shall be able to communicate effectively, both orally and in writing, in all levels of Lions activities.
- D. Must have skill and accuracy in operating computer word processing software; skill in operating office machines; the ability to follow oral and written instructions; the ability to type a variety of materials, such as letters, reports, tabulated data, memoranda, etc.; an aptitude for grammar, spelling, capitalization, punctuation, spacing and format; and have a knowledge of office terminology, functions and procedures.

7.04 SUPERVISION

- A. Supervisory control over the State Secretary is exercised by the Council of Governors, through the Council Chairperson, acting on behalf of the Council of Governors.
- B. No Council funds may be obligated without written approval of the Council of Governors.
- C. The State Secretary will exercise accepted business procedures in the management of the business of the State Office.
- D. Special instructions from the Council of Governors may apply when unusual problems require deviation from the established procedure.

7.05 DUTIES

- A. Performs duties under supervision and direction of the Council of Governors, and as are specified in this Policy Manual or as may be assigned by the Council of Governors.
- B. Maintains records and expedites communication between the International Association of Lions Clubs and the sub-districts or MD18.

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Chapter 7: State Secretary

- C. Acts on reports and other documents received by the State Office, and assures prompt distribution and action thereof.
- D. Receives visitors and telephone calls, and contacts other offices and individuals as required.
- E. Prepares the Agenda for all Council Meetings with concurrence of the Council Chairperson.
- F. Arranges for the printing of Multiple District publications and distribution as directed by the Council of Governors.
- G. Sends billings to the respective District Governors of Multiple District 18 to be collected from their clubs. Deposits all funds received in the designated repository.
- H. Coordinates with the State Lion Tamer the purchase and payment for items to promote Georgia, i.e., State Pins, State Towels. Payment to vendors will be made by the State Secretary with Council of Governors approval.
- I. Shall mail out billings of accounts upon receipt of monthly summary list of accounts receivable from State Lion Tamer.
- J. Conduct the bookkeeping matters of the Lions of Georgia to include mailing and routing of all bills to be paid and bank statements to the Treasurer and Council Chair.
- K. Shall assist the Council of Governors in the preparation of its annual budget working with the Council Chairperson and Council Treasurer. This budget will be submitted at the first Council Meeting each Lions year.
- L. Shall assist the Council Secretary in the preparation of Minutes of all Council Meetings and shall, within thirty (30) days from such meeting, forward to all Members of the Council, the Historian, District Librarians, and LCI and to such other persons as may be designated by the Council of Governors. The State Secretary will attend Council Meetings, with expenses being paid by the State from the General Expense Fund.

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Chapter 8: State Historian Committee

8.01 PURPOSE

The State Historian Committee shall ensure that a true and accurate record of the history of MD18 is maintained.

8.02 APPOINTMENT

The Chair of the Historian Committee known as the State Historian shall be appointed by the DGE at their first Organizational Meeting from the at large membership of MD18.

The Historian Committee will consist of the State Historian and one Lion appointed by each DGE at their first Organizational Meeting. Vacancies in unexpired terms of office will be filled by the District Governor in whose District the vacancy arises.

The term of office of this committee will begin on July 1 after appointment and continue until June 30th of the following year.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position, so long as no committee member serves more than four consecutive years.

8.03 SUPERVISION

The State Historian shall be under the direction and supervision of the Council of Governors. The State Historian shall be the Chair of the State Historian Committee and shall be responsible for reporting to the Council of Governors the outstanding performance, or the lack of performance, of the members of this committee.

8.04 DUTIES

The State Historian Committee shall:

- A. Maintain the compilation of MD18 history on a current basis.
- B. Edit and publish the history of Lions activities in Georgia MD18 to the State Website and to the State Secretary on an annual basis.
 - a. Each District will be responsible to provide the District Historical Information to the State Historian for publication.
- C. Maintain the MD18 State Museum including the inventory and display of items.
- D. Provide regular reports to the Council of Governors on the activities of the Committee.
 - a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.

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Chapter 8: State Historian Committee

- E. Attend meetings of the Council of Governors upon request of the Council of Governors.
- F. Turn over within 60 days after the tenure of office, to the successor all of the information which has been compiled plus any information received from any predecessor.

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Chapter 9: State Lion Tamer Committee

9.01 PURPOSE

The State Lion Tamer Committee shall maintain, distribute and account for all properties of MD18, exclusive of State Office supplies and equipment.

9.02 APPOINTMENT

The Chair of the State Lion Tamer Committee known as the State Lion Tamer shall be appointed by the DGE at their first Organizational Meeting from the at large membership of MD18.

The State Lion Tamer Committee will consist of the State Lion Tamer and one Lion appointed by each DGE at their first Organizational Meeting. Vacancies in unexpired terms of office will be filled by the District Governor in whose District the vacancy arises.

The term of office of this committee will begin on July 1 after appointment and continue until June 30th of the following year.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position, so long as no committee member serves more than four consecutive years.

9.03 SUPERVISION

The State Lion Tamer shall be under the direction and supervision of the Council of Governors. The State Lion Tamer shall be the Chair of the State Lion Tamer Committee and shall be responsible for reporting to the Council of Governors the outstanding performance, or the lack of performance, of the members of this committee.

9.04 DUTIES

The State Lion Tamer Committee shall:

- A. Purchase, through the State Secretary, and maintain, as directed by the Council of Governors, an adequate inventory of State properties and items for sale, distribution, or retention and have these items available at functions as directed by the Council of Governors.
- B. Correlate with the State Secretary and make recommendations to the Council of Governors regarding items including information as to the cost, suppliers, and lowest bids available based on cost and quality of products.
- C. Provide for sale of all items maintained as part of Council inventory.
- D. Properly account for all monies received in compliance with directions of the Council of Governors.

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Chapter 9: State Lion Tamer Committee

- E. Provide each new Council, at its first meeting, with a complete inventory of all supplies and equipment.
- F. Acquaint each new Council-Elect with the decisions and timing they need to make concerning new purchases.
- G. Provide the Council of Governors with proposed budgets for operation of Lion Tamer's Office.
- H. Notify the Council of Governors of any problems that might arise between regular Council Meetings.
- I. Call upon the District Lion Tamers to assist with the display and sales of merchandise at the State Convention and at other times as may be directed by the Council of Governors to display the merchandise for sale.
- J. Provide regular reports to the Council of Governors on the activities of the Committee.
 - a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.
- K. Attend meetings of the Council of Governors upon request of the Council of Governors.

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Chapter 10: State Convention Committee

10.01 PURPOSE

The purpose of the State Convention Committee is to oversee and plan the activities for the MD18 State Convention.

10.02 APPOINTMENT

The State Convention Chair shall be elected from within the DGE during the MD Convention Organizational Meeting held after the MD18 Multiple District Convention.

The State Convention General Chair should be appointed by the Council of Governors at the time of site selection.

Additional committees and/or subcommittees for the current State Convention shall be assigned and appointed as necessary by the Council of Governors with each District receiving equal representation. Such committees and/or subcommittees shall include but not be limited to Protocol, Necrology, District Breakfast, and State Convention Site Committee.

It is intended that the State Convention will move from District to District in order of L-I-O-N with District L starting the rotation in 2017. Each District Governor shall appoint a member to the State Convention Site Committee with the Committee Chair being the committee member of the next District in which site selection is being made (i.e. if site selection is being conducted in District I, the committee member from District I will be the Chair). Additional site selections being conducted in the same year shall be under the same prescribed chair. Lions, who either have attended previous State Conventions or are knowledgeable about conventions, shall be given priority when being appointed to this position.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position, so long as no committee member serves more than four consecutive years.

10.03 SUPERVISION

The State Convention General Chair, State Convention Site Committee Chair, and all subcommittees of the State Convention shall be under the direction and supervision of the elected State Convention Chair and the Council of Governors.

10.04 DUTIES

The DG elected as the State Convention Chair shall oversee the planning and development of the current State Convention by the General Chair and by the State

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Convention Site Committee for future State Conventions. The State Convention Chair should be included in State Convention planning meetings and site selection meetings.

The General Chair shall:

- A. Ensure that all arrangements have been made for the Convention Center, Hotel Rooms and District meals. This should be done at the beginning of the Lions year.
- B. Arrange, through the State Convention Chair, an invite to an International Speaker.
- C. Arrange for the Convention Program and Agenda.
- D. Ensure the printing of the official program and hospitality book.
- E. Arrange for all entertainment and approve the cost, subject to the decision of the Council of Governors.
- F. Make hotel and transportation arrangements for VIPs.
- G. Ensure that all registration and reservation forms are mailed to the clubs no later than February 15.
- H. Ensure that all registration packets are ready on time, and that they include the proper number of hospitality books and programs.
- I. Ensure that all District meal locations are adequate and the vendors know approximately how many Lions will be attending each session.
- J. Ensure that all meeting rooms are adequate and prepared.
- K. Request representation from each district on subcommittees of the State Convention as needed.
- L. Provide regular reports to the Council of Governors on the activities of this Committee.
 - a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.
- M. Attend meetings of the Council of Governors upon request of the Council of Governors.

The State Convention Site Committee shall:

- A. Collaborate with the entire State Convention Committee.
- B. Seek applications and/or quotes from appropriate venues for future State Conventions.
- C. Provide to the State Convention Chair all recommendations for future sites.
 - a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.
- D. Attend meetings of the Council of Governors upon request of the Council of Governors.

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Chapter 11: International Convention Committee

11.01 PURPOSE

The purpose of the International Convention Committee is to oversee and plan the activities for the participation of MD18 at the International Convention.

11.02 APPOINTMENT

The International Convention Chair shall be elected from within the DGE during the MD Convention Organizational Meeting held after the MD18 State Convention.

Each 1st VDG should be appointed as a committee member as they will each be attending the International Convention as DGE.

In the event there is a candidate for office of LCI, who has been endorsed by MD18, a special committee will be appointed by the Council to promote said candidate, in conjunction with the International Convention Committee.

11.03 SUPERVISION

The International Convention Committee shall be under the direction and supervision of the elected International Convention Chair and the Council of Governors.

11.04 DUTIES

The DG elected from the Council of Governors, assisted by the 1st VDGs, shall oversee the planning and development of the participation of MD18 at the International Convention.

This Committee shall:

- A. Promote the next Convention and any special travel arrangements that have been made and approved by the previous Council.
- B. Ensure that reservations for all international attendees have been completed in advance.
- C. Arrange for the facility, band, and refreshments for the Georgia Jamboree, ensuring that the Georgia Jamboree is an event that Georgia Lions can be proud including providing handouts, souvenirs and gifts from Georgia Lions.
- D. Arrange for the facility for the Southeastern Lions Breakfast and the International Speaker, when needed. Ensure that the tickets are printed and distributed. Turn all monies over to the Treasurer, taking receipt there for.
- E. Ensure that the Lion Tamer has arranged for shipment of State Flags, banners, gifts, and other paraphernalia to be shipped to the International Convention, and arrange for storage upon arrival.

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Chapter 11: International Convention Committee

- F. Coordinate the distribution of gifts to the International Family and the District Governors Elect.
- G. Ensure that the Delegation from Georgia is registered for the parade and all Georgia attendees are provided information for events to be held at the International Convention.
- H. In case any Georgia activity enters a float, assure that they are properly registered with the International Parade Committee.
- I. Inform the Georgia Delegation where and when to assemble for the parade, and ensure that everyone is in proper uniform.
- J. Ensure that the Georgia flags and/or banners are at the parade assembly point.
- K. Make any special plans and travel arrangements without delay for the appropriate International Convention. Present these plans to the Council for approval as soon as possible. Keep the Council informed of any significant development.
- L. Coordinate an MD18 Caucus date and time which may be held in conjunction with the Southeastern Breakfast, and arrange for a meeting room at the Georgia Headquarters Hotel, when needed. An announcement should be made at the MD18 Convention of the time and place for the Caucus.
- M. Turn over all information or guidance to the next International Convention Committee Chair. Render a summary report to accomplish the foregoing.
- N. Provide regular reports to the Council of Governors on the activities of the Committee.
 - a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.
- O. Attend meetings of the Council of Governors upon request of the Council of Governors.

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Chapter 12: Constitution and By Laws Committee

12.01 PURPOSE

The purpose of the Constitution and By Laws Committee is to review and oversee the revisions of the MD18 Constitution.

12.02 APPOINTMENT

The Constitution and By Laws Chair shall be appointed by the DGE at their first Organizational Meeting.

Additional Subcommittees will be assigned and appointed as necessary at the discretion of the Council of Governors with each District receiving equal representation. Such subcommittees may include but not be limited to Rules and Resolutions.

Each committee member may, at the discretion of the District Governor be reappointed in the same position, so long as no committee member serves more than four consecutive years.

12.03 SUPERVISION

The Constitution and By Laws committee shall be under the direction and supervision of the Council of Governors. The Constitution and By Laws Chair shall be responsible to report to the Council of Governors the outstanding performance, or the lack of performance, of the members of this committee.

12.04 DUTIES

The Constitution may be amended only at a MD18 State Convention, by Resolution properly presented before said Convention, and adopted by a majority affirmative vote of the duly registered and qualified Delegates or Alternates, present and voting at any Business session published in the Convention Program.

This Committee shall:

- A. Notify the Secretary of each active club in the state of any proposed amendment to the Constitution not less than 30 days before the convening of the MD18 State Convention.
- B. Ensure that a proposed amendment is properly worded and presented by Resolution to the Presiding Officer at such Session of the Convention who will ensure that the proposed amendment is offered on the floor of the MD18 State Convention in regular session for appropriate action. The Committee shall revise the Constitution and By Laws of MD18 every five years, beginning with 2016. Proposed amendments may be properly presented as prescribed in the MD18 Constitution and By Laws, Article 18.

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- C. Review any proposed amendments from the previous convention that failed to determine if revision and resubmission are warranted.
- D. Determine if additional revisions to the Constitution and By Laws are warranted.
- E. Establish a method of “oversight” for the MD18 Committees which are required by the Constitution and By Laws, to present either written or oral reports at each Council of Governors Meeting as requested by the Council of Governors.
- F. Provide regular reports to the Council of Governors on the activities of the Committee.
 - a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.
- G. Attend meetings of the Council of Governors upon request of the Council of Governors.

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Chapter 13: State Awards Committee

13.01 PURPOSE

The purpose of the State Awards Committee is to ensure that the State Awards Program is carried out and clubs and/or districts, who are eligible for awards, are duly recognized.

13.02 APPOINTMENT

The State Awards Committee will consist of one Lion appointed by each DGE with the Council of Governors appointing the Chairperson at their first Organizational Meeting. Vacancies in unexpired terms of office will be filled by the District Governor in whose District the vacancy arises.

The term of office of this committee will begin on July 1 after appointment and continue until June 30th of the following year.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position, so long as no committee member serves more than four consecutive years.

13.03 SUPERVISION

The State Awards Committee shall be under the direction and supervision of the Council of Governors. The State Awards Chair shall be responsible for reporting to the Council of Governors the outstanding performance, or the lack of performance, of the members of this committee.

13.04 DUTIES

This Committee shall:

- A. Develop a purposeful awards presentation program.
- B. The Committee shall meet annually to assess the State Awards Program and to make recommendations to the Council of Governors.
 - a. The Committee will ensure that sponsors are available for each award and in the event that no sponsor is available, the Committee will remove the award from the program.
- C. Assess and administer awards recognition for:
 - a. Outstanding Deaf
 - b. Outstanding Blind
 - c. Anne Sullivan
- D. Design a promotion and information program for the awards program that will net an increase in the number of awards applied for.
- E. Provide regular reports to the Council of Governors on the activities of this Committee.

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- a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
- b. The written report should note any items that require a Council vote.
- A. Attend meetings of the Council of Governors upon request of the Council of Governors.

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Chapter 14: Sergeant at Arms Committee

14.01 PURPOSE

The purpose of the Sergeant at Arms Committee is to maintain order and decorum at the Lions sessions and to perform other duties as are incidental to their office under ROBERT’S RULES OF ORDER, newly revised.

14.02 APPOINTMENT

The Sergeant at Arms Committee will consist of one Lion appointed by each DGE with the Council of Governors appointing the Chairperson at their first Organizational Meeting. Vacancies in unexpired terms of office will be filled by the District Governor in whose District the vacancy arises.

The term of office of this committee will begin on July 1 after appointment and continue until June 30th of the following year.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position, so long as no committee member serves more than four consecutive years.

14.03 SUPERVISION

The Sergeant at Arms Committee shall be under the direction and supervision of the Council of Governors. The Sergeant at Arms Chair shall be responsible to report to the Council of Governors the outstanding performance, or the lack of performance, of the members of this committee.

14.04 DUTIES

This Committee shall:

- A. Ensure that order and decorum are maintained at all Lions sessions.
- B. Ensure that attendees know their responsibilities at MD18 State Convention with regard to the Elections Process.
 - a. Provide regular reports to the Council of Governors on the activities of this Committee. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.
- C. Attend meetings of the Council of Governors upon request of the Council of Governors.

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Chapter 15: Golden Chain Award Committee

15.01 PURPOSE

The purpose of the Golden Chain Award Committee is to publicize the Golden Chain Award Program, encourage Lions to apply for the award, and to administer the awards presentation.

15.02 APPOINTMENT

The Golden Chain Awards Committee will consist of one Lion appointed by each DGE with the Council of Governors appointing the Chairperson at their first Organizational Meeting. Vacancies in unexpired terms of office will be filled by the District Governor in whose District the vacancy arises.

The term of office of this committee will begin on July 1 after appointment and continue until June 30th of the following year.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position, so long as no committee member serves more than four consecutive years.

15.03 SUPERVISION

The Golden Chain Award Committee shall be under the direction and supervision of the Council of Governors. The Golden Chain Award Committee Chair shall be responsible to report to the Council of Governors the outstanding performance, or the lack of performance, of the members of this committee.

15.04 DUTIES

This Committee shall:

- A. Promote the Golden Chain Award Program within the State and encourage Lions to apply for the Award.
- B. Keep accurate records on those who apply for the Award and be sure that necessary pins, certificates and tabs are ordered from the State Secretary in sufficient time for presentation at the MD18 State Convention District Breakfasts.
- C. At least every 5 years, beginning in 2017, examine the relevance of each qualifying requirement of this award and make recommendations to the Council of Governors.
- D. Provide regular reports to the Council of Governors on the activities of this Committee.
 - a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.

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- E. Attend meetings of the Council of Governors upon request of the Council of Governors.

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Chapter 16: LCI Recommended Committees

16.01 PURPOSE

The purpose of the LCI Recommended Committees is to promote the programs of LCI throughout MD18.

16.02 APPOINTMENT

At the discretion of the DGE, the individual LCI Recommended Committee will consist of one Lion appointed by each DGE with the Council of Governors appointing the Chairperson at their first Organizational Meeting. Vacancies in unexpired terms of office will be filled by the District Governor in whose District the vacancy arises.

The term of office of this committee will begin on July 1 after appointment and continue until June 30th of the following year.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position, so long as no committee member serves more than four consecutive years. Leo and Lions Quest committee members are appointed for three years.

16.03 SUPERVISION

The LCI Recommended Committee Chairs shall be under the direction and supervision of the Council of Governors. The LCI Recommended Committee Chairs shall be responsible to report to the Council of Governors the outstanding performance, or the lack of performance, of the members of each committee.

16.04 DUTIES

The LCI Recommended Committees are:

- Cultural and Community Activities
- Diabetes Awareness and Action
- Environment
- Hearing Preservation, Awareness and Action
- Honorary
- Information Technology (*See Policy Manual Chapter 18*)
- International Relations
- Leo Club
- Lions ALERT
- Lions Quest
- Lions Services for Children
- Peace Poster Contest

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Chapter 16: LCI Recommended Committees

- Public Relations and Lions Information
- Reading Action Program
- Sight Preservation, Awareness and Action
- Youth (Lions Opportunities for Youth)
- Youth Camp and Exchange

The committees shall:

- A. Adhere to the LCI guidance and recommendations for promoting these programs within MD 18.
- B. Keep accurate records of these programs and their progress.
 - a. Provide regular reports to the Council of Governors on the activities of these Committees. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.
- C. Attend meetings of the Council of Governors upon request of the Council of Governors.

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Chapter 17: Ad Hoc Committees

17.01 PURPOSE

Not all committees are necessary to be appointed every year. If a committee that is not covered in the Policy Manual is needed, such committee will be considered an Ad Hoc Committee.

17.02 APPOINTMENT

The individual Ad Hoc Committees shall be appointed by the Council of Governors at their discretion, consisting of one Lion appointed by each DGE with the Council of Governors appointing the Chairperson at their first Organizational Meeting. Vacancies in unexpired terms of office will be filled by the District Governor in whose District the vacancy arises.

The term of office of this committee will begin on July 1 after appointment and continue until June 30th of the following year.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position, so long as no committee member serves more than four consecutive years.

17.03 SUPERVISION

The Ad Hoc Chairs shall be under the direction and supervision of the Council of Governors. The Ad Hoc Chairs shall be responsible to report to the Council of Governors the outstanding performance, or the lack of performance, of the members of the committee.

17.04 DUTIES

Committees found to not be necessary each year include but is not limited to:

- International Candidates
- Long Range Planning

Upon appointment, the committees shall:

- A. Adhere to the Council of Governors recommendations for promoting these programs within MD 18 and/or International and MD 18 Constitution and Bylaws.
- B. Keep accurate records of these programs and their progress.
- C. Provide regular reports to the Council of Governors on the activities of these Committees.
 - a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.

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- b. The written report should note any items that require a Council vote.
- D. Attend meetings of the Council of Governors upon request of the Council of Governors.

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Chapter 18: Information Technology Committee

18.01 PURPOSE

The purpose of the Information Technology Committee is to develop, maintain and support the MD 18 Website and assist the Council of Governors in supporting all internet based reporting and information sharing systems.

18.02 APPOINTMENT

The Information Technology Committee will consist of one Lion appointed by each District Governor with the Council of Governors appointing the Chairperson at their first Organizational Meeting. Vacancies in unexpired terms of office will be filled by the District Governor in whose District the vacancy arises.

The term of office of this committee will begin on July 1 after appointment and continue until June 30th of the following year.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position, so long as no committee member serves more than four consecutive years.

18.03 SUPERVISION

The Information Technology Committee shall be under the direction and supervision of the Council of Governors. The Information Technology Committee Chair shall be responsible to report to the Council of Governors the outstanding performance, or the lack of performance, of the members of this committee.

The State Information Technology Chairperson will issue appropriate passwords to each District webmaster to ensure appropriate access security.

18.04 DUTIES

This Committee shall:

- A. Develop, maintain and support a MD18 website.
- B. Provide links to LCI and other internet based information systems, connecting their resources with that of MD18.
- C. Ensure that information found in all communications is updated.
- D. Ensure that an appropriate District webpage is established and maintained in accordance with the guidelines set forth by each District.
- E. Promote and support all internet reporting and information systems.
- F. Ensure that privacy is maintained as to name, address, telephone number and other contact information of each Lion upon written request of such Lion.
- G. Monitor club websites and publications for use of official logos only.

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Chapter 18: Information Technology Committee

- H. Ensure that Lions Clubs with websites maintain confidentiality as to member information, due to privacy policies.
- I. Provide regular reports to the Council of Governors on the activities of these Committees.
 - a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.
- J. Attend meetings of the Council of Governors upon request of the Council of Governors.

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Chapter 19: Ethics Committee

19.01 PURPOSE

The purpose of the Ethics Committee is to ensure the promotion of a culture that exercises due diligence to prevent and detect unethical conduct according to the Lions Code of Ethics and the Mission of Lions Clubs International (LCI).

19.02 APPOINTMENT

The Ethics Committee will consist of one Lion appointed by each DGE with the Council of Governors appointing the Chairperson at their first Organizational Meeting. Vacancies in unexpired terms of office will be filled by the District Governor in whose District the vacancy arises.

The term of office of this committee will begin on July 1 after appointment and continue until June 30th of the following year.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position, so long as no committee member serves more than four consecutive years.

18.03 SUPERVISION

The Ethics Committee shall be under the direction and supervision of the Council of Governors. The Ethics Committee Chair shall be responsible to report to the Council of Governors the outstanding performance, or the lack of performance, of the members of this committee.

18.04 DUTIES

This Committee shall:

- A. Investigate and work to resolve any suspected unethical conduct or practices.
- B. Provide annual ethics training for incoming MD-18 District Officers.
- C. Communicate electronically or otherwise in each sub-district ethical business practices and compliance.
- D. Be familiar with the dispute resolution process as provided by LCI.
- E. Maintain privacy and confidentiality of information in each ethics case.
- F. Provide regular reports to the Council of Governors on the activities of these Committees.
 - a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.

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- G. Attend meetings of the Council of Governors upon request of the Council of Governors.