

The International Association of Lions Clubs

District 22-D



Policies and Procedures
Manual

For

Candidates for Vice District Governors

Vice District Governors

District Governor

Immediate Past District Governor

&

District Cabinet Information

Prepared by

Research and Long Range Planning Committee

and

Honorary Committee

Spring 2013

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PCC Donald F. LeCates, Jr.

*District 22-D
Policies and Procedures*

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“Where there is no vision, the people perish.”
Proverbs 29:18

“If the blind lead the blind, then both shall fall in the ditch.”
Matthew 15:14

Effective Policy and Procedure Manuals convey a consistent understanding of the organization’s purpose, philosophies, policies, and good business practices to everyone involved. An effective policy manual will provide individuals with guidelines pertaining to their authority and responsibilities. Manuals also promote consistency, improve efficiency, and increase overall profitability for the organization

This document is a composite reference book of responsibilities and obligations for those who serve. It is a compilation of the experiences of Past District Governors of District 22-D and is to be used as a resource by the District Governor, First Vice District Governor, Second Vice District Governor, Immediate Past District Governor, and Candidates aspiring for those offices. However, the only materials enclosed herein that are to be considered binding are those items defined by the Constitution and By-Laws of Lions Clubs International, Multiple District 22, and District 22-D.

Therefore, this document is to remain under the control of the Honorary Committee of District 22-D and is not to be edited or amended without the approval of a majority of the members of that committee present at a duly authorized meeting, even though it is the responsibility of District 22-D Research and Long Range Planning Committee to keep it current. Furthermore, suggested amendments will not be incorporated unless sponsored or contributed by a member of the Honorary Committee and approved as stated above.

The procedures covered are either dictated constitutionally, and are so identified, or a continuation of an accepted procedure that that has become a tradition by continual usage within District 22-D.

History

This Policies and Procedures Manual is product of the District 22-D Research and Long Range Planning Committee. The first draft was initially initiated and presented when PDG Charles E. “The Rev” Covington, Sr., was chairperson of the Honorary Committee in 1995. Then PDG James “Jim” Moore rewrote the first draft and submitted some copies to a few members of the Honorary Committee for review. Since no action was taken on either the original draft or the revision the idea died until DG Ralph C. Schieferstein in 2006 asked PDG C. Kenneth “Ken” Draper, chairperson of the District 22-D Research and Long Range Planning Committee, to write a Policies and Procedures Manual. Organizational structure is mandated and internal operation changes continue to impact policies and procedures within District 22-D. So DG Lee Bird in 2009 assigned PCC Donald F. LeCates, Jr., chairperson of the District 22-D Research and Long Range Planning Committee, the task to review the Policies and Procedures Manual and make revisions to make it applicable to current operation.

Acknowledgements

This Policies and Procedures Manual is the 2006 Manual revised and is written by PCC Donald F. “Don” LeCates, Jr., chairperson of District 22-D Research and Long Range Planning Committee, with the assistance of PDG Charles E. “The Rev” Covington, Sr., and others who offered their assistance by editing specific sections.

The Constitution and By-Laws of Lions Clubs International presents the base structure of each District and mandates that each District has a Second Vice District Governor, a First Vice District Governor, and a District Governor. Each officer shall be elected by written ballot by the delegates at its annual convention.

See: "LCI Constitution and By-Laws."

District 22-D Constitution and By-Laws

Constitution Article II Objectives

Section 1. The District 22-D Constitution and By-Laws are written "to provide an administrative structure with which to advance the purpose and objectives of the International Association of Lions Clubs in the District."

See: "District 22-D Constitution and By-Laws, Constitution," Article II, Section 1

Section 2. This Policies and Procedures manual is supplemental and subordinate to District 22-D Constitution and By-Laws, "Multiple District 22 Constitution and By-Laws, and the Constitution and By-Laws of the International Association of Lions Clubs (aka The Association or Lions Clubs International and Lions Clubs International (LCI))."

See: "District 22-D Constitution and By-Laws, Constitution," Article II, Section 2.

Constitution Article IV Cabinet and Officers

The Cabinet and Officers have obligations and responsibilities with specific powers outlined in the District 22-D Constitution and By-Laws that should not be taken lightly. There are many objectives assigned to the Cabinet and its offices and many duties assigned each respective cabinet member, so study them well.

Lions Clubs International provides each District Governor with the tools needed to organize his/her district. No formal introduction to district leadership is provided a District Governor other than through the Multiple District 22 District Governor Candidates Leadership Training Forum and the District Governor Leadership Training Forum provided by Lions Clubs International for District Governors Elect. So, this manual is only intended to be a handbook to compliment the formal training available and to assist District Governors and Vice District Governors in executing the duties of their respective office in a deliberate and effective manner.

This manual is intended to present the office of District Governor, to facilitate the role of each subordinate officer, and to assist cabinet committee chairpersons in executing their roles as leaders. Since no program of education is available and little definition has been offered for subordinate officers and chairpersons, it is designed to be a resource document to instruct, guide, and prepare aspiring candidates for the office of District Governor.

See: "District 22-D Constitution and By-Laws, Constitution," Article IV, Section 1.

“Any member of any club in the District seeking the office of Second Vice District Governor, First Vice District Governor, or District Governor shall file with the Nominating Committee at least thirty (30) days prior to the day of its report to the Convention a written notice of intention to seek a specific office, and furnish therewith evidence of his/her compliance with the qualifications for said office” as set-out in Constitution and By-Laws of Lions Clubs International. A Candidate will be eligible only for the Office specified in the application and, if elected, shall serve a term of office of one year and cannot succeed himself/herself in that office. Normally, each Candidate for the office of DG shall serve in sequence as Second Vice District Governor (SVDG) and then as First Vice District Governor (FVDG). If no application is received from the FVDG to advance to the office of DG and the SVDG declines to be a candidate, then, and only then, shall nominations of qualified persons for the office of DG be made from the floor of the Convention. If no candidate qualifies for either the office of either SVDG or FVDG at least thirty (30) days prior to the Convention, then that office will remain vacant. The Nominating Committee shall place in nomination at the District 22-D Luncheon Meeting the names of all candidates so qualified. Each candidate for each office shall be allowed one nominating speech of not more than five (5) minutes duration and two (2) seconding speeches of not more than three (3) minutes duration.”

See: “District 22-D Constitution and By-Laws,” By-Laws, Article I, Section 3,

Candidate for Second or First Vice District Governor

When a Lion decides to run for Second Vice District Governor (SVDG) or First Vice District Governor (FVDG) he/she should choose an International Director/Past International Director (ID/PID) and one or two Past District Governors (PDG) to be mentor, personal confidant, and counselor in matters relating to administration and operation within District 22-D. These people have already been where the candidate wishes to go and can be of immeasurable assistance; they can enlighten the candidate with respect to time involved, the costs of serving, the demands of the job, and the personal satisfaction of serving.

In order to be considered a candidate for the office of Vice District Governor, either SVDG or FVDG, when the application is made the Lion must be an active member in good standing of a chartered Lions Club in District 22-D that is in good standing in Lions Clubs International (LCI). Next the candidate must meet the qualifications of the LCI Constitution and By-Laws, Article IV, section 7 and 8. Then, the candidate must secure the endorsement of his/her Lions Club’s Board of Directors or a majority of the clubs in District 22-D for the office of SVDG or FVDG and send the letter /letters of endorsement to the chairperson of nominations for District 22-D after July 1st and at least thirty (30) days prior to Multiple District 22 Convention in the year he/she intends to seek election. The Letter /Letters of Endorsement must state the particular office for which the candidate desires to be a candidate. In District 22-D the chairperson of nominations is traditionally the Immediate Past District Governor (IPDG), who will present at the next Cabinet Meeting each properly endorsed Lion as a candidate for a specific office.

See: “District 22-D Constitution and By-Laws,” By-Laws, Article I, Section 1,

After the District Cabinet has acknowledged the nomination and recognized the applicant as a credentialed candidate for a particular office, then the Candidate may begin distributing literature, personal flyers, and visiting Clubs within the District. Each candidate for the office of SVDG, even if he/she is an unopposed candidate, together with an official delegation, is expected to visit each Lions Club in District 22-D and solicit their support for SVDG and the future offices. If a candidate for SVDG does not visit all Lions Clubs prior to election at the District Convention, then, after being elected SVDG, the SVDG together with an official delegation is expected to continue his/her visitations to the Lions Clubs in District 22-D, which were not visited before being elected. Neither VDG is required to visit any club that he/she previously visited when campaigning for the office of SVDG or FVDG. That time, energy, and cost should be used more constructively assisting the DG to perform district duties.

Also, remember, the SVDG does not automatically succeed in office to FVDG and then to DG; only if duly nominated for each respective office and elected each year. However, each candidate must plan at each office as if it were a given fact.

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District 22-D Policies and Procedures

Candidate for District Governor

The criteria to become a District Governor (DG) are defined in the LCI Constitution and By-Laws. The requirements for a Lion to be considered for Second Vice District Governor (SVDG), or First Vice District Governor (FVDG), or District Governor (DG) are the same. When a candidate has served as Second Vice District Governor and intends to run for the office of District Governor, the candidate must again secure the letter /letters of endorsement for each particular office and submit the letter /letters of endorsement to the Chairperson of Nominations, District 22-D, after July 1st and at least thirty (30) days prior to Multiple District 22 Convention in the year he/she intends to seek election.

See: "LCI Constitution and By-Laws," and above, page 5, paragraph 3.

Remember, the VDG does not automatically advance to the next office in succession to the office of DG; only if duly endorsed, nominated, and elected each year in succession. However, each VDG must plan as if it were a given fact.

Immediate Past District Governor

There are no criteria to become an Immediate Past District Governor (IPDG) except the fact that a new Lion has been installed officially as District Governor of District 22-D by Lions Clubs International. So, by virtue of that act the District Governor becomes the Immediate Past District Governor (IPDG) /Past District Governor (PDG).

Progression in Office

When a person is formally installed as DG during the Lions Clubs International Convention (LCI) or according LCI's Constitution and By-Laws (LCI's C&BLs), that person will serve as the DG until he/she is duly replaced according LCI's C&BLs.

The person /candidate /FVDG (normally), who is elected at District 22-D Convention to be the next DG, moves from being candidate /FVDG to become the DGE and will be identified as DGE from the time he/she is elected until he/she is duly and formally installed as DG during the Lions Clubs International Convention or according LCI's C&BL.

When the SVDG is elected to become the next FVDG, technically, he/she becomes FVDGE and remains as such until a DG is installed formally during the Lions Clubs International Convention or according LCI's C&BLs.

The Candidate who is elected at District 22-D Convention to be the SVDG, technically, becomes SVDGE and will remain as such until a DG is installed formally according LCI's C&BLs.

Second or First Vice District Governor

The Second Vice District Governor (SVDG) and First Vice District Governor (FVDG) are candidates to become the District Governor (DG) and, as such, should focus on that goal as a primary duty and responsibility. Their offices are intended to be opportunities to learn and prepare to be the DG. Since, the specific duties and responsibilities of both SVDG and FVDG are basically the same; this section will highlight the FVDG's participation in district affairs and present milestones that indicate when certain events should be addressed. The SVDG should closely follow the month by month delineated activities of the FVDG and observe how the FVDG functions in fulfilling that role and those expectations.

Generally speaking, the SVDG and FVDG shall fulfill their respective duties and responsibilities as stated in Constitution and By-Laws of District 22-D and Lions Clubs International. The VDGs are subject to the supervision and direction of the DG and shall be the chief administrative assistants to the DG. The FVDG shall be prepared to accept and fulfill the office duties of the DG, if the DG is incapacitated. On any occasion either VDG, if asked by the DG due to conflicting schedules and obligations, may represent the DG at certain functions. Each VDG is always subordinate to the DG and should never usurp the DG's authority or position. Neither VDG automatically attends all District Committees as an Ex-Officio Officer – each will attend only when specifically designated by the DG or invited by the Committee Chairperson. Each VDG should attend, if possible, all District 22-D Cabinet Meetings, Multiple District 22 Council Meetings, Multiple District 22 Convention, Lions Clubs International Convention., and the USA/Canada Forum.

See: "District 22-D Constitution and By-Laws," By-Laws, Article II, Section 2.

Second Vice District Governor (SVDG)

The office of SVDG is required by LCI and the SVDG is an elected District Officer. Both the office and its duties are delineated in District 22-D Constitution and By-Laws..

See: "District 22-D Constitution and By-Laws," By-Laws, Article II, Duties, Section 3.

Also, see below, "Vice District Governors," page 40

When the SVDG is elected to become the next FVDG, technically, he/she becomes FVDGE and remains as such until a DG is installed formally according LCI's C&BLS.

Before the end of the Lion Year, the SVDG shall coordinate with the District GLT to present a training session for Club Officers and other Lions. The GLT shall select the instructors to insure that the best personnel are utilized.

May-July – Second Vice District Governor as First Vice District Governor Elect (FVDGE)

Review the duties and responsibilities of a VDG as stated in the Constitution and By-Laws of Lions Clubs International, Multiple District 22, and District 22-D.

See: "District 22-D Constitution and By-Laws," By-Laws, Article II, Section 2.

For orientation attend the out-going and in-coming Councils of Governors meeting at the conclusion of MD 22 Convention, at which the new Council Chairperson is elected and the new MD 22 Council officers are appointed and confirmed.

See below: "MD 22 Council Meeting at MD 22 Convention," page 39.

Confer with the newly elected DGE (DG) with whom you will serve regarding specific duties, responsibilities, and role assignments during the coming year.

Continue to make as many contacts as possible with the Lions Clubs within District 22-D. These may take the form of official visits, new member inductions, officer installations, service projects, fund raisers, or casual visits. The purpose is to observe the Clubs and individual Lions in action with an eye towards selecting future cabinet members /personnel.

Accept the invitation from the Leader Dogs for the Blind School in Rochester, MI, to be their guest to tour the school in either July or August. It is an all-expenses paid trip and the Multiple District Leader Dog Chairperson handles all the arrangements. This is a great experience, if possible, accept the invitation. Spouses may be able to attend at the FVDG's expense.

First Vice District Governor
Duties and Activities

The Vice District Governors function under the direct supervision of the District Governor, who is an officer of Lions Clubs International (LCI). LCI has a prescribed course of studies and activities which the FVDG must complete and attend in succession according to established "No Later Than" dates. LCI wants all course study paperwork and airline reservations for the International Convention completed before 01 January. Since both subject matter and target dates will vary year to year, the FVDG must stay in close liaison with LCI headquarters. The FVDG is a Director with full privileges of the Delaware Lions Foundation (DLF) and will continue to be a Director during the term of office as FVDG, DG, and IPDG.

July-December – First Vice District Governor (FVDG)

Qualify for District Governor according to LCI's and/or District 22-D's Constitution and By-Laws. See above, page 5, paragraph 3, and page 6.

Plan to attend USA /Canada Training Forum. It provides excellent Leadership Training.

Make Official Visits with the DG for orientation and information at DG's discretion.

Attend all MD 22 Council of Governors meetings to observe first-hand how Multiple District business is conducted. Give special attention to deferred items of business and the decisions that will impact the succeeding Council of Governors.

Define the District Cabinet structure and offices for the year you are DG and design all District contests. The cabinet secretary and the cabinet treasurer are critical positions because these officers are responsible for key administrative functions and reporting district events.

Carefully select a Cabinet Secretary and a Cabinet Treasurer, who are competent in their sphere of operation and compatible with your personality and disposition. These two people will be your left and right hands for your year as DG; so make sure they are aware of the level of commitment you will need. Many crucial details can and should be handled by the secretary and treasurer rather than by the DG. List every District Cabinet office you intend to fill. Post opposite each office one or two potential persons. Then start filling the offices, beginning with those most important.

Observe the current Cabinet members. You will want some of them to serve on your Cabinet as well. Their observed performances should measure-up to your standards. Also, consider the personalities of the people you intend to appoint and anticipate how they will interact with the people with whom you expect them to work. Some of the people you want will be unable or unwilling to serve or may want some assignment other than what you requested. Therefore, it is necessary to develop a second list of back-up choices.

Meet with the FVDGs within MD 22 to receive from the appropriate District the nomination of MD 22 Council Chairperson for their year as DGs. The FVDGs may accept or reject the first nomination.

See below: "Council Chairperson," page 24

July-December – First Vice District Governor (FVDG) - continues

Have a preliminary design for District 22-D Trading Pin ready for review at the Second District Cabinet Meeting and a prototype of the same ready for approval at the Third Cabinet meeting in January.

See below: “District 22-D Trading Pins,” page 32.

January – FVDG

Attend the MD 22 Council of Governors meeting. This meeting is where the next Multiple District 22 Convention will be planned. Special attention should be paid to the people serving as committee chairpersons from each District.

Be very attentive at the January Council meeting concerning Multiple District 22 Convention personnel and appointees. When you are elected DG you will need to fill all the Multiple District Committee chairpersons from District 22-D at the Council Meeting at MD 22 Convention.

From the rotation schedule listed in the Multiple District 22 Policy and Procedure Manual extract and list all persons from District 22-D who serve on Multiple District Council committees and list the Council Offices for which District 22-D will nominate immediately after you are elected DG at MD 22 Convention.

Contact the Vice District Governor candidates and make each of them a member of your planning sessions. Post opposite each District Cabinet office the names of one or two potential persons. Select the best persons available for the most important offices, first, then utilize the best available. Some Lions will be unable or unwilling to serve or may want some assignment other than what you had in mind, then the back-up choices will be drawn. Make sure that each person you select is aware of the level of commitment expected. Also, evaluate the personalities of the people you intend to appoint and anticipate how they will interact within the Cabinet and with the Lions and Lions Clubs with whom they will work.

Be prepared at the Third Cabinet meeting in January to present a preliminary design of District 22-D Trading Pin for the next year for approval.

See below: “District 22-D Trading Pins,” page 32.

February – FVDG

Carefully evaluate each office at each level and the parameters that it encompasses. List all suggested potential candidates but defer asking or nominating anyone until after you confer with your Mentor concerning each. Frequently you will have volunteers asking to be named particular committee chairpersons.

Meet with your Cabinet Secretary and begin establishing stated goals, planning specific programs, and itemizing District contests and awards. Include the VDG Candidates within the District.

Meet with your Cabinet Treasurer to begin developing a tentative Budget that reflects both “Source of Income” and “Anticipated Expenses.”

Firm-up Region and Zone chairperson appointments and get commitments.

February – FVDG - continued

Meet with the VDG candidates and begin clarifying roles and responsibilities for your year as DG. Include the VDG Candidates when you meet formally with either Cabinet Secretary or Cabinet Treasurer, since it will strengthen your effectiveness and insure a continuation of District program after your term of office.

Post possible candidates for each MD Council Committee appointment and confer with your Mentor and PIDs before you initially contact any of them.

March – FVDG

Select and name your Roster Book Committee of two persons to assist you in preparing the pertinent data to compose the District Roster Book. The named committee members should be computer literate and work to insure that the Roster Book is accurate and published on time.

Attend Multiple District 22 District Governor Candidates Leadership Training Forum presented at the location of District 22-B Social.

Develop District goals with potential Cabinet Officers and begin confirming acceptable Chairpersons for specific committees. Negotiate what expenses will be reasonable and fair for program development from District funds.

Write the criteria for each District Contest with dates and Awards. Design the Points Contest for Lions and Lioness Clubs and review it with your primary staff officers. Write the criteria for 100% Club President Award and 100% Club Secretary Award.

Prepare a “Calendar of Events” with dates for your year.

Confer with tentative Nominees from District 22-D for the MD 22 Council Committee appointments that you will make in May at the conclusion of MD 22 Convention.

Encourage all selected officers and chairpersons to be present, if possible, at the MD 22 Convention.

Complete the District 22-D Pin design to present for approval at the District Cabinet meeting in April.

Should receive a reminder from the DG concerning the District Governor Elect’s (DGE) three appointees to the Delaware Lions Foundation (DLF) and an appointee to the Kusiak Lions Youth Foundation (KLYF /LYF). The FVDG should carefully select Lions who have an active interest in these areas of service and will commit to serve them well. The DLF directly impacts every Lions Club in District 22-D and LYF is designed to serve MD 22..

See below: “May,” page 12 and March, page 18

April – FVDG

Present the District 22-D Pin for approval at the District Cabinet meeting in April and decide the number to be ordered.

See below: “District 22-D Trading Pins,” page 32.

Refine District Contests, Points Contests, President’s Award, and the Secretary’s Award.

April – FVDG - continued

Coordinate with the DG concerning the purchase of Official Blazers and appropriate embroidered patches for the key Cabinet Officers - DG, FVDG, SVDG, Secretary, and Treasurer. No spouse gets a blazer at District 22-D expense.

Complete confirmation of all Cabinet Personnel and Committee Chairpersons.

Obtain Local Club PU 101s from the DG and with the aid of your Roster Book Committee prepare the Roster Book in detail. Carefully check for accuracy the pertinent data of each officer – name, spouse, address, telephone numbers, e-mail addresses, etc.

Negotiate with Printers regarding printing your Roster Books and select the printer. Have District 22-D Roster Book ready to go to the printer except for MD 22 Council Nominees.

The Vice District Governor and Primary Cabinet officers should use the District 22-D Finance Committee to assist in developing a tentative budget for the ensuing year to sustain the anticipated district program.

After counsel with Mentors and/or PIDs select and confirm District 22-D's MD 22 Council Committees appointees that you will make in May at the MD 22 Council Meetings at the conclusion of MD 22 Convention.

Coordinate with the District Governor and District Global Leadership Team Chairperson and Global Membership Team regarding the Leadership Development School for Club Officers in May and announce it to Club Presidents and Secretaries.

Work with Leadership Chairperson to plan the Club Officers Training School in May. Arrange for the incoming District Secretary and Treasurer to work with the present District Secretary and Treasurer to conduct the Classes for Club Secretaries and Club Treasurers and utilize key District Leaders as presenters.

Have the district contests and applicable rules completed for the Training School in May and your visitation schedule ready for scrutiny.

Make arrangements with Lions Clubs International concerning attendance at District Governor Leadership Training Forum provided by Lions Clubs International for District Governors Elect.

May – FVDG as DGE

Be prepared to step-in and fulfill the duties of the office of the DG, if the current DG is incapacitated. On certain occasions it may be necessary for you to represent the DG due to conflicting obligations.

Together with the DG hold a Leadership Development School for Local Lions Club officers. Note: At this meeting the FVDG /DGE should conduct the training class for the Region and Zone Chairpersons at the Club Officers Training School, present a clear outline of your theme, goals, and objectives for the coming year, and highlight what they can do to help the District reach those goals. The SVDG should instruct the Club Presidents. At the Presidents /Secretaries /Treasurers Banquet in September review program and goals but promote specific areas in special ways.

See below: “District Governor Elect (DGE)” pages 12-13.

May - District Governor Elect (DGE)

Encourage all of your selected Cabinet Officers and chairpersons to be present at the MD 22 Convention.

Arrange for the in-coming District Secretary and Treasurer to work with the present District Secretary and Treasurer to conduct the Classes for Club Secretaries and Club Treasurers and utilize key District Leaders as presenters.

If there is a contest for the Office of District Governor one of the candidates will be defeated. Therefore, be prepared to lose graciously, congratulate the victor, and thank your loyal supporters; whereas, if you are the victor, win with diplomacy, acknowledge your opponents strengths, and extend the olive branch. In either case, if you are elected DG, be prepared to give an acceptance speech with gratitude, theme, and goals for the coming year.

Your first Council meeting will be held immediately after the MD 22 Victory Luncheon. As one of the five District Governors Elect, who will compose the new Council of Governors, you will decide who will be the Council Chairperson, Council Secretary, and Council Treasurer. That Council will then appoint the chairperson of each Multiple District Committee for the coming year. There is a rotation guideline that has been established to guide you with respect to what appointments need to be made and from which District the chairperson will come. The Rotation Schedule is included in the MD 22 Policy and Procedures Manual. In addition, it is customary for the Council Treasurer to request approval for a depository for Multiple District funds that are forthcoming. Preparation for this meeting is definitely in order.

Coordinate with appointees from District 22-D for the MD 22 Council Committees and request them to be physically present when the out-going and in-coming Councils of Governors meet at the conclusion of MD 22 Convention to elect the Council Chairperson and officers and appoint the new MD 22 Council chairpersons.

See below: “MD 22 Convention Committee Appointments,” May, page 39.

With District 22-D’s nominees for MD 22 Council committees physically present, the DGE will officially make the nominations from District 22-D for the MD 22 Committee Chairpersons according to the rotation schedule.

Officially confirm all appointments of District Cabinet Personnel and Committee Chairpersons. Add MD 22 Officers and Committee Chairpersons to the District 22-D Roster Book. Take the Roster Book to the printer for publication.

Coordinate with the PIDs from District 22-D and/or MD 22 regarding an International Officer to be the Guest Speaker at the District Governor’s Ball Program in December.

Hold a Global Leadership Team (GLT) School / Club Officers Training School for development of Local Lions Club officers. Note: At this meeting the FVDG as DGE should conduct the training class for the Region and Zone Chairpersons, present a clear outline of his/her theme, goals, and objectives for the coming year, and highlight what they can do to help the District reach those goals. The SVDG should instruct the Club Presidents.

Appoint three Lions – one (1) from each County – to serve as Directors of the Delaware Lions Foundation for a term of three (3) years each. The appointments should be made by May 15th, if possible, in order that the newly appointed directors may be considered viable candidates for any office of The Foundation.

See that the DLF Emergency Banners are transferred from the out-going Region Chairs to the in-coming Region Chairs. Actual transfer may be done at DG Banner Transfer program in August.

Appoint a Lion to the MD 22 Lions Youth Foundation to serve as a Director for a term of three (3) years. The appointment must be made prior to MD 22 Convention in order that the newly appointed director may be considered a viable candidate for any office of The Foundation.

Appoint other appointees to other District 22-D and Multiple District 22 boards or committees. See below: “Honorary Committee,” page 34.

Initiate the Peace Poster Contest through the Youth Outreach Chairperson. Have chairperson present details and pertinent data in your first District Bulletin.

Note: After the FVDG has been elected DG by the delegates of District 22-D the new Cabinet officers may begin functioning subject to the reigning DG. Technically, neither the DGE’s Cabinet nor any appointed Officer has any official voice or authority until the formal installation of the DGE as DG at the Lions Clubs International Convention that year.

Develop and schedule a Calendar of Events for the fiscal year. Include all known meetings which DG is expected to attend, such as Official Club Visitations, Club Anniversaries, District 22-D events, MD 22 Council meetings and events, Conventions, Socials, Forums, Personal/Family time, etc. The Calendar of Events should not be published until the first Cabinet Meeting.

June - District Governor Elect (DGE)

Review Printer’s galley sheet, make corrections, and print the District Roster Books.

Review proposed District Budget with District Executive Officers and District Finance Committee to finalize it for presentation at the first Cabinet meeting, showing both “Source of Income” and “Anticipated Expenses.”

Prepare to go to International Convention. Confirm prior arrangements made in late winter or by April with Lions Clubs International.

Accept invitations to visit Lions Vision Research Center (LVRF), Wilmer Eye Hospital, Johns Hopkins Medical Institutions, Baltimore, MD, and the Lions Eye Bank of Delaware Valley, Philadelphia, PA, for information and presentations.

The District Governor is actually an officer of Lions Clubs International and subject to their rules and regulations in the performance of all official duties. The DG, under the general supervision of the International Board of Directors, shall represent Lions Clubs International in the District in all areas of its operation. In addition, the DG shall be the chief administrative officer of the District and shall have direct supervision over the Vice District Governors, the Region Chairpersons, the Zone Chairpersons, the Cabinet Secretary, and Cabinet Treasurer, and such other Cabinet members as may be provided for in the Constitution and By-Laws.

July – District Governor (DG)

Attend Lions Clubs International Convention and be formally **installed** as District Governor.

As District Governor Elect (DGE) you are required to attend the Lions Clubs International (LCI) Convention immediately following your election in May. A District Governors training school will be held several days prior to the LCI Convention at which you will be introduced to a massive amount of administrative details regarding LCI and stated goals for the year. Reservations will be handled by Lions Clubs International for one (1) Governor per District. Therefore you need not make a reservation except for your travel arrangements. FVDG and SVDG are not required to attend LCI Convention and no arrangements will be made for them.

A Turnover Meeting is not required by the District 22-D Constitution and By-Laws as it is in Multiple District 22 but in the interest of continuity this is an excellent practice. A Turnover Meeting is required by LCI. In the past this has occurred on a sporadic basis and the individual committee chairmen have forwarded their records to their successors through the DG's annual report. District 22-D Turnover Meeting is traditionally a small event involving only the IPDG, PCS, and PCT and their respective counterparts with the FVDG for exchanging pertinent data and conferencing. At the Turnover Meeting the current District 22-D Policies and Procedures Manual should be adopted as the guide for District 22-D administration and operation, It is customary for the DG to pay for meals and the FVDG to pay for drinks.

See below: "LCI Constitution and By-Laws" and "IPDG, July," page 21

Will continue to be a Director with full privileges of the Delaware Lions Foundation (DLF) during the term of office as DG and IPDG and as such should attend all DLF meetings.

Write and publish your first District 22-D Bulletin. DG should include his/her Club Visitation Schedule.

Call the First District Cabinet meeting on a date within 45 days of the adjournment of the International Convention.

See: LCI's Agenda requirements and "District 22-D Constitution and By-Laws," Constitution, Article IV, Section 2.

Announce the President /Secretary /Treasurer Banquet and plan the program's contents.

August - DG

The First Cabinet meeting is required by LCI to be held within 45 days of the adjournment of the International Convention. Usually, it is a District Luncheon for the newly formed cabinet members and their spouses or partners to get acquainted in a leisure setting. This event is a covered dish luncheon and is intended to be a social event. PDGs not serving on the cabinet should be specifically invited to attend this meeting in order that the DG may express an interest in their experiences and solicit their support. Nothing requires the DG to act on their advice but to recognize the value of their experiences

August - DG – continued

The agenda of the First District Cabinet Meeting should follow the “District Governor’s Manual” for the required business to be conducted. Voting privileges are restricted to the DG, IPDG, Secretary, Treasurer, Vice District Governors, Region Chairpersons, and Zone Chairpersons. Customarily in District 22-D the voting members vote to extend the voting privileges to all committee chairpersons on the Cabinet. This privilege does not extend to any PDG who is not serving as a Cabinet Chairperson. Action items that should be addressed will include a motion to extend voting privileges to all Cabinet Chairpersons, to approve the District Budget, to approve a Bank for the district account, and to adopt the Delaware Lions Foundation and the Delaware Lions Sight Team as district projects.

The final audit is due at the First Cabinet Meeting and should be presented by the IPDG or the Past District Treasurer. If it is not ready, a preliminary report concerning the final audit of the treasurer’s books for the last fiscal year should be presented.

Contact all Clubs to be visited in September and revise schedule where necessary.

MD 22 Turnover Meeting – The Constitution and By-Laws requires that a turnover meeting be held within 45 days of the adjournment of the International Convention with the outgoing Council of Governors and Committee Chairpersons reporting to the incoming Governors and chairpersons. The audit is due at this meeting and all funds and records are to be transferred at this time. All First Vice District Governors should attend this meeting for orientation and training.

Note: This type of meeting would be of value at the District level but up to now it has not happened.

Hold the Presidents / Secretaries / Treasurers / Membership Banquet and program. Review programs and goals for the year and solicit Club support. Highlight specific areas of the year’s program with special presentations. Publish LCI’s requirements for 100% Club President’s Excellence Award and give the requirements for 100% Club Secretary / Treasurer Award.

Hold a District Governor’s District Banner Transfer dinner. This program is basically a fellowship and goodwill event, where the IPDG presents the District Banner to the DG. The president of the DG’s home club should preside and officially receive the District 22-D Banner for the DG from the IPDG and his/her Lions Club. The DG has possession of the banner to stand at various functions during his/her year. A part of this program should include the installation of District 22-D Cabinet members.

See below: “District Banner Transfer,” page 29.

Make equitable distribution of the District Roster Books.

Plan to attend USA /Canada Training Forum, if possible. It provides excellent Leadership Training and usually gives the district delegation an opportunity to meet the International Guest scheduled to be guest speaker at our District Social in December.

September – DG

Contact all Clubs to be visited in October and revise schedule where necessary.

The District Governor is required by Lions Clubs International to make an Official Club Visit to each Lions Club in the District at least one time during his/her term of office. It is particularly important that the DG contact the

Duties and Activities

September – DG – continued

Club early in the year and request an appropriate date for that visit. During the Official visit the DG must meet with the Board of Directors of the club and review its strengths, needs, and operation. The club president will conduct the meeting and convene the Board of Directors, then give the chair to the DG for the business session. The DG must remember that he/she is a guest of the club and not in charge – he/she has the authority of DG but the Lion Members he/she is visiting gave him/her that authority for one year. LCI will reimburse the DG for the expenses based on receipts and reports.

Contact your Guest International Representative for the District Social, ascertain any special needs they may require, send them our District Bulletins until January, and get to know them. Send information about the Guest speaker to the District Bulletin Chairperson for publication.

October – DG

Contact all Clubs to be visited in November and revise schedule where necessary.

Usually, will be invited and should attend the Special Olympics “Night of Heroes”.

Attend District 22-W Social, which is normally held the first weekend of October. On Sunday after the social there is a Council of Governors meeting. Each MD 22 Committee Chairperson is required to present to the Council their goals and a proposed budget for program expenses for the year.

Call the Second District Cabinet meeting in late October or early November. The Constitution and By-Laws requires that one meeting be held in each quarter.

See: “District 22-D Constitution and By-Laws,” Constitution, Article IV, Section 2.

November – DG

Contact all Clubs to be visited in December and revise schedule where necessary.

Attend District W Social and the MD 22 Council of Governors meeting the next day.

Hold the Second District Cabinet Meeting. See LCI’s “District Governor’s Manual” for the required business to be conducted. Usually, the agenda calls for reports from region or zone chairpersons and designated committees. The DG should emphasize critical goals for the year. New business may include a motion to donate \$1,000 to LCIF for a Melvin Jones Fellow to honor the DG.

All turnover reports for the last fiscal year are to be handled here. The final audit of the treasurer’s books is due at this meeting and is to be presented by the Immediate Past District Governor or the immediate past Cabinet Treasurer.

Receive, review, and judge Peace Posters for District 22-D; then forward them to MD 22 Council’s Peace Poster Chairperson for this contest.

Coordinate with the Guest ID or PID concerning District 22-D Social in December and request information concerning the number of International President’s Certificates to be awarded to worthy Lions in District 22-D. Carefully select whom you will honor and write their presentation resume. Firm-up the time and place to meet the guest International Representative for the District Social.

District Governor
Duties and Activities

December – DG

Contact all Clubs to be visited in January and revise schedule where necessary.

Hold the District 22-D Social or Governor's Ball with an International Officer as Guest Speaker. Traditionally the District Governor's Ball is held the first Saturday in December. The excitement of being District Governor is reaching the half-way mark of your year and the work is starting to kick in gear. The District Governor's Ball has evolved into the major fundraiser for the District. The dinner and festivities should be priced to support itself. The funds received for the Ad Book are used to support the program and projects for the district.

Meet the guest International Guest and speaker for the District Social. Protocol and courtesy dictate that the DG or a designated PID/PDG escorts the International Guest and spouse from arrival until departure. Each DG or Program Chairperson should be careful to insure that proper recognition is given to the International Speaker when our Guest, especially immediately after his/her presentation at the Governor's Ball.

As Host, plan for and participate in MD 22 Council Meeting. District 22-D Social is when MD 22 Convention Committee takes the photos of the Council and their Chairpersons for the Convention Program books. The MD 22 Council Meeting will be held on Sunday morning. It is at this meeting that the Convention Committee will give each DG a list of convention committees and program events for which there must be a chairperson or committee member named from each district. This list should be completed and ready to submit at the January Council Meeting.

DG should prepare a complete list of e-mails or two sets of mailing labels for the Convention Committee to mail materials and information concerning the MD 22 Convention to the President and Secretary of each Lions, Lioness, and Leo Club in District 22-D. These labels should be submitted to the MD 22 Convention Committee Chairperson at the January Council Meeting.

Plan to attend the Holiday Parties for the Visually Impaired in each County, which are coordinated by the Region Chairpersons and sponsored by the Local Lions Clubs, the Delaware Lions Foundation, and the Division of Visually Impaired.

Have your Youth Outreach Chairperson present at District 22-D Social /Ball to participate in judging the Peace Posters to name the winners for MD 22.

Select "Topics" for Global Membership Team and Global Leadership Team Seminars that will be held at MD 22 Convention in May. Development

January – DG

Contact all Clubs to be visited in February and revise schedule where necessary.

Send notice of the Third Cabinet Meeting of the year, which should be held in late January or early February.

Attend District 22-A Social.

Attend the MD 22 Mid-Winter Council Meeting at the site of the forthcoming MD 22 Convention. The primary subject at this meeting is planning the MD 22 Convention. The MD 22 Convention Committee will give a detailed report of the program planned for the convention. Many important issues relating to the convention will be discussed. The DG should be prepared to participate. The DG, Cabinet Secretary, Cabinet Treasurer, FVDG, and SVDG should attend.

District Governor
Duties and Activities

January – DG – continued

Prepare and submit to MD 22 Convention Committee Chairperson the list of chairpersons and committee appointments for District 22-D for the various convention committees and program events. The report forms for this are given to you at the December Council meeting by the Multiple District 22 Convention Committee.

February – DG

Contact all Clubs to be visited in March and revise schedule where necessary.

Define and order recognition certificates and appreciation gifts for your Cabinet personnel.

Coordinate with the District Secretary to order new blazers, patches, and officers' pins for presentation at the MD 22 Convention to the newly elected district officers.

Hold the Third District Cabinet Meeting in late January or early February. This Cabinet Meeting is usually conducted by the FVDG for experience. Refer to LCI's "District Governor's Manual" for the required business to be conducted.

Constitution and By-Laws' "Amendments," if any are proposed, must be prepared for District Cabinet action and mailed or distributed to each Club before the end of this month.

Together with the FVDG plan the Leadership Development School in May for all Local Lions Club officers.

March – DG

Contact all Clubs to be visited in April and review Clubs visited to insure that no Lions, Lioness, or Leo Club has been omitted.

Have a Mid-Winter Social for District 22-D. The DG is responsible to designate the 50/50 profits for a specific project in advance.

Send notice of the Fourth District Cabinet Meeting on a date that is at least 30 days prior to the District's Annual Convention.

Attend District 22-B Social and MD 22 Council Meeting. During this function the District Governor/Vice District Governors Candidate Training Forum is conducted by MD 22 Council. The forum is coordinated by the MD 22 Leadership Development chairperson. The primary Council business is to review details concerning the MD 22 Convention, Lions Clubs International Convention, and the USA/Canada Leadership Forum.

The District Governor (DG) shall notify the First Vice District Governor (FVDG) that immediately after becoming District Governor Elect (DGE) in May and prior to the Annual Meeting of the Board of Directors of the Delaware Lions Foundation the DGE shall appoint three Lions – one (1) Lion from each County – to serve as Directors for a term of three (3) years each and submit the appointments to the President of The Foundation. Coordinate with the FVDG concerning the purchase of Official Blazers and appropriate embroidered patches for the key Cabinet Officers - DG, FVDG, SVDG, Secretary, and Treasurer. This should be a line item in the Budget

District Governor
Duties and Activities

April – DG

Collect all PU 101 Forms from each Lions Club, Lioness Club, and Leo Club. Mail collated PU 101's to Lions Clubs International before "No Later Than" date. Prepare and give a copy of all the PU 101s to the DGE in order that he/she may prepare the District Roster Books.

Hold the last /Fourth District Cabinet Meeting, which is generally held in April with spouses as guests. See LCI's: "District Governor's Manual" for the required business to be conducted. The Cabinet Treasurer should make a motion for the vote of the cabinet body concerning the allocations and distribution of anticipated excess funds that may be in the treasurer's account after all expenses are paid. Each Committee Chairperson should present a written report of their goals and accomplishments for their term. These reports are required in order that the DG can prepare and submit the final report for District 22-D. The cost of publishing the DG Annual Year-End Report of District Activities for each cabinet member and each club president is a legitimate expense. At this meeting the DG should appropriately recognize cabinet members and committee chairpersons for their performance.

Attend District 22-C Social. Review the advance "Council Meeting Agenda," the business matters to be discussed, and be prepared to participate enthusiastically."

Collect all PU 101 Forms from each Lions Club, Lioness Club, and Leo Club. Mail collated PU 101's to Lions Clubs International before "No Later Than" date. Prepare and give a copy of all the PU 101s to the DGE in order that he/she may prepare the District Roster Books.

Prepare a list of deceased members in District 22-D from May to the present, according to the Club Membership Reports and submit them to the MD 22 Convention Committee to be listed in the Necrology Service booklet. Ask the IPDG for the names of deceased that were not included in the Necrology Service booklet at the last convention and add them for record.

Together with the First Vice District Governor review plans and speakers for the Leadership Development School for Local Club officers, which is held in May.

Develop plans and program for "District 22-D Annual Convention," which is commonly known as the "District 22-D Luncheon" and held during Multiple District 22 Convention. Judge all contests in the District and prepare appropriate recognition for Clubs and individuals. Coordinate with ID or PID concerning any International President Certificates or Awards to be presented to worthy Lions during MD 22 Convention.

May – DG

Attend and participate in the Multiple District 22 Convention. This event should be the highlight of your year because you have been working throughout the year with the Multiple District 22 Convention Committee. All the successes of the year come together during the Convention. Be prepared to Chair a session of the MD 22 Convention program. You, as a member of the Council of Governors, will be jointly responsible for all MD 22 business sessions and events.

During the District 22-D Luncheon meeting be prepared to conduct the business agenda, present amendments to the Constitution and By-Laws, make club awards, and accept nominations and nominating speeches for each candidate for an elected office. It should be noted that at the elections meeting only duly certified delegates are entitled to vote and alternate delegates may substitute only after being certified by the credentials committee.

District Governor
Duties and Activities

May – DG – continued

Prepare a list of deceased members from the April Membership Reports and add to the printed list as a verbal report at the Necrology Service. Save the list of Lions who die during May and June and give it to the FVDG for inclusion in next years Necrology Service booklet.

Work with the FVDG /DGE to insure a smooth transition of power and administration. Since District 22-D operates on a “0” balance budget, except for the beginning “in and out” money, make recommendations for allocations of all excess money in the treasurer’s account. After the elections are concluded instruct the District Treasurer to give the new District Treasurer at least \$2,000 of the \$4,000 to \$5,000 and the balance at the District Turn-Over meeting in July.

Together with the DGE hold the Leadership Development School for Local Club officers. At this meeting the District goals and special programs for the coming year should be the center of focus.

June – DG

Conclude your year’s work as DG and begin writing the Annual District Report by collating the final written reports of the committee chairpersons which were received at the last cabinet meeting and soliciting specific Cabinet Chairpersons to give a descriptive report of programs and projects conducted during the fiscal year. Pay all bills, reserve sufficient money to pay for your Annual District Report, and prepare for an Official Turn-Over Meeting between key Officers of each cabinet.

Attend the Lions Clubs International Convention as the Guest of District 22-D in celebration of your year as District Governor with no stress or pressure except the joy of being there.

Note: the stipend District 22-D has designated for your LCI Convention expenses may or may not cover the total costs of attending.

Immediate Past District Governor
Duties and Activities

The Immediate Past District Governor (IPDG) is always an Ex-Officio member of the District Cabinet. Normally the IPDG is Cabinet Chairperson of Lions Clubs International Foundation Committee, Melvin Jones Fellowship Breakfast, Nominating Committee, and Honorary Committee. The IPDG is also a Director of the Delaware Lions Foundation and Cabinet Representative on the Lion of the Year Committee.

July – Immediate Past District Governor (IPDG)

Coordinate with the new District Governor (DG) concerning the Turn-Over Meeting. An Official Turnover Meeting is required with the named Officers of both the outgoing and the in-coming Cabinet present to transfer pertinent data relating to each office

See above : “LCI Constitution and By-Laws” and DG, July, page 14.

Complete your Annual District Report and review it.

Continue to be a team member of the District Cabinet and support the new DG. As the IPDG accept your District Cabinet offices and review what each office encompasses.

August – IPDG

At the first District Cabinet Meeting the IPDG should submit goals and objectives for each office of which he/she is chairperson and announce the date for the Melvin Jones Fellowship Breakfast.

Announce and read any and all letters of nomination for qualified candidates for the offices of Second Vice District Governor (SVDG), First Vice District Governor (FVDG), and District Governor (DG) for the ensuing Lions year.

See that all turnover reports are completed and give a preliminary report concerning the final audit of the treasurer’s books for the last fiscal year.

Coordinate with DG to plan the District Banner Transfer program. This dinner meeting is basically a fellowship and good-will event, where the IPDG officially presents the District 22-D Banner to the DG. The president of the DG’s home club should preside.

See above, “Aug – DG,” page 15.

Distribute copies of the Annual District Report to your Cabinet Members and Local Lions Club presidents. Said report may be printed as hard copy, or PDF on Website, or digitized on CD, or whatever is vogue.

September – IPDG

The IPDG by virtue of the office is the designated cabinet representative on the Lion of the Year Award Committee. Between the First Cabinet Meeting and the Second Cabinet meeting the ID and IPDG should confer on procedure, announce the award, and solicit nominations for the Lion of the Year award.

See below: “Lion of the Year,” page 44.

Immediate Past District Governor
Duties and Activities

October – IPDG

Is responsible to insure that for the last fiscal year the final audit of the Treasurer’s books is presented.

Develop final plans for the Melvin Jones Fellowship Breakfast and get attendance confirmation from the motivational speaker.

See below: “Melvin Jones Fellowship Breakfast,” page 36

At the Second District Cabinet meeting the IPDG shall give a comprehensive report concerning Lions Clubs International Foundation (LCIF), the number of new Melvin Jones Fellows, LCIF grant program, and solicit 100% support from both District and Clubs.

Announce and read any new letters of nomination for qualified candidates for the offices of SVDG, FVDG, and DG for the ensuing Lions year.

Announce all particulars concerning the Melvin Jones Fellowship Breakfast, which will be held in January, and encourage all Melvin Jones Fellows, Progressive Melvin Jones Fellows, and District Cabinet members to support it and attend.

November – IPDG

Between the Second Cabinet meeting and April the ID and the IPDG should work together to promote the Lion of the Year award, should highlight the award, and actively solicit nominations for the award from Local Clubs and Lions

Should hold the first Honorary Committee meeting of the year for an overview of special programs or projects pertaining to District 22-D and discuss how PDGs can facilitate them.

When the MD 22 Schedule of Rotation indicates District 22-D’s turn to name the MD 22 Council Chairperson, the Honorary Committee at its November meeting shall oversee the selection of two candidates for the office of Council Chairperson but present only one candidate at a time to the Incoming Council of Governors for consideration.

See below: “Council Chairperson” for a complete presentation, page 24

January – IPDG

Hold the Melvin Jones Fellowship Breakfast with a motivational speaker for Melvin Jones Fellows, Progressive Melvin Jones Fellows, and guests.

See below: “Melvin Jones Fellowship Breakfast,” page 38.

At the Third District Cabinet meeting the IPDG shall announce and read any new letters of nomination for qualified candidates for the offices of SVDG, FVDG, and DG for the ensuing Lions year.

Together with the ID at the third District Cabinet meeting the ID and IPDG should announce the Lion of the Year award, state the particulars concerning it including the due date, and urge the Region /Zone Chairpersons and cabinet members to encourage Lions and Local Clubs to nominate worthy Lions for the award. An announcement with particulars should be disseminated through the District Bulletin during January, February, and March.

Immediate Past District Governor
Duties and Activities

February – IPDG

There should be at least two Honorary Committee meetings in the spring - one for business and one for the Spouse's Night Social. The IPDG shall appropriately schedule and call each meeting.

March – IPDG

The IPDG shall call the business meeting at least 45 days prior to the convening of the MD 22 Annual Convention to elect one Past District Governor (PDG) to serve on the MD 22 Finance Committee for two years, one Lion to serve on the Lions Vision Research Foundation for three years, and two PDGs and two Lions to serve on District 22-DBudget /Finance Committee for one year. It is suggested that the two non-PDGs be the outgoing District Treasurer and the incoming District Treasurer.

See below: "Honorary Committee," page 34.

When the window of opportunity is open for the election of an International Director (ID) within MD 22, two years before the ID's indicated term of office The Honorary Committee should select and promote a qualified candidate for said office. At the District 22-D Luncheon during the Multiple District 22 Convention that candidate should be nominated to be elected by delegates of District 22-D. If elected, then that candidate becomes /is an "endorsed candidate" and may campaign openly during the ensuing year.

See below: "Candidate Endorsement," page 28, and below: "Honorary Committee," page 34.

April – IPDG

The IPDG shall call the annual Spouse's Night Social at which the District Governor and Spouse will be guests of the Honorary Committee Chairperson. This meeting is a fun time and should be enjoyed without a business session, except for remarks from our ID/PID or the Chairperson. If a personal gift is given to the DG or anyone else, it is to be an individual matter and the costs are to be borne by the benefactor.

May – IPDG

At the District 22-D Luncheon during the Multiple District 22 Convention the IPDG shall moderate the nominations of and seconding speeches for the candidates for Second Vice District Governor (SVDG), First Vice District Governor (FVDG), and District Governor (DG). If there is a candidate for the office of International Director, then IPDG shall coordinate that presentation.

At the District 22-D Luncheon the IPDG shall assist the ID/PID in presenting the District 22-D Lion of the Year award. If a nominee for the honor is from the home club of the PID, then the IPDG shall make final selection of the recipient and coordinate with the PID concerning the presentation.

COUNCIL CHAIRPERSON

Lions Clubs International has mandated through its amended Constitution and By Laws that:

No District Governor shall serve concurrently as District Governor (DG) and MD Council Chairperson;

The Council Chairperson must be a Past District Governor (PDG) when he/she takes that office;

Any Lion, who is a Past District Governor of District 22-D in good standing and a member of a Lions Club in good standing in District 22-D, is eligible to serve as Council Chairperson; if nominated and selected by the Honorary Committee and accepted by the incoming Council of Governors;

The Council Chairperson shall serve one year only and cannot serve in that capacity again.

District 22-D's Amended Constitution and By Laws by formal action is:

1. The Council Chairperson shall be selected on a rotation basis according to the Multiple District 22 Policy and Procedure Manual, Schedule of Rotation; provided, however, that no Sub-District shall succeed itself in holding the position.

2. The office of the Council Chairperson will be open to all PDGs who have served as the District Governor of District 22-D and who have not served previously as Council Chairperson.

3. The District Honorary Committee Chairperson shall oversee the selection of two candidates for the office of Council Chairperson. The Honorary Committee shall nominate and elect from those eligible within District 22-D two (2) PDGs as candidates for said office but only their first choice will be presented to the incoming Council of Governors by December 1st for consideration at the Council Meeting at District 22-D. If that candidate is rejected, then the reserve candidate will be presented.

See: "District 22-D Constitution and By-Laws," By-Laws, Article I, Section 9.

4. District 22-D candidate nomination will be conveyed to the incoming Council of Governors through their First Vice District Governor (FVDG) for a consensus of opinion. Also, an official letter will be sent to the current Council Chairperson, who coordinates all business at Multiple District level. It will be the FVDG's responsibility to return the acceptance or rejection of the candidate to the Honorary Committee Chairperson. If the first candidate is rejected, then the reserve candidate will be presented by the FVDG.

5. The five (5) current First Vice District Governors, who comprise the incoming Council of Governors, will vote officially to elect their Council Chairperson according to present policy at its first meeting immediately following the adjournment of the MD 22 Convention, which is chaired by the Current Council Chairperson. As soon as the incoming Council elects their Council Chairperson, the meeting will be turned over to the incoming Council and the incoming Council Chairperson will chair the meeting for further required business.

6. The Council Chairperson will be reimbursed according to the same Rules of Audit as the District Governors for the meetings he/she is required to attend, except for the incoming International Convention and the USA/Canada Forum.

District 22-D Constitution and By Laws authorize and fund an account to defray the expenses of the Vice District Governors (VDG) incurred in their official capacity. The District Governor (DG) will enter the VDGs expenses as a line item in the District Administrative Budget to pay certain predetermined expenses, since the VDGs will not be reimbursed by LCI for any expenses incurred as a VDG.

A special account of one dollar (\$1.00) per capita shall be reserved to defray the expenses incurred by the First and Second Vice District Governors in their official capacity. All such expense claims shall be accompanied by receipts or other evidence of payment. Any surplus of the sum collected over the amount allowed shall remain in the said special account for use in subsequent years for the same purpose or, if the surplus exceeds \$1,000.00, the excess over \$1,000.00 shall be returned to the general Administrative Fund Account.

See: "District 22-D Constitution and By Laws," Constitution, Article V, Section 4, and By-Laws, Article VIII, Section 1. .

Unfortunately, people being what they are, the word "official capacity" seems to have a variety of definitions and it appears that some detailed guidelines need to be specified to insure that the intent of this passage is generally agreed upon. Therefore, this section is being drafted to provide guidance for the VDGs.

The intent of Lions Clubs International (LCI) in creating and standardizing the offices of the VDGs was to smooth the transition from candidate to DG and allow a time of preparation to learn the requirements of the DG office. In order for proper preparation to be realized the VDGs need to participate in a number of functions with the DG, at least as an observer. In addition to the cabinet meetings of District 22-D there are the council meetings of the MD 22 and a number of social events involving protocol that should be attended during the years of training. Serving in the sequence of VDGs without the distraction of campaigning for office allows time to plan programs and select cabinet members for their year as DG.

Therefore, when required by the DG, it would be reasonable to consider the cost of attending the following meetings as an official duty and worthy of reimbursement:

1. All open Council of Governors meetings. This does not include Executive Sessions or closed meetings.
2. Five (5) District Governor Ball socials. Typically, these have a guest International Director and a Council business meeting associated with them. In the event that the Council has reciprocity agreement for said events the DG should have the VDG expenses charged to that account.
3. All Cabinet business meetings of District 22-D.
4. Any meeting where the VDG is substituting for the DG in an official capacity.
5. The Multiple District 22 Convention.

Specifically excluded from the list above are the Lions Clubs International Convention and the USA/Canada Forum. They are excluded because the above meetings will more than consume the available money. However, it is desirable for the VDGs to attend these meetings, if possible. If it is deemed necessary for either VDG to attend the International Convention or the USA/Canada Forum, then the funding should be approved as a separate issue and addressed as a line item in the District Administrative Fund budget.

Acceptable items for reimbursement include mileage, per diem, meal allowance, hotel allowance when an overnight stay is required due to a two-day event, postage, photocopying, and telephone calls.

Items **NOT** acceptable for reimbursement include the spouse's expenses, clothing, alcohol, chances on drawings or fundraising tickets, donations, hospitality room expenses, and expenses associated with attending an individual club meeting.

As specified in the Lions Clubs International Constitution and By-Laws all requests for reimbursement must be accompanied by receipts and/or proof of payment before any funds can be distributed. The Cabinet Secretary and the Cabinet Treasurer are required to maintain a running account of the per capita income and disbursements to provide timely and accurate reporting to the cabinet.

See: "LCI Constitution and By-Laws."

Guidelines for Acceptable Expenses of District Governor

The District Governor is an Officer of LCI and, as such, is the contact person to police, enforce, and insure that each Lions Club and District Committee operates according to LCI's Constitution and By-Laws.

The District Governor will be reimbursed for legitimate expenses incurred when performing official business. Official Business is whenever the DG is required to be present by LCI's guidelines or the District/Multiple District program.

District 22-D Constitution and By-Laws does not enumerate acceptable expenses of a DG serving in an "official capacity" but it does say that reimbursement for expenses incurred by the DG shall be on the same basis as outlined in the Rules of Audit of Lions Clubs International and that all such expense claims shall be accompanied by receipts or other evidence of payment. Lions Clubs International will reimburse the DG according to its Rules of Audit for specific expenses incurred in the performance of official duties.

Acceptable items for reimbursement include mileage, per diem, meal allowance, hotel allowance when an overnight stay is required due to a two-day event, postage, photocopying, and telephone calls.

Items ***NOT*** acceptable for reimbursement include the spouse's expenses, clothing, alcohol, chances on drawings, fundraising tickets, donations, and hospitality room expenses.

The DG's Spouse's expenses will be paid from the District Budget only to the extent that they are inseparable from the DG's. The Spouse will accompany the DG on visits to Local Clubs only when the invitation specifically states that the Spouse is invited. The Spouse's expenses are then paid by the Host Club.

District 22-D Constitution and By Laws, Constitution, Article V, Section 3 – An account is authorized and funded to defray the expenses of the DG incurred in connection with attending the International Convention at the close of his/her term of office.

The Expenses of the District Governor in connection with his/her attending the International Convention at the close of his/her term of office shall be considered a District administrative expense and fifty (50) cents of each annual billing shall be set aside to defray said expenses. In the event the amount set aside is insufficient, the District Governor's Cabinet shall have the authority to supplement the same from the District Administrative Fund in order to meet the deficiency. Reimbursement for said expenses for the outgoing District Governor shall be on the same basis as outlined in the Rules of Audit of Lions Clubs International. All such expense claims shall be accompanied by receipts or other evidence of payment. Any surplus of the sum collected over the amount allowed shall remain in the said special account for use in subsequent years for the same purpose or, if the surplus exceeds \$1,000.00, the excess over \$1,000.00 shall be returned to the general Administrative Fund Account.

See: "District 22-D Constitution and By-Laws," Constitution, Article V, Section 3, and By-Laws, Article VIII, Section 1.

Administrative Account Income

According to Lions Clubs International the only money that can be used in the Local Lions Clubs' Administrative Account is that which is raised solely from Lions in the Club or the District. If the community or public participates in any program or fund raising activity in any way, then all income received must be deposited in and expended through the Activities or Service Account. At no time can the income from community participation be used in the Administrative Account or split between Administrative and Activities Accounts.

Fund raising activities of candidates for whatever office can only be promoted with proceeds from Lions within the club, district, or multiple district but no money can be raised from the community. The candidate may personally contribute the needed funds.

Advisors /Mentors, and Counselors to Candidates for DG

See below: "Mentors and DG Advisors," page 39.

Advisory Committee

There shall be a District Governor's Advisory Committee in each Zone, composed of the Zone Chairperson, the Presidents and the Secretaries of the Clubs within the Zone. The Zone Chairperson shall serve within the Zone as the Chairperson of District Governor's Advisory Committee and hold and preside over meetings with Club Presidents and representatives of the Clubs in that Zone. It shall assist the DG in an advisory capacity and procure recommendations affecting the welfare of Lionism and Clubs in the Zone. The specific responsibilities of the Zone Chairperson are stated in the District 22-D Constitution and By-Laws.

See: "District 22-D Constitution and By-Laws," Constitution, Article IV, Section 3, and By-Laws, Article II, Sections 7 and 9.

All Star Football – Blue-Gold All Star Football

The All Star Football game is played by the seniors of the High Schools in Delaware at the University of Delaware stadium in June. The High School players are divided into the Blue /North and the Gold /South. Thus, it is commonly known as the Blue-Gold All Star Football game. The purpose is to benefit the Delaware Federation of Retarded Children (DFRC), which is a Foundation to help people of all ages who have cognitive disabilities. The All Star program works hand in hand with the Delaware Special Olympics. Since its beginning in 1956 the Lions Clubs in Delaware have been actively involved as a sponsor through the sale of tickets to the game and by working with other volunteers to coordinate the activities.

Auction / Public Auction /Delaware Lions Foundation (DLF)

Each year in the fall the Delaware Lions Foundation schedules a Public Auction, which is one of its two major fundraising projects each year. The event is held at the Reagan Watson Auction House, Milford, DE. Each Lions Club of District 22-D is asked to solicit at least three to five good saleable items and give them to the DLF for sale at the auction. The net proceeds are used to support the DLF operating budget.

Authority of District Governor (DG)

The District Governor is an officer of Lions Clubs International and, as such, is the contact person to police, enforce, and insure that each Lions Club and District Committee operates according to LCI's Constitution and By-Laws. The scope of the DG's authority is always within the limits set by Lions Clubs International and District 22-D's Constitution and By-Laws. The Vice District Governors and PDGs have no authority.

Bowling

The District Bowling event is designed for fellowship and fun for Lions, Lioness, Leos and friends. It is not a fund raiser for any cause and the cost of participation covers the expenses of the day.

Cabinet Meetings

“A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first to be held within forty five (45) days after adjournment of the preceding International Convention.” The DG’s Manual defines the business matters to be discussed at each meeting. Special Cabinet meetings may be called at the discretion of the DG upon written notice to each cabinet member.

See: “District 22-D Constitution and By-Laws,” Constitution, Article IV, Section 2, and above: “District Governor’s Duties and Activities,” August, p. 14; November, p. 16; February, p. 18; and April, p. 19.

Cabinet Secretary

Both the Office and its duties are delineated in District 22-D Constitution and By-Laws.

See: “District 22-D Constitution and By-Laws,” Constitution, Article IV, Section 1, and By-Laws, Article II, Section 4.

Cabinet Treasurer

Both the Office and its duties are delineated in District 22-D Constitution and By-Laws.

See: “District 22-D Constitution and By-Laws,” Constitution Article IV, Section 1, and By-Laws, Article II, Section 5.

Candidate Endorsement

The Honorary Committee will not endorse any candidate for the office of Vice District Governor or District Governor. The Committee has no business in politics; therefore, as a body, they will not make any statements regarding or give an endorsement to any candidate for those offices. However, each PDG as an individual should be very active in recruiting and encouraging viable and worthy Lions to campaign for higher offices at each level within the District. The Honorary Committee will make selections and recommendations of Lions for Multiple District 22 Council Chair and may select and promote a candidate for an International office but that Lion must be nominated at District 22-D Convention and elected by the delegates in order to become an “endorsed candidate” of District 22-D.

See above: “IPDG, March,” page 23, and below: “Honorary Committee,” page 34.

Candidates for Office of District Governor

See: “District 22-D Constitution and By-Laws,” By-Laws, Article I, Sections 3 and 4, and above: “Candidate for Second or First Vice District Governor,” page 5, paragraph 3.

Candidate for an Elected Office /Fund Raising Activities

What is said in the “Administrative Account Income.” applies to fund-raising activities for whatever cause or office, whether by Clubs for Administrative Funds or by Candidates for campaign funds. The Candidate can only promote fund raising activities among Lions within the Club, District, or Multiple District or personally contribute the needed funds. No money can be raised with community participation except for Service Projects that return all money raised to the community.

See above: “Administrative Account Income,” page 27.

Constitution and By- Laws Committee

The Constitution and By Laws is standing committee. The Chairman is appointed by the DG and the chair may have named assistants. This committee acts on behalf of the District Cabinet for the express purpose of keeping the Constitution and By Laws up to date. Any changes or corrections to the Constitution and By Laws that are initiated either in District 22-D or at any echelon above the District should be processed by this committee for its recommendations to the District Cabinet with special attention given to parallel regulations in the Constitution and By Laws of either Multiple District 22 or Lions Clubs International.

New printings of the District 22-D Constitution and By Laws which include interim Amendments shall be done through a recommendation of the DG and the Constitution and By Laws Committee to the District Cabinet.

See: “District 22-D Constitution and By-Laws,” Constitution, Article IX, Section 1, and By-Laws, Article VII, Sections 1-4.

No PDG, cabinet member, or other Lion should schedule an official function which impacts the entire District 22-D without first coordinating the date, time, and place with the DG. And, any Lion seeking a personal privilege during a cabinet meeting should request it of the DG in advance.

Criteria – District Committee Chairperson

See below: “District Committee Chairperson,” page 31.

Death within the Honorary Committee

Whenever a Past District Governor dies the Honorary Committee Chairperson, or the DG, or a PDG whom the Chairperson asks to be district liaison will officially contact the Family of the deceased and then decide whether to send flowers or give a memorial gift to a Lions Foundation or a Charity of their choosing. The Chairperson will send a Sympathy Card in the name of the Honorary Committee and, if we are not going to send flowers, state that we are going to make a contribution to the selected Foundation or Charity in memory of the deceased. When the Memorial Gift is sent to a Lions Foundation, the Chair will request that an acknowledgment of it be sent to the Family. The DG should extend condolences to the family and, if possible, attend either the viewing or the funeral as the official representative of the Lions of Delaware.

Delaware Lions Foundation (DLF)

The Delaware Lions Foundation is a 501(c)(3) charitable tax exempt corporation. Its mission is to support the Lions Clubs of District 22-D in their humanitarian service goals to the citizens of Delaware through matching grants and to provide annually educational scholarships for seniors in public High Schools and Charter Schools, who reside in Delaware. The directors are nine (9) Lions Members, divided into three (3) from each County, the District Governor, the First Vice District Governor, the Immediate Past District Governor, and each International Director /Past International Director. The FVDG, immediately after becoming DGE and prior to the Annual Meeting of the Board of Directors of The Foundation, shall appoint three (3) Lions – one (1) from each County, to serve a term of three (3) years. Its annual Operating Budget is raised through the Ralph N. Helm and James A. McCarty Fellowships, interest from the endowment trust fund, the Lions Public Auction, the Lions Walk for Sight, and miscellaneous or corporate gifts.

The Foundation’s main purpose is to provide matching grants to Lions Clubs to enable them to complete sight or hearing related projects or extend essential humanitarian service projects within their respective communities, which without support from the Foundation would not be accomplished.

Also, The Foundation annually grants Scholarships to seniors attending public high schools in Delaware.

Note: Appendix “B,” pages 44–51 are presented as examples “For Reference Only.” For specific current forms and applications of DLF visit www.delawarelionsfoundation.org.

Delaware Lions License Plates / LC Tags

Special Lions License Plates /LC Tags have been established for members of the Lions Clubs in Delaware. There is a one-time fee of \$10 for each LC Tag issued. The Delaware LC Tag is available to all Lions who live in Delaware and are members in good standing of a Lions Club. These LC Tags may only be bought and displayed as long as the owner of the vehicle is a member of a Lions Club in District 22-D.

Numbers 1 – 5 are reserved as follows:

- | | |
|---|---|
| LC 1 – Sitting District Governor | LC 3 – Sitting 2 nd Vice District Governor |
| LC 2 – Sitting 1 st Vice District Governor | LC 4 / LC 5 – Not presently assigned |

Prior to July 1st of each year, each of the named officers shall give the LC Tag Chair a copy of their respective vehicle registration. The LC Tag Chair will facilitate the transfer of the tags from their previous holders to the current officers. The District will fund the cost of the transfers each year.

Numbers 6 – 10 are reserved for ID /PDG. Each current International Director (ID) or Past International Directors (PID) from a Delaware Lions Club will be assigned a LC Tag number in sequence. That designated LC tag number will be reserved for that PID as long as that PID has a valid driver’s license or until death. When either cause occurs, the LC tag will be surrendered to the LC Tag Chair. That LC Tag cannot be used by the spouse or any family member of the deceased PDG but the spouse may use the previously assigned tag, if the spouse wishes and is a Lion.

Delaware Lions License Plates / LC Tags – continued

Numbers 11 – 100 are reserved for PDGs. Each PDG of District 22-D will be assigned a LC Tag number in sequence. That LC Tag number will be reserved for that PDG as long as that PDG is a Lion in District 22-D or until death. When either cause occurs, the LC tag will be surrendered to the LC Tag Chair. That LC Tag cannot be used by any family member of the deceased PDG except the spouse of that PDG, if the spouse is a Lion.

Numbers 101 – 999 are designated for the Lion Members in District 22-D. Any Lion may randomly select a tag number of their choice and it will be assigned on a first come /first served basis without prejudice. Any PDG, who moves into Delaware from another State and joins a Lions Club in District 22-D, may purchase a Delaware LC tag but that PDG will not be eligible for a number in the group reserved for Delaware PDGs.

Delaware Lions Sight Team

The Delaware Lions Sight Team is an adopted project of District 22-D. Its mission is collecting used eye glasses; then sorting them, reading their prescriptions, packaging them according to strengths, and delivering them to developing countries. When there are enough volunteers, a team goes with the glasses to examine and fit the recipients. It is a great project, which needs more visibility and support.

District Banner Transfer

The District Governor and the Home Lions Club decide the time and place for the District banner transfer. The Program is light. Both the Outgoing and Incoming DG speak about their year. It is a symbolic transfer of power through the passing of the gavel, banner, pen, and checkbook. Senior PDG should bring greetings in behalf of the PDGs /Honorary Committee. Each Local Club should send representatives to celebrate with the DGs. A part of this program may include the installation of District 22-D Cabinet members.

See above: “August – DG,” page 15, and “August – IPDG,” page 21.

District Budget

The District Budget is the responsibility of the District Governor. Generally speaking, there is sufficient income from District Dues, LCI’s Rules of Audit, and the District Governor’s Ball Ad Book Sales to operate District 22-D, if it is done wisely and with prudence.

LCI, through its Rules of Audit, will assist each District’s operation. The DG will be partially reimbursed by LCI for attendance at New Club Charters and 25th, 50th, and 75th Club Charter Anniversaries. In general the Rules of Audit speak for themselves and LCI will rigidly enforce them, without exceptions. All expenditures not allowed or reimbursed by LCI according to its Rules of Audit revert to and become a liability upon either the District Budget or the District Governor. When the District Budget is expended, then the costs are the responsibility of the DG. Therefore, plan ahead and stay on top of what is being expended.

At the District Convention the District Treasurer should give the new District Treasurer at least \$2,000 of the \$4,000 to \$5,000 which is carried forward each year as “Start-Up” money and the balance at the District Turn-Over meeting in July.

The DG should reserve enough money to discharge the cost of publishing an Annual Year-End Report of District Activities for each cabinet member and each club president. Since District 22-D operates on a “0” balance budget, except for the \$4,000 to \$5,000 in and out money, at the Fourth Cabinet meeting the DG should judiciously make recommendations concerning the allocations and distributions of all remaining money in the treasurer’s account after all expenses are paid.

See below: “District Finance Committee,” page 31.

District Bulletin

The District Bulletin Editor should be carefully selected since it is the DG’s oracle to dispense pertinent information concerning District programs and District events. The DG should discuss the format and particular features desired with the editor. LCI will compensate the District for one Bulletin per club per month published according to its Rules of Audit. This will not cover the expense. The difference in the cost of producing and mailing the Bulletin must be borne by the District Budget.

District Cabinet

The District Governor selects and appoints the district cabinet members. Careful attention should be given in selecting committee chairpersons to insure total representation of the District by restricting the number chosen from one club and by not appointing a Lion as committee chairperson and his/her spouse as the co-chairperson. The District Cabinet shall assist the DG in the performance of his/her official duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District. The DG shall receive from the Region and Zone Chairpersons reports and recommendations which concern the Clubs and Zones.

See: "District 22-D Constitution and By-Laws," Constitution, Article IV, Sections 1-2, and By-Laws, Article II, Sections 1-10.

District Cabinet Picnic /First Cabinet Meeting

Originally the District Cabinet picnic was intended to be strictly a social event with spouses present to provide the newly formed Cabinet an opportunity to meet and get acquainted in a non-work environment. When this has been a picnic event, it has been a covered dish affair and Cabinet members are asked to bring particular salads, vegetable, or whatever and the DG provides the meat and beverages. Actually this event is the First Cabinet meeting and must have an agenda of business to be conducted.

See above: "August – DG," page 14.

District Committee Chairperson - Criteria

The prerequisite for selection as a District Cabinet committee chairperson or appointee is subjective on the part of the FVDG and based on the individual Lion's demonstrated interests and capabilities. When the First Vice District Governor is identifying potential team members, the FVDG should seek Lions who share like vision and goals, are dedicated to the achievement of those goals, are willing to accept direction but will take the initiative and follow through on assigned responsibilities, will work harmoniously with others, is capable of planning and completing the Committee's designated work, and dependable to execute the Cabinet approved plans of action. Each committee assignment is time consuming and demanding with the joy of serving as the only return on the investment of time and energy.

The DG shall designate the Chairperson of each District Committee and appoint and fill any Committee vacancy. Each named Committee shall perform such duties as the DG shall designate. The DG shall name chairpersons to designated Council committees to carry out the work of the Council, including the conduct of the Multiple District Convention. The DG will name District Lions to membership on the various MD 22 Committees as required by the Council of Governors.

District Convention /District 22-D Convention

See below: "District 22-D Luncheon," page 32

District Finance Committee

The District Finance Committee shall prepare, monitor, and review District 22-D budget. It shall be composed of the District Governor Elect, who will serve as Chairperson, the DG, the newly elected FVDG, the SVDG, two (2) PDGs, who will be appointed annually by the Honorary Committee, and two (2) Lions. It is suggested that the two (2) non-PDGs be the out-going and the in-coming District Treasurers and/or Secretaries.

See: "District 22-D Constitution and By-Laws," Constitution, Article V, Section 6.

District Governor (DG)

The District Governor is actually an officer of Lions Clubs International and subject to their rules and regulations in the performance of all official duties. The DG, under the general supervision of the International Board of Directors, shall represent Lions Clubs International in the District in all areas of its operation. In addition, the DG shall be the chief administrative officer of the District and shall have direct supervision over the VDGs, the Region Chairpersons, the Zone Chairpersons, the Cabinet Secretary, and Cabinet Treasurer, and such other Cabinet members as may be allowed in the Constitution and By-Laws. Also, the DG must fulfill specific duties that are delineated in the Constitution and By-Laws.

See: "District 22-D Constitution and By-Laws," Constitution, Article IV, Sections 1-2; By-Laws, Article II, Section 1, and above: DG Duties, pages 14-20.

District Governor Elect (DGE)

The First Vice District Governor (FVDG) is the District Governor Elect (DGE) from election by delegates at District 22-D Convention in May until formally installed as District Governor (DG) at Lions Clubs International (LCI) Convention in July.

See above: "DGE Duties," pages 12–13.

District Governor's Ball /Ad Book

Both the District Governor and the District Governor's Ball Chairperson should be careful to make sure that proper recognition is given publicly to the International Guest during the Special Event and that letters of appreciation are submitted subsequently to both the Guest and LCI. Recognition post-facto is an insult to the Guest, the District, and the Club.

Traditionally this event has been held on the first Saturday in December. It has evolved into a major money making project for the district. Funds to purchase a Melvin Jones Fellow for the DG come from this project. With respect to finances, the Ball /Social should support itself and the profits from the Ad Book should be all net profit for District Projects. It is at this event the Multiple District Convention Committee will have photos taken of the VIPs and various MD 22 committees.

District Governor's Cabinet.

The District Governor's Cabinet shall assist the DG in the performance of his/her official duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within the District. It shall receive from the Region and Zone Chairpersons reports and recommendations which concern the Clubs and Zones.

District 22-D Luncheon /District 22-D Convention during MD 22 Convention

"A meeting of the District's registered Delegates while in attendance at Multiple District 22 Convention will constitute the Annual Convention for the District." Thus, the District 22-D Luncheon and the voting of the delegates on the last day during Multiple District 22 Convention are actually District 22-D's Annual Convention. The luncheon program should stay within two and half-hours and definitely not exceed three hours. Awards to Cabinet members should be presented at the 4th District Cabinet meeting or at some other appropriate time and place. Except the gift to the DG there should be no personal gifts made at the District 22-D Luncheon.

See: "District 22-D Constitution and By-Laws," Constitution, Article VIII, Sections 1-3.

District 22-D Trading Pin /MD 22 Trading Pin

The district trading pin has been a tradition since 1974. It is intended to promote interaction at the International Convention. The FVDG, as a member of the District Governor's primary staff, should be chairperson of District Pin Design for the forthcoming year when he/she is DG. The Chairperson should solicit pin designs early in the year, have the pin design completed for presentation at the Second Cabinet Meeting and the final pin ready for approval at the Third Cabinet Meeting. However, that pin does not become the District trading pin until after the next International Convention is adjourned. The pin traders in our district strongly recommend that the pin be designed to be a part of a series of 5 or 6 to enhance its value for trading and subsequently enhance its marketability. The DG receives 50 complimentary District 22-D pins and each VDG receives 25 complimentary pins.

Ideally, the District pin should include the name of the state and the year that the DG serves. "22-D" should not be on the District pin because the pin is actually the "Delaware State pin" but traditionally "22-D" has been a part of the design because the pin has not been presented as a State pin. If the District Pin includes the name of the District Governor, then that pin becomes a personal pin for which the DG must assume the cost of the pin. Any DG may create his/her own personal pin and personally pay for it; just as in past time several DGs in District 22-D have issued their personal pins and privately paid for the same.

The MD 22 trading pin serves much the same purpose as the district pin with respect to promoting fellowship and interaction at the International Convention. Usually, the MD 22 pin includes some reference to our location (Delaware, Maryland, and Washington, DC) and the flag or some reference to the location of the country

District 22-D Trading Pin /MD 22 Trading Pin – continued

hosting the International Convention. It serves as a fund raiser to support the hospitality room for MD 22 at the LCI convention. The Chairperson of the MD 22 International Convention Committee will solicit designs and handle production of the pin after the Council approves the design.

See above: “First Vice District Governor,” Mar & Apr, page 10.

Elections Committee

“The District Governor shall appoint annually an Elections Committee composed of a Named Chairperson, the Cabinet Secretary, and one other person, to conduct the District Elections according to the Constitution and By Laws of Multiple District 22 and Lions Clubs International. The Elections Committee shall conduct the election of District 22-D Officers and Candidates for International Offices and conduct the voting on all proposed Amendments to the Constitution and By Laws of either District 22-D or Multiple District 22.”

See: “District 22-D Constitution and By-Laws,” By-Laws, Article I, Section 2.

The Chairperson of the Elections Committee shall submit the results of the election to the DG of District 22-D, who will include them in the District Convention Report to Lions Clubs International. The results of the election shall be disbursed to the Lions of District 22-D by being printed in the District Governor’s Newsletter following the Convention.

Extension – New Lions Clubs (GLT /GMT)

The extension and expansion of membership in Lions Clubs through the formation of Branch Clubs and the chartering of New Lions Clubs is a task of the Global Membership Team (GMT) in conjunction with the Global Leadership Team (GLT). Certified Guiding Lions will be assigned to work with new clubs to orient and train new club officers and motivate increased membership. Local Clubs should retrograde in territorial rights and work together for greater humanitarian service within the area served.

See below, “Membership /Global Membership Team (GMT),” page 34 & 38, and “Leadership Development /Global Leadership Team (GLT),” page 34 & 36.

First Vice District Governor (FVDG)

The office of FVDG is required by LCI and the FVDG is an elected District Officer. Both the Office and its duties are delineated in District 22-D Constitution and By-Laws.

See: “District 22-D Constitution and By-Laws,” By-Laws, Article II, Section 2; and above: “FVDG Duties,” pages 7–11; and “Vice District Governors,” page 43.

Fiscal Responsibility

The DG is directly responsible for the finances of the District. Failure to maintain control of the district finances can result in the DG being personally liable for any shortfall. In the interest of clear communication it would be wise to distribute financial reports all the way down to club level, if requested.

Clubs are individually responsible for each project that they sponsor. It is in the best interest of each Club to become Incorporated in order to benefit from the legal protection its officers derive from it. Anyone who serves as the Chairperson of a District Committee or Project must be formally elected or endorsed as an item of business at a regular Cabinet Meeting in order to be covered by the Insurance Bonding policy.

Clubs should send all checks for district projects to the District Treasurer for recording, collation, and formal distribution. Both Club and District should make distribution of designated funds as soon as practical. Designated funds should not be held until the end of the year. Except for the District Governor’s Ball Committee each District Committee Chairperson should channel all donations through and submit all bills to the District Treasurer for accountability.

Golf Tournament

The District Golf Outing is not a tournament but a game at which Lions, prospective members, and friends will fellowship and have a good time with a scrumptious dinner and prizes.

Global Membership Team / Global Leadership Team (GMT /GLT)

The Global Membership Team (GMT) provides a structure for membership development which is continuous, focused, and integrated. The Global Membership Team has the responsibility to share new and exciting programs with Club Membership Committees to recruit new members and reduce membership losses. A Global Leadership Team was established as a counterpart to the GMT. The GMT and GLT were established to replace the MERL program. GMT and GLT members work together to develop membership through service and engagement. They, also, support present Lions leaders and identify future leaders. The two teams operate as parallel structures.

Guiding Lion / Certified Guiding Lion

A Guiding Lion is an experienced Lion appointed by the District Governor to assist a new Lions Club for one year. The Guiding Lion course of study is designed to give training and skills critical to the development of a new club and training to assist failing or cancelled clubs. After the Guiding Lion has completed the LCI prescribed study course for Guiding Lions and successfully guided a new club through its first two years, then that Guiding Lion will become a Certified Guiding Lion and a certificate will be issued by LCI to recognize the accomplishment.

See: LCI, Certified Guiding Lion Program.

Honorary Committee

The Immediate Past District Governor (IPDG) shall be the Honorary Committee Chairperson. It is a standing committee composed entirely of all Past International Directors (PID) and PDGs of District 22-D and the PDGs of other Districts, who are members in good standing of a Lions Club in the District. The PIDs are the DG’s first echelon of advisors concerning all administrative matters and serve as the contact persons for securing International Officers for District and Club functions. This Committee should be one of the DG’s most valuable assets. Their experience and leadership capabilities should be utilized advantageously. It exists solely to assist the DG in forming plans, policies, and procedures that affect the District and to assist in preparing the VDGs for future responsibilities. Its voice is heard only in an advisory capacity.

See: “District 22-D Constitution and By-Laws,” Constitution, Article VI, Sections 1-2.

“The District Governor’s Honorary Committee shall meet either when requested by the District Governor or at the call of the Chairperson. The Honorary Committee shall act under the direction of the District Governor in the promotion of harmony throughout the District. Its Chairperson shall attend Cabinet meetings and report when requested by the District Governor.”

See: “District 22-D Constitution and By-Laws,” By-Laws, Article II, Section 10.

The Honorary Committee will not endorse any candidate for the office of Vice District Governor or District Governor. The Committee has no business in politics; therefore, as a body, they will not make any statements regarding or give an endorsement to any candidate for those offices. However, each PDG as an individual should be very active in recruiting and encouraging viable and worthy Lions to campaign for higher offices at each level within the District. The Honorary Committee will make selections and recommendations of Lions for Multiple District 22 offices and may select, endorse, and promote a candidate for an International office.

See above: “Candidate Endorsement,” page 28.

There should be at least two meetings in the spring - one for business and one for the Spouse’s Night Social. The Chairperson shall call the business meeting at least 45 days prior to the convening of the annual MD 22 Convention to elect one PDG to serve on the MD 22 Finance Committee for two years, one Lion to serve on the Lions Vision Research Foundation for three years, and two PDGs to serve on District 22-D Finance Committee for one year. When the MD 22 Schedule of Rotation indicates, District 22-D’s Honorary Committee will select two candidates for the office of Council Chairperson but will present only one candidate at a time to the Incoming Council of Governors for consideration. When the window of opportunity is open for the election of an International Director (ID) within MD 22, two years before the ID’s indicated term of office The Honorary Committee should select and promote a qualified candidate for said office. At the District 22-D Luncheon during the Multiple District 22 Convention that candidate should be nominated to be elected by delegates of District 22-D. If elected, then that candidate becomes /is an “endorsed candidate” and may campaign openly during the ensuing year.

See above: “March – IPDG,” page 23.

Honorary Committee – continued

At the annual Spouse's Night Social the District Governor and Spouse will be guests of the Honorary Committee Chairperson. This meeting is a fun time and should be enjoyed without a business session, except for remarks from our ID/PID, and the Chairperson. If a personal gift is given to the DG or anyone else, it is to be an individual matter and the costs are to be borne by the benefactor.

See above: "April – IPDG," page 23.

Immediate Past District Governor (IPDG)

The Immediate Past District Governor (IPDG) is always an Ex-Officio member of the District Cabinet. Normally the IPDG is Cabinet Chairperson of Lions Clubs International Foundation Committee, Melvin Jones Fellowship Breakfast, Nominating Committee, and Honorary Committee, The IPDG is also a Director of the Delaware Lions Foundation and Cabinet Representative on the Lion of the Year Committee.

See above: "Immediate Past District Governor," page 6, and "IPDG Duties," pages 21-23.

International Convention Attendance as DGE, Out-going DG, and VDGs

The District Governor Elect (DGE) is required to attend the International Convention immediately following his/her election. A Training School for District Governors will be held 3-5 days immediately preceding the Convention. The DGE is required to attend and will be introduced to massive amounts of administrative materials regarding Lions Clubs International and District operations. LCI makes all reservations and arrangements for the DGE's attendance except travel. The DGE should coordinate with LCI concerning reimbursement of expenses for other reservations and travel arrangements.

Attendance at the International Convention by the out-going DG is optional. If the out-going DG decides to attend the International Convention, then the expenses connected with attending shall be considered a District administrative expense to be levied against the designated escrowed account up-to the stipend allowed.

VDGs are not required to attend the International Convention and no arrangements will be made for them. If VDGs attend, they are on their own expense account and no reimbursement will be made from either LCI or District funds.

See: "District 22-D Constitution and By-Laws," Constitution, Article V, Section 3.

International Director /Past International Directors – (ID / PID)

The International Director's (ID) term of office is two years and then he/she serves as a Past International Director (PID) within Lionism "until death do us part." ID /PIDs) are the DG's first echelon of advisors concerning all administrative matters. They serve as LCI's liaison contact person for securing International Officers for District and Club functions.

International Speakers

International Speakers are available for District Socials or Conferences once a year and for any Lions Club that is celebrating its 25th, 50th, or 75th Charter Anniversary. The District Governor or Club President should contact and seek assistance in securing the best speaker available through our PID or one of the MD 22 PIDs. Each DG or Program Chairperson should be careful to make sure that preparation for proper recognition is given to the International Speaker when our Guest, especially immediately after his/her presentation at the Governor's Ball, and that letters of appreciation are submitted subsequent to the visit to both the Guest and LCI.

James A. McCarty Fellow – Award

The Delaware Lions Foundation has established the PID James A. McCarty Fellowship to garner new money for the Educational Scholarship Program awards. The fellowship has five levels of awards, which are Bronze, Silver, Gold, Diamond, and Progressive Diamond, to recognize honorees according to the gift amounts, which range from \$100.00 to \$1,000.00 or its multiples. James A. McCarty Fellowship awards are available through any Lions Club. Any Lion or Club wishing to honor a person or persons in their club or community may name them either a "Ralph Helm Fellow" or a "James McCarty Fellow." Each Fellow will be presented an appropriate pin and a certificate.

See below: "James A. McCarty Fellowship Award" application, page 48.

James A. McCarty Memorial Scholarship

The Delaware Lions Foundation has created a statewide Scholarship Program and sponsors Educational Scholarships annually for high school seniors residing in Delaware and attending public high schools or Charter Schools in Delaware. It has established the PID James A. McCarty Fellowship as the primary source of funds to operate the Scholarship Program. Scholarships Applications are available from both high school guidance counselors and the DLF Website – delawarelionsfoundation.org - and must be submitted before April 1st. The Foundation President shall appoint annually the Chairperson of the Scholarship Committee with at least three other Lions – one from each county in Delaware. The chairperson shall make sure that the applications are distributed in November to the high school counselors with proper instructions.

See below: For more details and “James A. McCarty Memorial Scholarship Application,” pages 53 - 54.

Kusiak Lions Youth Foundation

The Kusiak Lions Youth Foundation (aka Lions Youth Foundation) is a Foundation within Multiple District 22 that is sponsored by Lions Clubs of MD 22. Its mission is to empower young people to help themselves and others through activities supported by the Lions Clubs of MD 22. Its chief objective is to develop, establish, promote, and maintain a program of Youth Services within MD 22 through the Lions Clubs of MD 22

Leader Dog for Blind

Leader Dogs for the Blind School in Rochester, Michigan, provides trained dogs to assist visually impaired persons who have mobility and independence. The school staff will invite the FVDGs to be their guests and tour the school for a weekend. All arrangements are made by MD 22 Leader Dog Chairperson and expenses are paid by the school. Spouses may be able to attend at the FVDG’s expense, if the School’s administration concurs.

Leadership Development /Global Leadership Team (GLT)

The District Global Leadership Team, previously called Leadership Development Committee, organizes and conducts the Leadership Training School in May to orient and train Local Club Officers and the Region and Zone Chairpersons in the duties and responsibilities of their respective positions as officers. Further, the GLT directs its efforts toward identifying and cultivating effective leaders through active training and leadership development. The GLT structure provides a program for developing qualified leaders from the club level up. The GLT develops leaders using mini-leadership seminars, focused workshops, and regular communications with Club and District officers. The incoming District Governor should coordinate with the GLT to achieve desired goals for the District.

Leo Clubs

Leo Clubs are junior Lions Clubs in the making composed of High School Youth. All Leo Clubs are sponsored projects of the local Lions Club with Lions from the sponsoring Club serving as counselors and facilitators. Leo Clubs are designed to develop Leadership, Experience, and Opportunity through community service projects and to provide the youth of the world an opportunity to contribute, individually and collectively, as responsible members of society.

See below: “Lioness and Leo Clubs,” page 37.

Lion of the Year Award

The Lion of The Year Award will be presented annually by the Past International Director (PID) at the District 22-D Luncheon during the Multiple District 22 Convention. The PID is the chairperson. The PID and the Immediate Past District Governor (IPDG) will join together as members of District 22-D Cabinet to announce the Lion of the Year Award among the Lions Clubs, to solicit nominations for the award from any Club or Lion in the District, and to fund all expenses connected with the award as a District project. All nominations for the Award shall be sent to the chairperson. The PID and the IPDG shall then select three prior recipients of the Award, who are not members of any club from which any nominee is a member, to read and judge the nominations and to assist in evaluating which nominee is most worthy of the award. The PID shall then send photocopies of each nomination to each judge, who will read the nominations and rank them in numerical order. All names and data are considered

Lion of the Year Award – continued

privileged information and are not to be shared. The PID and the IPDG will then collate the findings and make final selection based on the highest ranked nominee. If a nominee is from the home club of the PID, then the PID shall defer to the IPDG to make final selection. All accomplishments considered by the judges must have taken place during the most recent eighteen (18) months proceeding April 1st. An accumulation of accomplishments in prior years or over a great number of years will not be considered. During the presentation of the Award, the number of nominees may be mentioned but only the name of the selected recipient will be divulged.

See: Appendix “A,” pages 44-46.

License Plates / LC Tags

See above: “Delaware Lions License Plates /LC Tags,” page 29.

Lioness and Leo Clubs

District Governor should emphasize during Official Visits that both Lioness Clubs and Leo Clubs are sponsored projects of the local Lions Club and officially their activities are to be reported through the sponsor club to both District 22-D and LCI. Each Sponsor Club should maintain an effective liaison officer, who should coordinate with the District Lioness or Leo Liaison Officer regarding programs and activities.

Lions Clubs International Foundation (LCIF)

The Immediate Past District Governor is District 22-D Chairperson. Lions Clubs International established the Lions Clubs International Foundation (LCIF) to extend its endowment so it can provide matching funds to District/Multiple District Service Projects and respond with charitable gifts to natural or national disasters worldwide. It is International in its distribution of funds and in its solicitation of funds. In order to garner new money to enlarge the corpus of LCIF the Melvin Jones Fellowship Award was created to be the highest award a Lion can receive. All monies received by LCI through its Melvin Jones Fellowship Awards and special gifts are used as new money for escrowed endowments or for designated causes. MD 22 has received several grants for special projects. Examples are Lions Vision Research Foundation (LVRF), the Lions Eye Help Program (LEHP), and Lions Saving Kids Sight Foundation (LSKS).

Lions Eye Bank of Delaware Valley (LEBDV)

The Lions Eye Bank of Delaware Valley (LEBDV) is a Foundation /project that is sponsored by Lions Clubs of the Tri-State area (Delaware, South Eastern Pennsylvania, and most of New Jersey). District 22-D has several Lions who serve as Directors of the LEBDV. It is an agency that specializes in collecting corneas for distribution to hospitals in the tri-state area and beyond for transplants and clinical research in diseases of the eye. The LEBDV will extend an invitation to each incoming District Governor of District 22-D to visit their facilities and learn about their operation and program in detail and its contributions to people of Delaware.

Lions Saving Kids Sight (LSKS) / MD 22 Preschool Vision Screening Program

Lions Saving Kids Sight is a Foundation established to fund the activities of the Preschool Vision Screening Program throughout Multiple District 22. It began with a LCIF grant and MD 22 Lions Clubs donations, which established the Foundation to perpetuate the Preschool Vision Screening Program. The Grant funds have been exhausted as scheduled but LSKS continues to assist the preschool vision screening program within MD 22. Its operating budget comes from Local Lions Clubs annual donations and its Loose Change Campaign. LSKS currently supports clubs in procuring Sure Sight devices, maintenance and calibration of the same and required insurances

For further information concerning this, contact PDG Jack Brinckmeyer, 302-227-8752.

See below: Pre-School Vision Screening District 22-D, page 41

Lions Vision Research Foundation (LVRF)

Lions Vision Research Foundation (LVRF) is a project that is equally shared by the five Districts of Multiple District 22. The LVRF Headquarters are located in the Johns Hopkins Wilmer Eye Institute, Baltimore, Maryland. The Lions of MD 22 sponsor three floors of Wilmer Eye Institute for low vision research and rehabilitation and are in the process of establishing The Arnall Patz endowed professorship for the Lions Low Vision Center, which requires a minimum endowment of about three million dollars. Each District Governor by virtue of the office is automatically a voting member of its Board of Trustees while serving as DG. In addition to the DG each District has three Trustees who each serve a three year term with voice and vote. Each year the District Honorary Committee elects one (1) Lion to serve a three years term to replace the retiring Trustee.

See above: "Honorary Committee," page 34.

Lions Youth Foundation / Kusiak Lions Youth Foundation (LYF)

The Lions Youth Foundation is a 501(c)(3) charitable tax exempt corporation designed to assist youth projects in MD 22 develop and accomplish area service projects. Its mission is to empower young people to help themselves and others through activities supported by Lions Clubs of Maryland, Delaware and District of Columbia. The Board of Trustees is composed of 15 Lions Members – three (3) from each District, who each serve a three years term on a rotating schedule – and 10 ex-officio advisors. Each year prior to the MD 22 Convention the FVDG of each District shall appoint one (1) Lion to serve a term of three (3) years.

Further information may be obtained by visiting [www.Kusiak Lions Youth Foundation](http://www.KusiakLionsYouthFoundation.com).

Long Range Planning /Research and Long Range Planning Committee

The Research and Long Range Planning Committee is requested to maintain and periodically update the District 22-D Policies and Procedures Manual as required by the DG and should instigate consideration for changes that will enhance the District's administration and operation.

See below: "Policies and Procedures Manual," District 22-D and MD 22, page 41.

Melvin Jones Fellow – Award

Lions Clubs International created the Melvin Jones Fellowship Award to be the highest award a Lion can receive. Any Lion, Lions Club, or other entity may purchase the award and present it to any worthy recipient. All monies received by LCI through its Melvin Jones Fellowship Awards are used as new money to enlarge the corpus of the Foundation or for designated causes.

Melvin Jones Fellowship Breakfast

Each year in January the IPDG should chair a District 22-D Melvin Jones Breakfast to celebrate the birth of Melvin Jones, who was the founder of Lions Clubs International, to recognize present Melvin Jones Fellows and their guests, to present the Melvin Jones Fellows Award to newly named worthy recipients, and to host a motivational speaker to share current LCIF activities and achievements. A similar event is sponsored as an option during the MD 22 Annual Convention.

See above: "October – IPDG" and "January – IPDG," page 22.

Membership / Global Membership Team (GMT)

Membership is each Lion's opportunity to invite prospective friends and neighbors to become members of the largest civic service organization in the world with Lions Clubs in over 200 Countries. Recruiting new members is essential to give new life to the Lions Club and to insure its survival. New Lions members bring enthusiasm, excitement, new ideas and another set of hands to help shape our communities.

The Global Membership Team (GMT) provides a structure for membership development which is continuous, focused, and integrated. GMT has Global Leadership Team (GLT) as a counterpart. The expanded GMT and GLT teams were established to replace the MERL program. The GMT and GLT are designed to work together with the Local Club Membership Committee to recruit new members and retain present members.

See above: "Global Membership Team /Global Leadership Team (GMT /GLT)," pages 33-34.

Mentors, Counselors, and Advisors to Candidates for DG

Each candidate for the District Governor's office from Candidate to IPDG should choose an ID/PID and one or two PDGs to be their mentor, personal confidant, and counselor in matters relating to administration, operation, and outreach within District 22-D. The mentors should enlighten **the candidate** with respect to time involved, the costs of serving, and the demands of the job. Initially, mentors should insure that their candidate has a current District 22-D Policies and Procedures manual to help them know what is expected and when tasks should be completed. When the VDG is evaluating potential district chairpersons the mentors should discuss with the VDG each committee and the parameters that it encompasses. Before assignments are made each selected person should exhibit many of the criteria presented for cabinet members. Volunteers asking for specific assignments should stand scrutiny.

See above: "District Committee Chairperson – Criteria," page 31.

Mid-Winter Social

This is strictly a social event that is usually held in February or March each year in Felton and the menu has been fried oysters. This event is intended to be self-supporting and not a money raiser for any purpose, although a minimal profit should be realized for the District Budget. The DG is responsible to designate the 50/50 profits for a specific project in advance of sales. It is not the committee chairperson's decision.

MD 22 Convention Committee Appointments – May

Each DG will receive in December from the MD 22 Convention Committee a list of Convention program events for which there must be a Chairperson or committee member named from District 22-D. It should be prepared and submitted at the Mid-Winter Council meeting in January. The primary subject of the January meeting is planning the MD 22 Convention. The MD 22 Convention Committee will present in detail exactly what will happen at the Convention. If the DG's committee assignments are not complete at that time, the assignments must be completed before the next MD 22 Council Meeting, in order that the MD 22 Convention Committee will have time to prepare and print the MD 22 Convention Books.

Note: If the DG decides not to name the present District Committee Chairperson as the Chairperson or committee member from District 22-D, then that strict Committee Chairperson should be informed of that decision when the DG makes the appointments to avoid ill feelings at Convention and beyond.

MD 22 Council Meetings - Council Meeting at MD Convention – May

The first MD 22 Council Meeting will be held immediately after the MD 22 Victory Luncheon during the MD 22 Annual Convention. The first act of business for the five newly elected Governors is to decide who will be the Council Chairperson, the Secretary, and the Treasurer. Then, your Council will be required to appoint all of the committee chairs for the Multiple District Committees for the coming year. There is a rotation schedule included in the MD 22 Policy and Procedures Manual to guide you with respect to what appointments need to be made and from which District the chairperson will come. Each District Governor will name Lions to membership on the various Multiple District 22 Committees as required. In addition, it is customary for the Council Treasurer to request approval for a depository for Multiple District funds that are forthcoming. Preparation for this meeting is definitely in order.

MD 22 Council Meetings - Council Meeting for Turn-Over - August

According to LCI Constitution and By-Laws a Turn-Over Meeting must be held with the out-going Council and Committees within 45 days of the close of the International Convention. The audit is due at this time and all funds and records are to be transferred at this time. This will be an exciting experience for the in-coming District Governors. This type of meeting would also be valuable at the District level but up-to now it has not happened.

MD 22 Council Meetings - Council Meeting at 22-W – October

This Council meeting is held on Sunday following the Governor's Social. Each committee chairperson that was appointed at the Council Meeting at MD Convention is required to present to the council a proposed agenda and anticipated expenses for the current year. Failure to present a budget can be interpreted as a lack of interest or that there are no financial needs.

MD 22 Council Meetings - Council Meeting at 22-D – December

On Saturday prior to the District Governor's Ball photos for the Multiple District 22 Convention program book will be taken. Also, MD 22 Council Peace Poster Committee will judge the Peace Posters submitted from the various Districts in order that the winners may be forwarded to LCI for competition. The council meeting is held on Sunday following the Governor's Social. The MD 22 Convention Committee will give each DG a list of the Convention Committees for which appointments are to be made from each District and request each DG to prepare a complete list of e-mails or two or three sets of mailing labels for the Lions Clubs of their District. Said work is to be completed and turned-in at the January Council meeting.

MD 22 Council Meetings - Council Meeting at 22-A - January

This meeting is held in conjunction with the Governor's Social. The primary subject is planning the MD 22 Annual Convention. The MD 22 Convention Committee is expected to present in detail exactly what will happen at the Convention. Financial matters relating to MD 22 Convention should be carefully evaluated before being included in the budget and adopted. Then, the agenda and the budget should be strictly followed and not violated without carefully considering the effects of that decision and discussing them with the Council of Governors. At this meeting the Convention Committee will ask each DG for the various Convention Committee appointments from their respective district and for a complete of e-mails or two or three sets of mailing labels for the Lions Clubs of their District. It is essential that you provide them in order to have an effective Multiple District Convention.

MD 22 Council Meetings - Council Meeting at 22-B - March

This is an enlarged meeting that is held in conjunction with the District Governor's Social. Usually Friday and Saturday are utilized for the District Governor /Vice District Governor Candidate's Training Forum which is coordinated by the MD 22 Global Leadership Team Chairperson. The primary council business is to review details concerning MD Convention, International Convention, and USA/Canada Leadership Forum.

MD 22 Council Meetings - Council Meeting at 22-C

Nothing officially has been designated for this meeting. It is made at the call of the Council Chairperson.

MD 22 Council Meeting at close of Convention – May

See above: "MD 22 Convention Committee Appointments," May, page 38

Nominating Committee for VDGs and DG

"The District Governor shall appoint by October 1st prior to the next District Convention a Nominating Committee of the Immediate Past District Governor (IPDG) and one other Lion in good standing in the District, who shall at the time of their appointments shall not hold any elected District, Multiple District, or International Office. The Nominating Committee shall receive all nominations for Second Vice District Governor, First Vice District Governor, and District Governor, verify that each nominee is qualified to be a candidate according to the requirements for each respective office; and present each qualified candidate for said office to the next District Cabinet for approval to be presented for election at the District Convention." Then, at the District Luncheon Meeting the Chairperson shall place in nomination at the names of all candidates so qualified, singularly introduce each candidate, and conduct the sequence of nominating speeches.

See: "District 22-D Constitution and By-Laws," By-Laws, Article I, Sections 1 and 3.

Nominations for MD 22 Committees

The District Governor Elect will nominate to the MD 22 Council at the conclusion of MD 22 Convention all new MD 22 Committee Chairpersons from District 22-D according to the MD 22 rotation schedule. District 22-D's Honorary Committee will nominate and elect at its spring business meeting a District 22-D Representative to the MD 22 Finance Committee, which is a two year term; and a Representative to the MD 22 Lions Vision Research Foundation (LVRF), which is a three year term. District 22-D representative to MD 22 Finance Committee should be a PDG but the representatives to LVRF maybe any knowledgeable Lion.

See: "Multiple District 22 Research and Long Range Planning" manual for the rotation schedule.

Official Club Visits

The District Governor is required by LCI to visit each Lions Club at least one time during his/her term of office. During that visit the DG must meet with the Club Membership and the Board of Directors. LCI will reimburse the DG for travel expenses and meal expenses, if original receipts are presented. While the DG has authority vested by LCI, he/she should remember that the people of the host club are the ones who indirectly gave him/her that authority and then only for one year.

Peace Poster Contest through LCI

The District Governor through the Cabinet Chairperson of the Peace Poster Contest should publicize and encourage Lions Clubs to sponsor the Peace Poster Contest in their local schools. Deadlines and cut-off date are critical. Information and school participation should begin in May or June at the latest and all entries must be submitted to the chairperson no later than Thanksgiving. All District entries will be judged and forwarded to the MD 22 Chairperson to be judged at the MD 22 Council meeting in December.

Policies and Procedures Manual – District 22-D

This “Policies and Procedures” manual originates as a responsibility of the Honorary Committee but in reality the manual is maintained by the Research and Long Range Planning Committee of the District Cabinet. The “Policies and Procedures” manual for District 22-D is intended to serve as a resource document to guide the District Governor from aspiring Candidate to Past District Governor and to orient Cabinet Members concerning district operations. It exists solely to assist the VDGs in preparing for future responsibilities and to assist the DG in forming plans, policies, and procedures that affect the District. This document is an attempt to fulfill that assignment but its voice is heard only in an advisory capacity and is subordinate to all documents referenced.

See above: “Long Range Planning /Research and Long Range Planning Committee,” page 38.

Policy and Procedure Manual – Multiple District 22

The MD 22 Policies and Procedures Manual is maintained by the MD 22 Research and Long Range Planning Committee and should contain current decisions of the MD 22 Council of Governors which impact future operations. The Rotation Schedule of Chairpersons and Committees for the five Districts of MD 22 is a valuable guide to the VDGs and DGs for planning and appointing MD 22 chairpersons and committee members from their respective districts.

Pre-School Vision Screening District 22-D

The District 22-D Pre-School Vision Screening program is sponsored by and coordinated through the District Cabinet chairperson. The screening devises are purchased generally by two or more Clubs joining together to share the cost. The District 22-D goal is that every pre-school will be screened and followed-up as needed through the Local Lions Clubs. The DLF frequently has shared in the extension of the program.

President /Secretary /Treasurer Banquet

This dinner is usually held in September at some central location. The purpose of this event is to review the International, Multiple District, and District programs with the Local Club leaders and to promote specific District program areas in a special way. This event should be heavily promoted and used as an excellent kick-off program for a number of district committees. The DG should install District Officers as a part of this program.

Programs and Goals for District

Before the FVDG is elected and before the District Officers Training School is held, the FVDG should exercise his/her leadership and have a formal meeting with the SVDG, the Region Chairpersons, and the Zone Chairpersons to present them with the programs and goals for the next year and what they are expected to do to make them happen. If any of them feel that they cannot give the time to meet the expectations, they can resign and be replaced early enough that it doesn't adversely affect the programs and goals. These summarized statements are carried forward for public dissemination at the District Officers Training School conducted by the Global Leadership Team and the Global Membership Team.

PU 101 Forms

This is the form that the Club secretaries are required to file with LCI and the District Governor's report the incoming officers for the coming year. This form is a valuable source to assist the FVDG in many ways. First, the data is needed for the District rooster book and the clubs should be encouraged to submit them as soon as possible.

Ralph Helm N. Fellow

The Delaware Lions Foundation has established the PID Ralph N. Helm Fellowship to garner new money for the Matching Grants Program to Local Clubs and the current Operating Budget. The fellowship has five levels of awards, which are Bronze, Silver, Gold, Diamond, and Progressive Diamond, to recognize donors according to the gift amounts, which range from \$100.00 to \$1,000.00 or its multiples. Ralph N. Helm Fellowship awards are available through any Lions Club. Any Lion or Club wishing to honor a person or persons in their club or community may name them a "Ralph Helm Fellow or a James McCarty Fellow." Each Fellow will be presented an appropriate pin and a certificate.

See below: "Ralph N. Helm Fellowship Award" application," page 47.

Region Chairpersons

District 22-D is divided into Regions of one per County and each Region is divided into two (2) or three (3) Zones. The Region Chairman, under the supervision and direction of the DG, shall be the chief administrative officer in his/her Region. The DG presents to the Region Chairpersons the programs, activities, and goals for the year and what they are expected to do to make them happen. Each Region Chairperson coordinates the District programs and activities through the Region's Zone Chairpersons. Both the Office and the Chairperson's duties are delineated in District 22-D Constitution and By-Laws. In addition to the specific duties stated in the District 22-D Constitution and By-Laws the Region Chairpersons are to organize the Holiday Parties for the visually impaired people in their respective county and coordinate the Leader Dog for the Blind programs.

See: "District 22-D Constitution and By-Laws," Constitution, Article IV, Section 1, and By-Laws, Article II, Section 6.

Retention of Members (GLT / GMT)

Retention is keeping all the Lion Members that are inducted into a Lions Club as Members. Each year Clubs set recruitment goals and then lose as many by transfers, withdrawals, drops, and deaths. Transfers and deaths are unavoidable but withdrawals and drops are preceded by inactivity within the Club. The leadership in each Local Club should be looking constantly for ways to integrate and involve all the members in club operations and community programs. Loss of Membership follows loss of interest. The Global Membership team and the Global Leadership Team have the responsibility to share new and exciting programs with Clubs and Club Membership Committees to reduce membership losses. Programs are designed to form a bond between experienced, knowledgeable Lions and those desiring to develop their mentoring experiences. Both the mentor and the protégé can learn and grow to approximate their fullest potential.

Roaring Lions

Multiple District 22 has a public speaking course entitled, "Roaring Lions," to help Lions as leaders learn how to speak, present their ideas in order, and conduct meetings. Local Club Vice Presidents should consider taking the course for personal value as well as using it to complement their term of office. Each year during the MD 22 Convention the winner from each District competes in a "Speak Off" contest to decide the winner of the MD 22 Roaring Lion award.

Rules of Audit

These are the guidelines and accounting requirements set forth by LCI which designate and control which expenses will be reimbursed and to what extent they will be reimbursed. In most cases they are fair but not generous.

Roster Book

The Roster Book is an information guide for Local Clubs relative to District and Multiple District personnel. The FVDG should appoint by the Mid-winter Social a Roster Book Committee of two persons to assist in garnering and assimilating pertinent information relative to Local Lions, Lioness, and Leo Clubs, District Cabinet personnel, District programs, District activities and contests, Multiple District 22 Committees, etc. It is recommended that the committee members be the Cabinet Secretary, Immediate Past Cabinet Secretary, and one other Lion. The committee members should be computer literate and work to insure that the Roster Book's contents are accurate and published on time.

Second Vice District Governor (SVDG)

The office of SVDG is required by LCI and the SVDG is an elected District Officer. Both the Office and its duties are delineated in District 22-D Constitution and By-Laws.

See: "District 22-D Constitution and By-Laws," By-Laws, Article II, Section 3, SVDG Duties.

Also, see above, page 7, and below: "Vice District Governors", page 43.

Special Olympics

Delaware Special Olympics is still a growing organization serving approximately 2700 athletes with a year round program featuring 16 sports. The Lions of District 22-D have been an active sponsor of their activities since 1976 and the program has grown each year. Since 1956 the Lions of District 22 have been a sponsor of the Blue Gold All Star Football and since 1998 have actively participated in the Polar Bear Plunge in Rehoboth Beach as a Fund Raiser for Special Olympics.

USA/Canada Leadership Forum

USA/Canada Leadership Forum is designed to help develop leadership skills and abilities, with its focus on various aspects of Local Club and District operations and activities. This program was conceived and initiated by PID Ralph Helm and has been highly successful. Every Lion should plan to attend one time.

Vice District Governors (VDGs)

The VDGs, subject to the supervision and direction of the DG, shall be the chief administrative assistants to the DG and are always subordinate to the DG. The VDGs are candidates to become the District Governor and, as such, shall focus on that goal as a primary duty and responsibility. The specific duties and responsibilities of the VDGs are stated in the District 22-D Constitution and By-Laws.

See: "District 22-D Constitution and By-Laws," By-Laws, Article II, Section 2 and 3.

Walk for Sight

"Lions Walk for Sight" is an annual public supported fundraising project sponsored by the Delaware Lions Foundation (DLF) to raise money for the DLF operating budget. In the beginning it was held in October at the Monster Mile, Dover International Speedway, but due to conflicting schedules the walk is now held in April in Rehoboth Beach.

Zone Chairpersons

District 22-D is divided into three Regions and each Region is divided into two (2) or three (3) Zones. The Zone Chairperson, subject to the supervision and direction of the District Governor and/or Region Chairperson, shall be the chief administrative officer in his/her Zone. The Region Chairperson presents to the Zone Chairpersons the District programs and goals for the year and what they are expected to do to make them happen. The Zone Chairperson shall hold and preside over meetings with Presidents and representatives of each Club and serve as Chairperson of District Governor's Advisory Committee for that Zone. The specific responsibilities of the Zone Chairperson are stated in the District 22-D Constitution and By-Laws.

See: "District 22-D Constitution and By-Laws," Constitution, Article IV, Section 1, and By-Laws, Article II, Sections 7 & 9.

APPENDIX "A"

**DISTRICT 22-D
LION OF THE YEAR AWARD**

A. PURPOSE:

1. This award is designed to provide recognition to the Lion in District 22-D who most distinguishes him or her self as an active and contributing member of both their Club and the District during the last 18 months.

B. NOMINATIONS:

1. The name and qualifications of the nominee should be submitted to the Board of Directors of the nominee's Home Club and if it is approved, forwarded to the PID Ted Reiver. If the nomination is made by someone other than a club, it shall be forwarded directly to the PID Ted Reiver. Regardless of the source, each nomination must meet all the other criteria to be eligible for inclusion in the judging.

2. Each entry must be postmarked on or before April 1st of the year of the Multiple District 22 Convention in which the award will be made.

3. The Region Chairperson should encourage each Local Club to nominate a worthy Lion in order that there is at least one (1) nominee submitted from each region.

C. ELIGIBILITY:

The Candidate must meet the following basic qualifications:

1. Must be a member in good standing of a Lions Club in good standing in District 22-D according to Lions Clubs International and must have been a member of a Local Club in the District for at least eighteen (18) months.

2. Must be current in the Club obligations of attendance, dues, and committee assignments.

3. Must not be the Council Chairperson, the District Governor, either Vice District Governor, the Immediate Past District Governor, or a Vice District Governor Candidate.

4. Must not have received previously the District 22-D Lion of the Year Award.

D. JUDGING:

1. Judges for Lion of the Year award shall be five (5) Lions: the Past International Director (PID) Ted Reiver who will serve as Chairperson, the Immediate Past District Governor, and three (3) previous recipients of the District 22-D Lion of the Year award. The two named persons shall select the three (3) previous recipients to assist in judging. Ideally, one previous recipient should be from each county.

2. If a nominee is from the home club of the PID, then the PID shall defer to the IPDG to make the final selection. Judges shall not inform any outside parties of either the Lions nominated or the nominee selected prior to the official announcement of The Award during the District Convention. The names of other nominees and their relative standings will not be released. All data is confidential information and only the name of the Lion of the Year will be mentioned during the presentation of The Award.

Policies and Procedures

LION OF THE YEAR AWARD

– continued –

3. All accomplishments considered by the judges must have taken place during the most recent eighteen (18) months preceding April 1st. An accumulation of accomplishments in prior years or over a great number of years will not be considered.

4. The judges shall have a wide latitude in this selection of criteria with which to measure the candidates. Factors that should be taken into account when making determinations are:

- | | |
|----------------------------|--|
| a. attendance record | k. quality of work |
| b. membership awards | l. volume of work |
| c. other Lion awards | m. ability to communicate |
| d. membership development | n. organizational ability |
| e. meeting participation | o. cooperation with fellow Lions |
| f. program participation | p. dependability |
| g. committee participation | q. sincerity of purpose |
| h. overall activities | r. attitude |
| i. leadership | s. such other performance and/or activities that may be considered in the promotion of Lionism |
| j. office | |

5. The panel of judges shall assign appropriate weights and select the winner based on overall excellence, rather than make a selection by using a rigid point system.

E. THE AWARD:

1. The Lion of The Year Award will be presented annually by the Past International Director at the District 22-D Meeting during the Multiple District 22 Convention.

2. The winner or winners, in case of a tie, of the Lion of the Year award will receive a plaque appropriate to the award. The plaque will be purchased with District 22-D Administrative Funds. The Past International Director will arrange for the purchase and engraving of the plaque in order to have it available for presentation.

3. The wording on the plaque shall read:

Past International Directors
Ralph N. Helm
James A. McCarty
Memorial Award

Lion of the Year

(Name of Recipient)

Outstanding Service
To Humanity
Through Lionism

(Lion Year)
District 22-D
Delaware

APPENDIX “A”

– continued –

**District 22-D
Lion of the Year Recipients**

The following Lions have been honored by being nominated and selected to be the Lion of the Year:

1982	L. Thomas Shockley*	Millsboro
1983	C. Lee Gaunt*	Middletown
1984	Everett “Bart” Buckalew*	Wilmington Gateway
1985	H. Edward Short	Glasgow
1986	G. Stanley Wright*	Middletown
1987	Norman Powell*	Bridgeville
1988	Noble F. Simpson	Fenwick Island
1989	James A. McCarty*	Millsboro
1990	Arnold M. Kohler*	Millsboro
1991	Leon Binder*	Delaware City
1992	Reynolds “Pat” Murray	Lord Baltimore
1993	Clyde I. Bragg	Milford
1994	Mark Farrelly*	Laurel
1995	Calvin Dennis	Fenwick Island
1996	Dominic E. Scatasti	Wilmington Manor
*1997	Charles E. Covington, Sr.	Georgetown /Lewes
1998	Al O’Neill	Glasgow
1998	William “Bill” Evans	Lord Baltimore
1999	John J. Shwed	Laurel
2000	Ralph C. Schieferstein	Dover
2001	Betty Jean “BJ” Ryder	Frederica Spring Creek
*2002	William R. “Bill” Kircher	Clayton /Capital City
2003	William K. “Bill” Scott	Lord Baltimore
2004	Keith L. Thompson	Glasgow
2005	Karl Gude	Lord Baltimore
2006	John Saxon*	Harrington
2007	Cheryl Jones	Laurel
2008	T. Alan “Ted” Reiver	Talleyville-Naamans
2009	Donald F. LeCates, Jr.	Claymont
2010	Dr. Hubert “Mike” Mock	Milton
2011	Jack Bauer	Lord Baltimore
2012	Fred Williamson	Brookside
2013		
2014		
2015		
2016		
2017		
2018		
2019		
2020		

(*) Indicates Deceased Lions



P. O. Box 393 Camden, Delaware 19934

Ralph Helm Fellowship Designation

This form is to be used to designate any one as a Ralph Helm Fellow and to document your Donation to the Delaware Lions Foundation, Inc. which is a 501 (c) 3 entity.

_____ (Name of Donor)
 _____ (Address)
 _____ (City / State / Zip)
 _____ (Telephone Number)

I/we designate the following person(s) as Ralph Helm Fellows and wish to honor each as described:

Name 1					
Address: _____					
City: _____		State: _____		Zip: _____ Phone: _____	
Status (check one)	Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>	Diamond <input type="checkbox"/>	Progressive <input type="checkbox"/>
Funded By (check one)	New Donation <input type="checkbox"/>			Previous Donation <input type="checkbox"/>	
Date Requested on Certificate _____					
Type of Honor	New <input type="checkbox"/>	Upgrade <input type="checkbox"/>	Previous Status		
Recipient is a:	Lion <input type="checkbox"/>	Lioness <input type="checkbox"/>	Leo <input type="checkbox"/>	Non-Lion <input type="checkbox"/>	Unknown <input type="checkbox"/>

Name 2					
Address: _____					
City: _____		State: _____		Zip: _____ Phone: _____	
Status (check one)	Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>	Diamond <input type="checkbox"/>	Progressive <input type="checkbox"/>
Funded By (check one)	New Donation <input type="checkbox"/>			Previous Donation <input type="checkbox"/>	
Date Requested on Certificate _____					
Type of Honor	New <input type="checkbox"/>	Upgrade <input type="checkbox"/>	Previous Status		
Recipient is a:	Lion <input type="checkbox"/>	Lioness <input type="checkbox"/>	Leo <input type="checkbox"/>	Non-Lion <input type="checkbox"/>	Unknown <input type="checkbox"/>

Donor Authorization Signature: _____

Comments: _____

Date Received By DLF: _____ Form Received By: _____

Send Completed Form to:
 Delaware Lions Foundation
 P.O. Box 393
 Camden, DE 19934

Revised February 25, 2008



James McCarty Fellowship Designation

This form is to be used to designate any one as a James A. McCarty Fellow and to document your Donation to the Delaware Lions Foundation, Inc. which is a 501 (c) 3 entity



	(Name of Donor)
	(Address)
	(City / State / Zip)
	(Telephone Number)

I/we designate the following person(s) as James A. McCarty Fellows and wish to honor each as described:

Name 1					
Address:					
City:	State:	Zip:	Phone:		
Status (check one)	Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>	Diamond <input type="checkbox"/>	Progressive <input type="checkbox"/>
Funded By (check one)	New Donation <input type="checkbox"/>		Previous Donation <input type="checkbox"/>		
Date Requested on Certificate					
Type of Honor	New <input type="checkbox"/>	Upgrade <input type="checkbox"/>	Previous Status		
Recipient is a:	Lion <input type="checkbox"/>	Lioness <input type="checkbox"/>	Leo <input type="checkbox"/>	Non-Lion <input type="checkbox"/>	Unknown <input type="checkbox"/>

Name 2					
Address:					
City:	State:	Zip:	Phone:		
Status (check one)	Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>	Diamond <input type="checkbox"/>	Progressive <input type="checkbox"/>
Funded By (check one)	New Donation <input type="checkbox"/>		Previous Donation <input type="checkbox"/>		
Date Requested on Certificate					
Type of Honor	New <input type="checkbox"/>	Upgrade <input type="checkbox"/>	Previous Status		
Recipient is a:	Lion <input type="checkbox"/>	Lioness <input type="checkbox"/>	Leo <input type="checkbox"/>	Non-Lion <input type="checkbox"/>	Unknown <input type="checkbox"/>

Donor Authorization Signature:	
Comments:	
Date Received By DLF:	Received By:

Send Completed Form to:
 Delaware Lions Foundation
 PO Box 393
 Camden, DE 19934

Revised February 25, 2008



For DLF Use Only
Grant Number: _____
Date Received: _____

REQUEST FOR FUNDS

(Must be submitted by a Delaware Lions, Lioness, or Leo Club)

This application must be completed in its entirety. This "Request for Funds" will be considered individually at the next DLF Meeting following receipt of the application. After due consideration of the Request and a review of the Foundation's available funds, an appropriate response will be given. **When possible please submit the Request before beginning the project. There is no guarantee that matching funds will be approved.**

We are a team working together "To make a difference - One life at a time."

1. Applicant Club Name: _____ Club

2. Project Chairperson Name: _____

Telephone: _____ E-mail: _____

3. Project Name: _____

4. a. Give a brief description of proposed project in space below. Attach a thorough description of the project, a summary of need, and other pertinent information along with this application.

b. Has the project been started or been completed? Yes ____ No ____

5. What is the Total Cost of this Project? \$ _____

6. a. What is the Recipient's contribution? \$ _____

b. What is the Club, Zone, or Region contribution? (circle one) \$ _____

c. What is the Total contribution of Others (Non Lions)? \$ _____

d. What Contribution is requested from DLF? \$ _____

e. Total of Lines 6a, 6 b, 6c and 6d must equal line 5. \$ _____

7. We, the Board of Directors of _____ Club, believe this is a necessary project that will benefit the extension of Lionism through humanitarian service in this community and hereby request the assistance indicated.

8. a. Club Secretary Signature: _____

Address: _____

b. Project Chairperson Signature: _____

Please Submit Completed Form to:
PCC Ralph Schieferstein, Chairperson
Grants and Loans Committee, DLF
77 Valery Drive, Felton DE 19943
pcc.ralph@gmail.com

Revised 7/28/2012
49

For DLF Use Only
Request Status: _____
Check Mailed: _____
Completion Form Included: _____
Completion Form Received: _____



PROJECT COMPLETION REPORT

GRANT NUMBER: _____ DATE: _____

Applicant Club Name: _____

Project Chairperson Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ E-mail Address: _____

1. Project Name: _____

2. Provide a brief description of the completed project with dates: _____

3. Attach copies of receipts or checks if possible.

4. Attach copies of or describe any publicity received in connection with this project.

5. If applicable, was equipment properly identified (plaque, etc.)? Yes ___ No ___

6. Will equipment revert to your club when no longer needed? Yes ___ No ___

7. How will you know when equipment is no longer needed by recipient? _____

8a. Is the recipient willing to make a testimonial for DLF's Newsletter? Yes ___ No ___

8b. Is the recipient willing to make a testimonial for DLF's Brunch? Yes ___ No ___

8c. If "Yes" for either question, provide contact information: _____

9. Was an equipment loan agreement prepared for this project? Yes ___ No ___

10. Submitted by: _____

Send Completed Form and attachments to:
PCC Ralph Schieferstein
77 Valery Drive
Felton, DE 19943
pcc.ralph@gmail.com

Revised 7.25.2012

Delaware Lions Foundation, Inc.

James A. McCarty Memorial Scholarship

- Who Is Eligible?** Graduating high school seniors residing in Delaware and attending public high school and Charter Schools in Delaware
- Requirements:** Applicant must demonstrate exceptional involvement in community service and good leadership skills. Applicant must also have high scholastic achievement and demonstrate financial need.
- Amount of Award:** \$1,000 Scholarship to be paid to the college of award recipient's choice (The Number of awards and Amount of each Scholarship will be determined annually by the Board of Directors.)
- How to Apply:** Complete Application Form and provide all requested attachments (recent transcript, college acceptance letter(s), **FAFSA Form**, if available, and Part II Essay).
- Submit two (2) letters of recommendation from non-related adults familiar with applicant's school or community activities. One letter **MUST** be from a teacher, guidance counselor or other school official.
- Mail completed application and attachments to:
**SCHOLARSHIP SELECTION COMMITTEE
DELAWARE LIONS FOUNDATION, INC.
P. O. BOX 393
CAMDEN, DELAWARE 19934**
- Deadline:** The completed Application Form with all attachments must be post marked no later than **APRIL 1st**.
- Applications post marked later than the **APRIL 1st** cut-off date will be eliminated from consideration without prejudice.
- Comments:** All applicants will be judged on the following criteria:
1. Community Service and Leadership (35%)
 2. Scholastic Achievement (30%)
 3. Financial Need (25%)
 4. Application appearance, completeness, and Organization (10%)

James A. McCarty Memorial Scholarship

Continued

All material submitted with application will be kept on file for five years and will be properly destroyed at the end of that time. All material submitted will be kept confidential within the Scholarship Committee of Delaware Lions Foundation, Inc.

Applicant must be enrolled in a University or College of choice by September of the year in which the scholarship is received and in a course of study maintaining a minimum of 12 credit hours. By submitting an application the applicant agrees to these rules and requirements.

The Delaware Lions Foundation Inc. Scholarship Selection Committee reserves the right to refuse to consider any application not submitted according to these instructions or not received in a timely fashion. All matters relating to this scholarship shall be decided solely within the Delaware Lions Foundation Inc., and all such decisions shall be final.

Application is available on websites:

www.delawarelionsfoundation.org

and

www.lions22d.org

DELAWARE LIONS FOUNDATION, INC.
P. O. BOX 393
CAMDEN, DELAWARE 19934

JAMES A. MCCARTY MEMORIAL SCHOLARSHIP APPLICATION

PART I

NAME _____ **Soc. Sec. No.** _____

ADDRESS _____ **PHONE** _____

NAME OF FATHER / GUARDIAN _____

FATHER'S OR GUARDIAN'S OCCUPATION / PLACE OF EMPLOYMENT _____

NAME OF MOTHER / GUARDIAN _____

MOTHER'S OR GUARDIAN'S OCCUPATION / PLACE OF EMPLOYMENT _____

NO. OF SIBINGS _____ **AGES** _____

ARE ANY SIBLINGS CURRENTLY ATTENDING COLLEGE? IF YES, HOW MANY? _____

NAME OF HIGH SCHOOL YOU ARE ATTENDING _____

EXPECTED DATE OF GRADUATION _____ **ACADEMIC AVERAGE / CLASS RANK** _____

***PLEASE INSTRUCT YOUR GUIDANCE COUNSELOR TO RELEASE AND ATTACH A RECENT TRANSCRIPT OF YOUR GRADES FOR REVIEW BY THE DELAWARE LIONS FOUNDATION, INC., SCHOLARSHIP SELECTION COMMITTEE.**

LIST THE COLLEGES AT WHICH YOU HAVE BEEN ACCEPTED. ATTACH A COPY OF YOUR ACCEPTANCE LETTER _____

NAME THE COLLEGE YOU PLAN TO ATTEND, IF KNOWN: _____

EXPECTED PROGRAM OF STUDY: _____

GIVE THE TOTAL COST OF TUITION, BOOKS, AND ROOM AND BOARD YOU EXPECT TO INCUR AT THIS COLLEGE IN THE COMING ACADEMIC YEAR: _____

HAVE YOU APPLIED FOR A SCHOLARSHIP FROM THIS COLLEGE? _____

FOR WHAT OTHER FORMS OF FINANCIAL AID HAVE YOU APPLIED OR ALREADY RECEIVED? _____

Policies and Procedures
JAMES A. MCCARTY MEMORIAL SCHOLARSHIP APPLICATION
– continued –

GIVE THE GROSS INCOME OF EACH PARENT AND YOUR GROSS INCOME FOR EACH OF THE LAST TWO CALENDAR YEARS*

***ATTACH A LEGIBLE COPY OF YOUR MOST RECENT FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) FORM, AND RESPONSE SHOWING EXPECTED FAMILY CONTRIBUTION (ETC). IF ANY OF THIS INFORMATION IS NOT AVAILABLE, A BRIEF EXPLANATION AS TO WHY IT IS NOT AVAILABLE MAY BE SUBMITTED IN ITS PLACE.**

DO YOU HAVE ANY OTHER PLANS FOR FINANCING YOUR EDUCATION (COLLEGE WORK PROGRAMS, ETC.)?

LIST COMMUNITY SERVICE PROJECTS IN WHICH YOU HAVE BEEN INVOLVED AND CUMULATIVE HOURS DEVOTED TOWARD THAT SERVICE:

GRADE 9: _____

GRADE 10: _____

GRADE 11: _____

GRADE 12: _____

(ATTACH ADDITIONAL PAGES, IF NEEDED)

WHAT LEADERSHIP POSITIONS HAVE YOU HELD IN THE PAST FIVE YEARS IN STUDENT GOVERNMENT, OTHER SCHOOL OR COMMUNITY ACTIVITIES?

PART II

IN A SEPARATE, ONE PAGE ATTACHMENT (TYPED AND DOUBLE SPACED), PLEASE SHARE WITH THE SELECTION COMMITTEE THE CHARACTER TRAITS AND QUALITIES YOU BELIEVE YOU POSSESS THAT MAKE YOU DESERVING OF THIS SCHOLARSHIP WITH ITS SPECIAL EMPHASIS ON COMMUNITY SERVICE AND LEADERSHIP SKILLS.

The undersigned certify that the information contained in the application is true to the best of their knowledge and belief

Date

Signature of Applicant

Signature of Parent / Guardian

*District 22-D
Policies and Procedures*

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