



Council Chairperson Manual

Lions International

Purposes

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

TO PROMOTE the principles of good government and good citizenship.

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

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

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

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

Lions Clubs

International

Code of Ethics

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

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

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

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

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

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

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

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

Mission

Statement

TO CREATE AND FOSTER a spirit of understanding among all people for humanitarian needs by providing voluntary services through community involvement and international cooperation.



COUNCIL CHAIRPERSON MANUAL

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INTRODUCTION

As the council chairperson you have the important and rewarding task of coordinating the multiple district in its quest to advance the goals of Lions Clubs International. This manual will guide you to that objective. Because each multiple district is different, this manual is intended to offer suggestions that should be adjusted to suit local conditions and needs. However, it must be emphasized that you are mainly the coordinator and facilitator of the council of governors. You are the link between the governors, not between the districts. You cannot interfere with the districts' internal problems. You can be the "memory" to recall what has been done before, has succeeded or has failed, but must abide with the final decision of the council of governors. If you are faced with urgency in some matter, you must take your decisions with caution and all possible precautions (advice from reachable governors for instance). Your acts must be ratified and confirmed by the next council. You are the representative of the council.

MULTIPLE DISTRICT COUNCIL

All the district governors in the multiple district constitute a council of governors, which provides an administrative structure to further the purposes of Lions Clubs International in the multiple district. The council may include one or more immediate past district governors; however, the total number of immediate past district governors should not exceed one-half the number of district governors. Each member has one vote on each question that requires action of the council.

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

According to the Standard Form Multiple District Constitution and By-Laws, the multiple district council shall:

- Have jurisdiction and control over all officers and agents, when acting as such, of the multiple district council and all committees of the multiple district and multiple district convention.
- Have management and control over the property, business and funds of the multiple district.
- Have jurisdiction, control and supervision over all phases of the multiple district convention and all other meetings of the multiple district.
- Have original jurisdiction, when authorized under policy of said International Board of Directors and under rules of procedure prescribed by said board, to hear and rule upon any complaint of a constitutional nature raised by any sub-district(s) or any Lions club or any member of a Lions club in the multiple district. All such rulings of the council shall be subject to review and decision by said International Board of Directors.

- Have control and management of all budgetary matters of the multiple district and committees of the multiple district and multiple district convention. No obligation may be approved or made that shall effect an unbalanced budget or deficit in any fiscal year.

Other duties of the multiple district council are:

- Make all contracts and approve all bills relating to multiple district convention administrative expenses.
- Designate a depository for multiple district funds.
- Determine the amount of surety bond for the council secretary-treasurer and approve the surety company issuing the bond.
- If necessary, receive financial reports, semi-annually or more frequently, from the council secretary-treasurer and provide for an audit at the end of the fiscal year of the books and accounts of the council secretary-treasurer.
- The council of governors are responsible for the multiple district training of incoming governors. Utilize the experience and talent of the multiple district leadership development chairperson and other Lions available for the training.
- The council of governors may have additional duties that pertain to the multiple district which are included in their respective multiple district constitution.

OFFICERS OF THE MULTIPLE DISTRICT COUNCIL

The officers of the multiple district council are the chairperson, vice chairperson, secretary and treasurer, and other officers that the council of governors finds necessary. The council shall elect or appoint these officers annually.

Council Chairperson

International board policy encourages multiple districts to elect or appoint an immediate past district governor as council chairperson. Any past district governor may serve as chairperson, but the past governor may only serve for a one-year term and cannot be chairperson again.

Please be aware of the recent changes in the association rules:

- (a) District governor cannot serve as council chairperson concurrently.
- (b) The composition of the council of governors has been changed to include one past

district governor who serves as council chairperson.

- (c) The council may include one or more immediate past governors provided that the total number of past district governors, including the council chairperson, is not more than one half of the number of the entire council members.

According to the by-laws of the Standard Form Multiple District Constitution and By-Laws, you as the multiple district council chairperson shall:

- (a) Further the Purposes of this Association;
- (b) Provide leadership, direction, and initiative for International and Multiple District programs, goals, and long range planning;
- (c) Create and foster harmony and unity among sub-districts, and assist district governors to solve issues;
- (d) Preside over the multiple district convention and all council meetings;
- (e) Submit reports and perform such duties as may be required by the Multiple District Constitution and By-Laws;
- (f) Perform other such administrative duties as may be assigned by the Multiple District Council of Governors; and
- (g) Facilitate, at the close of your term of office, the timely presentation of all multiple district accounts, funds, and records to your successor in office.

Each council chairperson receives Multiple District Chairperson Report Form (MC-10). After the incoming council chairperson submits the completed report form to International Headquarters, a tab with the words "council chairperson" will be sent from International Headquarters to each council chairperson. It is important for the council chairperson to report the names and addresses of each multiple district committee chairperson so that notices and materials can be sent to them throughout the year.

Council Secretary-Treasurer

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

- (a) Keep an accurate record of the proceedings of all meetings of the council, and within ten (10) days after each meeting forward copies thereof to all members of

the council and the office of Lions Clubs International.

- (b) Assist the council in conducting the business of the multiple district and perform such other duties as are specified or implied in the constitution and by-laws, or as may be assigned to him/her from time to time by the council.
- (c) Receive and give proper receipts for all per capita taxes required to be paid to the council secretary-treasurer by the sub-district cabinet secretary-treasurers, deposit the same in a bank or banks designated by the council, and disburse the same under the supervision and control of the council by checks drawn against said deposits signed by himself/herself and counter-signed by the council chairperson or other duly authorized council member.
- (d) Keep accurate books and records of account and minutes of all council and multiple district meetings, and permit inspection of the same by any member of the council or any club in the multiple district (or any duly authorized agent of either) at any reasonable time for any proper purpose.
- (e) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the council.

MEETINGS OF THE COUNCIL

The council should hold its first regular meeting within 60 days after the district governors officially take office. The council chairperson, or the secretary at the chairperson's direction, should issue a written call for each council meeting, specifying the time and place in the call. The council chairperson decides the time and place of the first meeting, and the dates of the following meetings are determined by the council.

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

All questions of order and procedure are determined by Robert's Rules of Order Newly Revised.

ANNUAL MULTIPLE DISTRICT CONVENTION

The council is responsible for organizing the order of business for the multiple district convention, which is held each year prior to the international convention. The Standard Form Multiple District Constitution and By-Laws deal specifically with the procedures of the multiple district convention and convention fund.

CONSTITUTION AND BY-LAWS

The council chairperson should be familiar with the International Constitution and By-Laws as well as the district and multiple district constitutions. Knowledge of these constitutions will help you to perform your duties.

MULTIPLE DISTRICT TRAINING OF DISTRICT GOVERNORS-ELECT

The council of governors is responsible for the local training of district governors-elect. The multiple districts, either individually or jointly, should hold the training sessions annually. It is very important to appoint a well-qualified, competent Lion to the position of the Multiple District Leadership Development Chairperson to conduct the training successfully.

Multiple district training sessions should be conducted as soon as possible after the selection of district governors-elect. The training should take place at a location chosen by the multiple district, and the multiple district will need to set aside funds in its own budget to be used for this purpose. The council of governors may want to invite an adjacent single district to participate.

If your multiple district has already been conducting annual training sessions for district governors-elect, there is no need to make drastic changes or disrupt your regular plan. Your multiple districts' only added responsibility is to teach and explain the contents of the District Governor Manual. Multiple district training should deal primarily with material in the manual and additional district and multiple district matters.

For further details on the multiple district training of governors-elect, please contact the Leadership Division at International Headquarters. The Leadership Division's fax number and e-mail are (630) 571-1682 and leadership@lionsclubs.org.

Subjects to discuss in the District Governor Manual:

1. Role and responsibilities of district governors
2. District Administration
3. Club Operations
4. Club Supplies
5. Information Technology
6. International Convention
7. Finance
8. Leadership Development
9. Legal
10. LCIF
11. Extension and Membership
12. Public Relations
13. Service Activities
14. Awards

In addition to the District Governor Manual, multiple districts may also use materials prepared locally, commercial materials on leadership skills and publications that deal specifically with given subjects.

District and multiple district matters to be covered:

1. Annual schedule of events
2. Budget, dues and fund-raising
3. Constitutions
4. Conventions
5. Council of governors
6. History of the districts and the multiple district
7. Record keeping
8. Special projects
9. Tax and insurance
10. Visitation and protocol
11. Other matters each multiple district finds necessary

You may also choose to teach leadership skills that correspond with particular local needs. Leadership skills will be stressed at the District Governors-elect Seminar at the international convention, so this is optional. Optional leadership skills to discuss are:

1. Delegation and follow-up
2. Image building
3. Motivation and commitment
4. Planning and goal setting
5. Priorities and goal setting
6. Public speaking
7. Stress management
8. Team building
9. Time management
10. Others

Although the ultimate responsibility for governor training is in the hands of the council chairperson, please seek assistance from other experienced and knowledgeable Lions. Primarily, you should request assistance from the multiple district leadership development chairperson -- this officer will be instrumental in helping to conduct the training sessions. The Leadership Division at International Headquarters is also available to help. Past international presidents, past international directors and past district governors in the area may contribute their expertise by serving as instructors. The council chairperson and multiple district leadership development chairperson should also examine the possibility of joining efforts with other multiple districts within a reasonable geographical distance.

DISTRICT GOVERNORS-ELECT SEMINAR AT THE INTERNATIONAL CONVENTION

The District Governors-elect Seminar at the international convention provides the first opportunity for governors-elect to meet nearly 750 fellow governors from all over the globe, as well as their incoming president. Until this point, many governors-elect do not realize the scope and international nature of the association. This is the ideal opportunity to motivate and inspire the district governors-elect to embrace the responsibilities of their new office.

As before, most governors-elect will be invited to attend the seminar at the association's expense, and it will be conducted with translation services in the association's 11 official languages.

INTERNATIONAL HEADQUARTERS

The International Headquarters staff exists to help Lions achieve the goals of the association. The council chairperson and the council of governors should look to International Headquarters for information and assistance on any problem or question they may have.

CONTINUING YOUR PARTICIPATION AS A LION LEADER

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

ORGANIZATION OF INTERNATIONAL HEADQUARTERS

International Headquarters has many resources accessible to you. The staff is ready to assist Lions in any way possible. They can answer questions, send materials and help place supply orders. Familiarizing yourself with International Headquarters structure can help you use this important resource more effectively. Visit the Lions International Web site, www.lionsclubs.org, or refer to issues of THE LION Magazine to find a listing of specific contact numbers for International Headquarters departments.

Lions Clubs International Web site is an essential tool for club and district officers. There are hundreds of pages of information on the site, organized in an easy-to-follow format. New items are added monthly, and innovations are continually pursued.

There is basic information about the association's programs, contact information and e-mail links to International Headquarters, various directories and an online Club Supplies section. There is also a Resources section for downloading materials, which saves both time and money.

CLUB SUPPLIES AND DISTRIBUTION DIVISION

E-Mail: clubsupplies@lionsclubs.org

Markets and distributes club supplies and manages purchasing and mailing operations. Coordinates departments that promote, bill, procure, ship and inventory Lions club supplies throughout the world.

CONVENTION DIVISION

E-Mail: convention@lionsclubs.org

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

DISTRICT AND CLUB ADMINISTRATION DIVISION

E-Mail: districtadministration@lionsclubs.org

Assists the administration of districts and clubs worldwide. Provides language services in the association's official languages. Issues 100% District Governor Award and Club President Excellence Award.

EXTENSION AND MEMBERSHIP DIVISION

E-Mail: extension@lionsclubs.org

Directs the plans, programs, and the internal and field operations to achieve membership growth through new clubs, new members and retention programs.

FINANCE DIVISION

E-Mail: resources@lionsclubs.org

Manages the association's resources, i.e., people and money. Directs the implementation of the association's financial policy, including banking, transfer of funds, general accounting functions, cost accounting and investments.

INFORMATION TECHNOLOGY DIVISION

E-Mail: it@lionsclubs.org

Plans, organizes and controls the overall activities of electronic data processing, including computer systems analysis, programming, data entry, unit record equipment and the preparation of financial, statistical, inventory and membership reports.

INTERNATIONAL ACTIVITIES AND PROGRAM PLANNING DIVISION

E-Mail: executiveservices@lionsclubs.org

Directs diverse operations in researching, planning and developing activities-related materials. Also coordinates the activities information flow from the clubs and districts to the respective board committees and implements board directives on activity programs.

LEADERSHIP DIVISION

E-Mail: leadership@lionsclubs.org

Responsible for all leadership programs, seminars, conferences, curriculum and publications at the international, multiple district, district and club levels.

LEGAL DIVISION

E-Mail: legal@lionsclubs.org

This division is responsible for the legal operations of the association, which includes annual corporate tax information returns; registering and maintaining trademarks, service marks and copyrights; maintaining and administering the association's worldwide liability, property and accident insurance programs; incorporation of clubs in the district; endorsement and certification of international candidates; and constitution amendment procedures. It also resolves

other questions raised at any level of the Lions organization under the various constitutional and parliamentary authorities.

PUBLIC RELATIONS AND PRODUCTION DIVISION

E-Mail: pr@lionsclubs.org

Coordinates and integrates communication programs encompassing public relations, internal and external communications, and THE LION Magazine. Provides editorial support and services for all association information bulletins, guides, program manuals and audiovisual materials.

Responsible for overall production and manufacturing phases of English and Spanish editions of THE LION Magazine and all published literature emanating from the association. The division is also responsible for computer typesetting and interface systems.

LIONS CLUBS INTERNATIONAL FOUNDATION

E-Mail: lcif@lionsclubs.org

Responsible for administration of the foundation, including promotion, investment management, execution of grants and liaison with trustees and board of directors.



We Serve

**THE
INTERNATIONAL ASSOCIATION
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