



Council Chairperson Manual

2009-2010

English

Lions Clubs International Purposes

TO ORGANIZE charter and supervise service clubs to be known as *Lions clubs*.

TO COORDINATE the activities and standardize the administration of *Lions clubs*.

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 Vision Statement

TO BE THE GLOBAL LEADER in communities and humanitarian service.

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.

Lions Clubs International Mission Statement

TO EMPOWER VOLUNTEERS to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through *Lions clubs*.



COUNCIL CHAIRPERSON MANUAL

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INTRODUCTION

This manual contains helpful information to guide you through your year as a multiple district council chairperson. As council chairperson, you have the important and rewarding task of coordinating the multiple district in its quest to advance the purposes of Lions Clubs International. Because each multiple district is different, and each council chairperson has different styles of coordination, this manual's intention is to offer suggestions and information that should be adjusted to suit your local conditions and needs. However, it must be emphasized that the multiple district council chairperson is expected to be a coordinator and a facilitator of the council of the district governors. You are the link among the district governors who individually are responsible to their own districts. Interfering with districts' internal problems is not what the association expects you to do. Rather, your utmost priority is to serve as a resourceful archive of what has succeeded and failed in the past during your service as a Lion.

MULTIPLE DISTRICT COUNCIL

All 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 (1/2) the number of district governors. Each member, including the council chairperson, has one vote on each question that requires action of the council of governors.

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

According to the *Standard Form Multiple District Constitution and By-Laws*, duties of the multiple district council are to:

- 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
- Receive financial reports, semi-annually or more frequently, from the council secretary-treasurer, and if necessary, provide for an audit at the end of the fiscal year of the books and accounts

The council of governors is 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 a chairperson, vice-chairperson, secretary and treasurer, and other officers whom the council of governors finds necessary. The council elects these officers annually.

COUNCIL CHAIRPERSON

International By-Laws provide that the council of governors includes one past district governor who serves as council chairperson. Any past district governor may serve as the chairperson, but the past governor may only serve for a one-year term and cannot be the chairperson again. District governors cannot serve as council chairperson concurrently.

According to the international by-laws and 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) Chair the multiple district convention and all council meetings
- (e) Submit reports and performs such duties as may be required by the multiple district constitution and by-laws
- (f) Perform such other administrative duties as may be assigned by the multiple district council of governors
- (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 the Multiple District Officer Report Form (DA-901) and is requested to submit the completed report form to the English Language Department. A tab with the words "council chairperson" and the name badges for a council chairperson and spouse will be sent from the English Language Department to each multiple district.

Additionally, council chairpersons (using a password) can review/update the multiple district officers on LCI's Web site. Go to www.lionsclubs.org and click on Submit Reports in the right corner of the screen. Web Monthly Membership Reporting (WMMR) is an easy to use system that allows you to submit necessary reports online and to save time. Refer to the Quick Reference Guide located on the Web site for answers to any questions.

The council chairperson also reports the names and addresses of each multiple district committee chairperson through the password-protected membership site on the association's Web site www.lionsclubs.org, or by completing and submitting the Multiple District Chairperson Report Form (MC-10) to the English Language Department.

COUNCIL SECRETARY-TREASURER

According to the Standard Form Multiple District 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. 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 deals specifically with the procedures of the multiple district convention and convention funds.

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 and by-laws. Knowledge of these constitutions will help you perform your duties well.

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. This is a 3-year-term position so that the appointment does not occur every year.

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, along with any other topics as instructed by the leadership Division at LCI.

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 at (630) 571- 5466, ext: 6935, or at leadership@lionsclubs.org.

Subjects to discuss in the District Governor Manual:

1. General Information
2. District Administration
3. District Committees
4. Club Operations
5. Club Supplies
6. Information Technology
7. International Convention
8. Finance
9. Leadership Development
10. Legal
11. LCIF
12. Extension and Membership
13. Public Relations
14. Service Activities
15. Awards
16. Successful Completion of Term
17. Applications/Report Forms 2009-2010

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 are:

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. Meeting/Club Visitation Report 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. Effective listening
2. Image building
3. Motivation and commitment
4. Planning and goal setting
5. Priorities and goal setting
6. Public speaking
7. Stress management
8. Meeting management
9. Time management
10. Others

Although the ultimate responsibility for governor training is in the hand 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-elect from all over the world, as well as their incoming international president. Until this point, many governors-elect do not realize the global scope of the association. This is the ideal opportunity to motivate and inspire the district governors-elect to embrace the responsibilities of their new office.

All governors-elect will be invited to attend the seminar at the association's expense, and it will be conducted in each of association's official languages, with simultaneous translation services provided.

CONTINUING YOUR PARTICIPATION AS A LION LEADER

When your term as council chairperson ends, there is still much you can do to benefit your multiple district and 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 is accessible to all clubs. The staff at headquarters is ready to assist Lions with their quest for information, supplies or answers to their questions. Clubs can visit the Lions Clubs International Web site, www.lionsclubs.org.

The 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.

The following description of each division within International Headquarters can also enable clubs and members to contact the correct division. The general phone number for International Headquarters is (630) 571- 5466.

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

Supports the effective management of clubs, zones, regions, districts and multiple districts. Supports the Coordinating Lion Program. Provides translation and interpretation services in the association's official languages. Administers non-financial club status quo, releases and cancellations. Processes single club transfers, redistricting, and club mergers. Issues the District Governor, Region Chairperson, Zone Chairperson, Club President Excellence and Service Awards.

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: finance@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. Coordinates the financial suspension and cancellation of clubs.

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. Issues passwords to clubs, district and multiple district officers.

International Activities and Program Planning Division

E-Mail: programs@lionsclubs.org

Directs diverse operations in researching, planning and developing activity-related materials. 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

Assesses needs and identifies opportunities for new leadership development initiatives and tools; develops and implements leadership development programs designed to strengthen the association by enhancing the quality of Lions leadership through systematic, high-quality learning opportunities.

Legal Division

E-Mail: legal@lionsclubs.org

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

Lions Clubs International Foundation (LCIF)

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.

Public Relations and Communications Division

E-Mail: pr@lionsclubs.org

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



MULTIPLE DISTRICT CHAIRPERSON REPORT FORM

Year 2009-2010 Multiple District _____

This form can be completed and submitted two ways: 1) on paper by mail or fax; or, 2) electronically through the association's membership Web site. **If chairperson prefers information to be sent to an address other than his/her home address, please provide address on billing address lines on paper copy; type or print on the paper copy. Please complete and submit by July 31st. Send completed information by e-mail to Kathleen.Kovacec@lionsclubs.org or mail, or fax to address below.**

English Language Department
Lions Clubs International
300 W 22nd Street
Oak Brook, IL 60523-8842, USA
Fax: 630-706-9189

The multiple district chairpersons serve for one year, although re-appointment is permissible. The exceptions are the multiple district campus club, extension, leadership development, membership, retention, and family and women's membership development and Leo club chairpersons who have three-year terms. These seven chairpersons are not listed in this form. The divisions in charge collect their names and addresses when new appointments are necessary.

CONVENTION

Home Club Name _____ Home Club Number _____ Member Number _____

First Name _____ Middle Initial _____ Last/Surname _____

Home Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Billing Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Bus. Phone No. _____

Res. Phone No. _____

Fax No. _____

E-Mail _____

DIABETES AWARENESS

Home Club Name	Home Club Number	Member Number
----------------	------------------	---------------

First Name	Middle Initial	Last/Surname
------------	----------------	--------------

Home Address _____

City	State/Province/Country	Postal/Zip Code
------	------------------------	-----------------

Billing Address _____

City	State/Province/Country	Postal/Zip Code
------	------------------------	-----------------

Bus. Phone No. _____

Res. Phone No. _____

Fax No. _____

E-Mail _____

INFORMATION TECHNOLOGY

Home Club Name	Home Club Number	Member Number
----------------	------------------	---------------

First Name	Middle Initial	Last/Surname
------------	----------------	--------------

Home Address _____

City	State/Province/Country	Postal/Zip Code
------	------------------------	-----------------

Billing Address _____

City	State/Province/Country	Postal/Zip Code
------	------------------------	-----------------

Bus. Phone No. _____

Res. Phone No. _____

Fax No. _____

E-Mail _____

INTERNATIONAL RELATIONS

Home Club Name	Home Club Number	Member Number
First Name	Middle Initial	Last/Surname
Home Address _____		
City	State/Province/Country	Postal/Zip Code
Billing Address _____		
City	State/Province/Country	Postal/Zip Code
Bus. Phone No. _____		
Res. Phone No. _____		
Fax No. _____		
E-Mail _____		

LIONS ALERT

Home Club Name	Home Club Number	Member Number
First Name	Middle Initial	Last/Surname
Home Address _____		
City	State/Province/Country	Postal/Zip Code
Billing Address _____		
City	State/Province/Country	Postal/Zip Code
Bus. Phone No. _____		
Res. Phone No. _____		
Fax No. _____		
E-Mail _____		

LIONS QUEST

Home Club Name	Home Club Number	Member Number
First Name	Middle Initial	Last/Surname
Home Address _____		
City	State/Province/Country	Postal/Zip Code
Billing Address _____		
City	State/Province/Country	Postal/Zip Code
Bus. Phone No. _____		
Res. Phone No. _____		
Fax No. _____		
E-Mail _____		

LIONS SERVICES FOR CHILDREN

Home Club Name	Home Club Number	Member Number
First Name	Middle Initial	Last/Surname
Home Address _____		
City	State/Province/Country	Postal/Zip Code
Billing Address _____		
City	State/Province/Country	Postal/Zip Code
Bus. Phone No. _____		
Res. Phone No. _____		
Fax No. _____		
E-Mail _____		

PROTOCOL

Home Club Name	Home Club Number	Member Number
First Name	Middle Initial	Last/Surname
Home Address _____		
City	State/Province/Country	Postal/Zip Code
Billing Address _____		
City	State/Province/Country	Postal/Zip Code
Bus. Phone No. _____		
Res. Phone No. _____		
Fax No. _____		
E-Mail _____		

PUBLIC RELATIONS AND LIONS INFORMATION

Home Club Name	Home Club Number	Member Number
First Name	Middle Initial	Last/Surname
Home Address _____		
City	State/Province/Country	Postal/Zip Code
Billing Address _____		
City	State/Province/Country	Postal/Zip Code
Bus. Phone No. _____		
Res. Phone No. _____		
Fax No. _____		
E-Mail _____		

SIGHT CONSERVATION AND WORK WITH THE BLIND

Home Club Name	Home Club Number	Member Number
First Name	Middle Initial	Last/Surname
Home Address _____		
City	State/Province/Country	Postal/Zip Code
Billing Address _____		
City	State/Province/Country	Postal/Zip Code
Bus. Phone No. _____		
Res. Phone No. _____		
Fax No. _____		
E-Mail _____		

YOUTH (LIONS OPPORTUNITIES FOR YOUTH)

Home Club Name	Home Club Number	Member Number
First Name	Middle Initial	Last/Surname
Home Address _____		
City	State/Province/Country	Postal/Zip Code
Billing Address _____		
City	State/Province/Country	Postal/Zip Code
Bus. Phone No. _____		
Res. Phone No. _____		
Fax No. _____		
E-Mail _____		

YOUTH CAMP AND EXCHANGE

Home Club Name _____ Home Club Number _____ Member Number _____

First Name _____ Middle Initial _____ Last/Surname _____

Home Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Billing Address _____

City _____ State/Province/Country _____ Postal/Zip Code _____

Bus. Phone No. _____

Res. Phone No. _____

Fax No. _____

E-Mail _____

Signature of Council Chairperson _____ Date: _____



2009-2010
BIOGRAPHICAL INFORMATION
Multiple District Officers
Multiple District _____

1. The information on this form will become part of the permanent records of Lions Clubs International. Please type or print information **as you wish it to appear in the International Directory, name badge**, other records and documents. **We reserve the right to abbreviate due to space limitations.** Send by e-mail completed information to Kathleen.Kovacec@lionsclubs.org or mail, or fax to address below.

2. Send this form back to: **Lions Clubs International**
English Language Department
300 W 22nd Street
Oak Brook, IL 60523-8842, USA
Fax: 630-706-9189

COUNCIL CHAIRPERSON

Name: _____
Last/Surname First Middle Initial

Home Address: _____

City State/Province/Country Postal/Zip Code

Billing Address: _____

City State/Province/Country Postal/Zip Code

Telephone (Bus): _____ Telephone (Res): _____

Fax: _____ E-mail: _____

Home Club: _____ Home Club Number: _____

Member Number: _____ Male Female

Spouse's Name: _____
Last/Surname First Middle Initial

COUNCIL SECRETARY

Name: _____
Last/Surname First Middle Initial

Home Address: _____

City State/Province/Country Postal/Zip Code

Billing Address: _____

City State/Province/Country Postal/Zip Code

Telephone (Bus): _____ Telephone (Res): _____

Fax: _____ E-mail: _____

Home Club: _____ Home Club Number: _____

Member Number: _____ Male Female

Spouse's Name: _____
Last/Surname First Middle Initial

COUNCIL TREASURER

Name: _____
Last/Surname First Middle Initial

Home Address: _____

City State/Province/Country Postal/Zip Code

Billing Address: _____

City State/Province/Country Postal/Zip Code

Telephone (Bus): _____ Telephone (Res): _____

Fax: _____ E-mail: _____

Home Club: _____ Home Club Number: _____

Member Number: _____ Male Female

Spouse's Name: _____
Last/Surname First Middle Initial

Signature: _____ Date: _____

Council Chairperson



We Serve

The International Association of Lions Clubs

300 W. 22nd Street
Oak Brook, IL 60523-8842, USA

Phone: (630) 571-5466

Fax: (630) 571-1693

E-mail: englishlanguage@lionsclubs.org

www.lionsclubs.org