

# **POLICY MANUAL SOUTH CAROLINA LIONS MULTIPLE DISTRICT 32**

**This Policy Manual is a guide for the MD-32 Council. It should be reviewed and updated with each new council.**

**Draft as of 4/02/18  
Revised 4/02/18**

## Table of Contents

Article	Page
I. Mission Statement.....	3
II. Activities.....	3
III. Announcements in the Palmetto Lion .....	4
IV. Budget .....	4
V. Selection of Council Chair and MD-32 Secretary/Treasurer .....	4
VI. Annual Convention .....	5
VII. Etiquette for Conventions and Other Meetings .....	9
VIII. Rule for Certification and Voting.....	12
IX. International Convention Committee .....	13
X. MD-32 Committees to be Appointed.....	13
XI. SC Lions Hall of Fame Selection Committee. ....	14
XII. Lion-Of-The-Year Selection Committee.....	16
XIII. Pin Traders Committee .....	17
XIV. Council Minutes Distribution .....	18
XV. Leadership Training .....	18
XVI. Peace Poster Contest.....	18
XVII. Suggestions for the 1 <sup>st</sup> and 2 <sup>nd</sup> VDG.....	19
XVIII. LCIF Grant Proposals.....	20

## **ARTICLE I**

### **MISSION STATEMENT**

#### **Section 1: Mission**

“To create and foster a spirit of understanding among all people for humanitarian needs by providing voluntary services through community involvement and international cooperation.”

## **ARTICLE II**

### **ACTIVITIES**

#### **Section 1: Major Commitment**

The major international commitment of Lionism is Sight Conservation; Lions Preventing and Reversing Blindness.

#### **Section 2: Major Service activities include**

- a. Sight Conservation and Work with the Blind.
- b. Hearing and speech Action and work with the deaf.
- c. Environmental Services.
- d. Lions Opportunities for Youth (Leo Clubs, Youth Exchange and International Youth Camps, Lions Youth Outreach/Lions Quest, Peace Poster Contest)
- e. International relations.
- f. Diabetes Awareness.
- g. Support ALERT
- h. **Childhood Cancer Awareness**
- i. **Support Storm Eye Institute**

#### **Section 3: Other Activities**

Other service activities of Lions Clubs include citizenship, educational, health, social, recreational, public and cultural services.

## **ARTICLE III**

### **ANNOUNCEMENTS IN PALMETTO LION**

#### **Section 1: Duplicating Announcements**

In order to avoid duplicating announcements of statewide interest in each District's column in the PALMETTO LION, all such announcements will be listed in one special column. This is to be coordinated between the Council Chairperson, MD-32 Secretary/Treasurer, the District Palmetto Lion editors, and the President/CEO of **SCLVS**.

## **ARTICLE IV**

### **BUDGET**

#### **Section 1: Annual Budget**

The MD-32 Secretary/Treasurer shall prepare an annual budget for all MD-32 funds. The proposed annual budget will be presented to the incoming Council in the month preceding the MD-32 Convention and will be presented as information at the said convention.

#### **Section 2: Annual Audit**

There will be an end of year audit of the MD-32 Secretary/Treasurer's books with results published in the annual convention report.

#### **Section 3: Quarterly Statements**

A Financial Statement will be provided quarterly to Council with fund breakout for each account.

## **ARTICLE V**

### **SELECTION OF COUNCIL CHAIRPERSON AND MD SECRETARY/TREASURER**

#### **Section 1: Selection of Council Chairperson**

Each district will submit two (2) names to be presented to the PDG Luncheon at the state convention. From those names, the PDG's will present two (2) names to the incoming council who will then interview and select their Council Chairperson. If either of the two (2) presented are unsatisfactory, then the incoming council may go back to the PDG's for other candidates or select their own Council Chairperson.

#### **Section 2: Selection of MD-32 Secretary/Treasurer**

The Council of Governors will select a MD-32 Secretary/Treasurer to serve a term of three (3) years, and assistant MD-32 Secretary/Treasurer to serve for a term of three (3) years. At the end of the three (3) years, or any time in between if warranted, Council shall choose who will serve for another three (3) years. Both of these officers should have considerable experience in bookkeeping and making financial reports.

## ARTICLE VI

### ANNUAL CONVENTION

#### **Section 1: Convention Activities and Functions**

The speakers for all District Conventions and the State Convention will be selected by the most immediate PID, in conjunction with the DGE. All activities and functions to be conducted at the MD-32 Convention by any individual Lion, Lions Club, District, **SCLVS**, Inc., LifePoint, **Storm Eye Institute**, or any other individual or organization must be presented to the MD-32 Council in writing for approval no later than the District Council Meeting. Such activities and functions shall include, but shall not be limited to exhibits, presentation of awards and meetings. Hospitality suites shall be excluded from this policy so long as they are not open during official Convention functions.

#### **Section 2: Dining and Entertainment Expenses for Guests**

Dining and entertaining expenses for the Guests at the MD-32 Convention shall be paid from the MD-32 Convention Fund as follows:

- a. Complimentary tickets for all meal functions shall be provided the International Speaker and his/her guest.
- b. When appropriate the MD-32 Council and the current International Director and/or the Lion introducing the speaker at the Convention Banquet and their guests shall have either a luncheon or dinner with the speaker and his/her guest.
- c. The MD-32 Convention Committee shall use its discretion as to whether to pay for the speaker's room or to use a complimentary room, if provided by the hotel.
- d. Any other expenses approved by the MD-32 Council, including room for the Lion introducing the guest speaker.

#### **Section 3: Convention Reports and Minutes**

Within sixty (60) days after the close of the MD-32 Convention, an official report shall be forwarded to Lions Clubs International. This report will be available to each club in the multiple district by the Council of Governors, or at its direction, by the Council Secretary/Treasurer (published in *The Palmetto Lion* or on the web page).

#### **Section 4: Convention Seating Arrangements for Head Tables for Banquet**

Tables for all events will be determined as space and contract requirements are arranged. (Reference LCI Protocol)

## **Section 5: Necrology Service**

A dignified and reverent service should be provided at the MD-32 Convention. The names of the deceased Lions from each of the districts since the last convention will be published in the convention booklet and read aloud by the MD-32 Secretary/ Treasurer. After each district's list is read, the District Governor from that district will come forward to light a candle in memory of those deceased Lions. The District Governor in charge of this service will acquire the services of a speaker to provide a message; as well as make arrangements for the appropriate music. Each Governor through the Club President should notify the families of all the deceased Lions from that year to be invited to attend. The MD-32 Secretary/Treasurer is responsible for the candelabra.

## **Section 6: Convention Guidelines**

- a. Multiple District Convention Chairperson. The Chairperson for the Multiple District Convention should be selected by the Host District Governor, with the approval of Incoming Council (preferably named at the Multiple District Convention of the prior year).
- b. Contract with Host Facility. It is suggested that the contract specifics (including guaranteed number of rooms, meals cost, projected number attending events and menu choices) be determined by October prior to the convention. The Council of Governors should be made aware of all decisions. The contract must be signed by the Council Chairperson or the Multiple District Secretary-Treasurer.
- c. Committees for the Multiple District Convention:

Resolutions	Nominations
Elections	Constitution and By-Laws
Rules	International Convention

- d. Other possible committees to be considered:

Banquet/Luncheon	Decorations
Protocol	Advertising
Program	Significant other/Youth
Registration/Administration	Entertainment

Credentials (required for voting and/or election)

- e. Proposed Budget: The Host Governor and/or the Multiple District Convention Chairperson is required to present a proposed budget (including the number of complimentary rooms, complimentary meals and program expenses) six (6) months prior to the convention.

- f. Multiple District Convention Funds. All monies related to the convention should go through the Multiple District Convention Chairperson or his/her designated Convention Treasurer. The chairperson should open a bank account to handle all deposits and disbursements of funds. An amount of \$1,000.00 (one thousand dollars) of Multiple District funds will be advanced to open this account along with suggested formats of record keeping. Once this money is transferred, the Convention Chairperson should report monthly to the Council through the Multiple District Secretary/Treasurer. At the close of the convention and after all related transactions have cleared the bank, the Chairperson should transfer residual funds back to the MD-32 Secretary-Treasurer and prepare an itemized statement of income and expenses, including bank statements. No checks should be held for deposit for more than fifteen (15) business days.
- g. Refund Policy. The Convention Chairperson will rule on refund requests on a case-by-case basis, and consult with Council if needed. NOTE: If the deadline has passed for a guaranteed number to be given for a function, no refund will be granted.
- h. Duties to be performed by **SCLVS** (on behalf of Council)
- SCLVS** is responsible for ordering and engraving of the plaques of the Hall of Fame inductees. The names for the inductees from each district should be given to the MD-32 Secretary/Treasurer and the complete list forwarded to the **SCLVS** office at least thirty (30) days prior to the convention date. Furthermore, **SCLVS** will maintain a book (hard copy and/or electronic) of all such recipients with a picture and short biography of each honoree.
- i. Duties to be performed by the Multiple District Secretary/Treasurer.
- Send letters to all Multiple District Committee Chairpersons requesting an annual report to complete the minutes of the annual business meeting held at the Multiple District Convention
  - Contact the Constitution and By-Laws Committee to verify that ballots are printed and ready for the voting process
  - When applicable, contact the Nominations and Elections Committee to verify that ballots are printed and ready for voting; Contact LCI for a list of deceased Lions (dating from March 1 of the previous year to February 28 of the present year)
  - Contact LCI for a list of key members since the last Multiple District Convention; Order convention pins (with city and year)
  - Order a Lion of the Year plaque and get it engraved appropriately when inductee is reported from the selection committee
  - Request short bios and pictures from the Hall of Fame and Lion of the Year Committee

- Make copies of the bios for the inductees (Hall of Fame, Lion of the Year, Certificates of Appreciation, and Leadership and Presidential Medals) and carry them to the convention to be given to the appropriate function host for presentation purposes
- Order a Convention Chairperson plaque and get it appropriately engraved; Issue invitations to vendors approximately six months prior to the convention
- Contact Rules Committee and Resolutions Committee Chairpersons for updates and confirmation of rules to be printed in the program and resolutions to be presented
- Maintain an updated data base of Hall of Fame inductees, Lions of the Year, and recipients of International Awards (such as Leadership and Presidential Medals, the Ambassador of Goodwill, or International President's Certificates of Appreciation)

j. Duties to be performed by the Council Chair.

The Council Chairperson is responsible for sending invitations and appropriate registration information materials to the Council Chairpersons of MD-31 (North Carolina) and MD-18 (Georgia). If possible, the Council Chairperson should represent the Multiple District by attending the state conventions of the neighboring multiple districts [ Note: The Council Chairperson will also receive an invitation to attend the National Blind Fishing (VIP) Tournament hosted by MD-31 in October on the Outer Banks. Winners of the MD-32 blind fishing events are invited to participate as state winners.]

k. Duties to be performed by the District Governors.

Each District Governor should provide for the Credentials Committee a current list of the number of members recorded by LCI for each club (to determine the appropriate number of delegates), as well as a list of clubs not in good standing (with disqualifying reason listed: International dues, Multiple District dues, District dues, overdue outstanding balance to LCI Club Supplies). It is expected that each District Governor (or a representative) will give a courtesy contact to any club on this list prior to the convention to allow the opportunity for the club to remedy the situation.

1. Each District Governor should prepare an agenda for the function at the Convention for which he/she is the host. This would include making arrangements for the invocation and benediction, the Pledge of Allegiance and any speaker to be part of the event.
2. When appropriate the MD 32 Council and the current International Director and/or the Lion introducing the speaker at the Convention Banquet and their



guests shall have either a luncheon or dinner with the speaker and his/her guest.

3. MD 32 Convention Committee shall use its discretion as to whether to pay for the speaker's room or to use a complimentary room, if provided by the hotel.

## **ARTICLE VII**

### **ETIQUETTE FOR CONVENTIONS AND OTHER MEETINGS**

#### **Section 1: Dress Attire**

(From the official agenda of the International Board of Directors meeting)

- a. Formal: MEN/ black or white coat tuxedo. Women/ evening or cocktail attire
- b. Business: MEN/ business suit. WOMEN/ suit or separates with skirt, slacks, or dress
- c. Business Casual: MEN/ Sports coat, shirt with a collar, no tie. Women/ suit, pantsuit, or separates
- d. Casual: MEN: Slacks and dress shirt or sports shirt with a collar, no tie, no jeans. WOMEN/Dress pantsuit, or separates, sleeved tops are acceptable

#### **Section 2: Official Uniforms**

- a. Blazer, shirt color, tie (scarf), pants (skirt) should be same for all DG's when at group business functions.
- b. CC designates uniform for official group business functions such as Council meetings, **SCLVS** Board meetings.
- c. YOU are an official ambassador for Lions Clubs. Being properly attired is an important part of your job.

#### **Section 3: Wearing of pins and badges**

- a. Try not to look like a Christmas tree, limit your number of pins.
- b. Name badge ALWAYS goes on your right lapel or shoulder area. Avoid placing your name badge on your left lapel or pocket.
- c. Presidential and other medals are worn over your left pocket normally at formal occasions.
- d. Do not wear your convention badge with your formal outfit. Official name badge and ONE Lions pin is appropriate.

#### **Section 4: Casual Uniforms**

- a. Limit your choices.
- b. Should not be worn at group business functions.
- c. CC should designate what casual uniform to be worn and when.

### **Section 5: When NOT to wear the casual uniform**

- a. Picking up the ID from the airport.
- b. Greeting the ID at the hotel.
- c. Taking the ID back to the airport.
- d. At official group business functions
- e. Casual uniform does **not** include jeans or shorts.

### **Section 6: At the International Convention**

- a. Be aware that you are representing South Carolina.
- b. Be aware that even after your DG training classes you are still representing SC at the convention and not on vacation.
- c. Do not be TOO casual while wearing your DG badge.
- d. Attend the SE Breakfast event. YOU are representing SC Lions there and will be recognized as such.

### **Section 7: Hosting your International Speaker**

- a. Treat your guests as you would a family member or close friend.
- b. Ask yourself: How would I wish to be treated if I was the guest?
- c. It's all about respect.

### **Section 8: Before the speaker comes**

- a. Fill out proper speaker request forms. (As soon as possible in the LionsYear)
- b. Invite your ID/PID (if available) to introduce the guest at the banquet. If not available, invite the most recent PID.
- c. Contact the speaker, get to know him/her. **Communicate.**
- d. Provide names for the IP Certificates of Appreciation.
- e. Find out their flight arrangements.
- f. Provide an agenda of the convention before they come, so that they may bring the appropriate dress.
- g. Advise when they will be speaking and any special request for seminars to be presented. Many will want a town hall type meeting.
- h. Advise if you want the spouse to speak or present a seminar.
- i. Specify dress attire. Include any special dress such as Fun Night.
- j. Advise about the weather in your area.
- k. Send newsletters all year.
- l. Keep in mind that any local expenses for any activities/meals are the district responsibility.
- m. Plan when you want to have the quest arrive as so to allow time to show him local projects.

### **Section 9: Meeting and greeting**

- a. Confirm airline flight arrival times.
- b. DG should coordinate the group meeting the guest. (CC for State Convention.) Include any PID's or ID's if available.
- c. Communicate to the guest who will meet him at the airport.
- d. Wear your official uniform with name badge at the airport.
- e. Plan on helping with luggage.
- f. Make sure the vehicle can accommodate all the luggage. Your guest may have been away for an extended period or leaving your convention for another meeting elsewhere.

### **Section 10: At the hotel**

- a. Inspect the guest's room and have them already checked in.
- b. At state convention entire Council should greet guest at hotel in official uniform.
- c. Check the Personal Preference Sheet and provide amenities in the room. (Nice touch.)
- d. Have the convention packet already in the room.
- e. Review pickup times and dress attire with the guest for all events.
- f. Give the guests a little time to settle in and unpack.
- g. Be sure to include a little free time for the guest to relax.

### **Section 11: Other helpful suggestions**

- a. Assign a host/hostess to your guest. This should be a sitting ID if available. Otherwise, it can be other PID's or other prominent Lions.
- b. The guest is expected to make only ONE major address. Provide a speakers gift at the banquet, but keep in mind space and travel considerations. A donation to LCIF in the speakers name is always appropriate.
- c. Inform the **Guest** ahead of time if you expect them to install new members or assist with awards.
- d. The keynote speaker address should be the last item on your agenda before closing the banquet
- e. Take care of all raffles, auctions, etc. ahead of time.

### **Section 12: Entertaining the Spouse**

- a. If special trips are planned for the guest's spouse, invite all spouses of visiting DG's, VDG's and international family.
- b. Most spouses are Lions and prefer to participate in the Lions events. Be sure to let them know if you want them to present a seminar.

### **Section 13: Going home**

- a. Give the same amount of attention to the departure as you did the arrival.
- b. Provide breakfast or an appropriate meal before departure.
- c. Handle guest check-out and assist with luggage.

## **ARTICLE VIII**

### **RULES FOR CERTIFICATION AND VOTING AT THE 32-CONVENTION**

#### **Section 1: Delegate and Alternate Stickers**

Each delegate shall have a sticker placed on their Convention nametag, denoting that they are a delegate, by a member of the Credentials Committee. Each alternate shall have a sticker placed on their nametag, denoting that they are an alternate, by a member of the Credentials Committee.

#### **Section 2: Delegate and Alternate Certification Sheet**

Each delegate and alternate shall sign the certification sheet in one of the delegate or alternate spaces under their club name.

#### **Section 3: Voting Time**

Certification of delegates will end at the close of the Annual Multiple District Meeting. The polls will open at this time. No more delegates will be certified to vote after this time. The polls will close at Noon. Should a runoff vote be necessary, the polls will re-open at a designated time. Only those delegates who voted in the regular election will be allowed to vote in the runoff election.

#### **Section 4: Voting Room**

If decided necessary by the Council, there will be a voting area set up in a separate room from the meeting rooms. Each voting delegate will be given a printed ballot and allowed to enter the voting room only after showing their name badge with the delegate sticker along with a photo ID which corresponds to the name on the name badge. The delegate's name will then be checked off on the certification sheet which he/she signed previously. Members of the International Liaison Advisory Committee shall be directed by the Credentials Committee to issue ballots to qualified delegates who can produce the proper identification as qualified delegates. No one will be allowed in the voting room except the voting delegates and the Credentials Committee comprised of the four Immediate Past District Governors. The Credentials Committee will be poll watchers and see to the security of the ballots.

#### **Section 5: Counting and Verification of Ballots**

After all votes are cast, or the time limit for the election has been reached, the votes will be counted. The votes will be counted by the Nominations and Elections Committee. The number of votes counted and the number delegates who actually voted must match or the election will be null and void. After the election is certified by the Nominations and Elections Committee, the ballots will be given to the Council Chairperson to verify, to announce and then to be destroyed.

## **ARTICLE IX**

### **INTERNATIONAL CONVENTION COMMITTEE**

#### **Section 1: International Convention Committee**

There shall be an International Convention Committee composed of **three (3)** members, one from each District plus the Committee Chairperson, who shall be elected by the Council of Governors. The duties of this Committee shall be to arrange for any and all MD-32 Lions activities at the International Convention, which will include the MD-32 breakfast entries and participation in parades, if and when advisable, working with the International Advisory Committee in promoting a candidate for International Office, establishing and maintaining a MD-32 hospitality room or booth and arranging for gifts to the incoming District Governors and members of the International Family, if and when advisable. This Committee shall hold at least two (2) meetings during the year, place and time to be determined by the Chairperson thereof. One meeting is to be held prior to the second meeting of the Council in order to determine a choice of gifts for the International Family and items to be used as Convention favors. The Chairperson shall present to the Council at its second meeting a variety of items from which the Council shall make its selection. A meeting shall be held prior to the meeting of the Council in order that the Committee might present full Convention plans to the Council for its approval at that time.

## **ARTICLE X**

### **MD-32 COMMITTEES TO BE APPOINTED PRIOR TO, OR AT THE FIRST COUNCIL MEETING**

#### **Section 1: Selection of multiple district coordinators**

The council chairperson should work with the council of governors and the GMT area leader to appoint **three** multiple district level coordinators—one for GMT, one for GLT, and one for GST. The following steps will help in the process of selecting the GMT, GLT, and GST coordinators for your multiple district:

- a. Locate the GMT-multiple district coordinator, GLT-multiple district coordinator, and **GST-multiple district coordinator** application packets on the LCI Web site in the [District Resource Center](#) under *Global Membership Team, Global Leadership Team, Global Service Team*.
- b. Print an appropriate number of copies of the appointment forms from the LCI Web site, which includes an application and job description/qualification sheets.
- c. Distribute copies of all materials to each member of the council of governors as well as the candidates.
- d. Candidates and members of the council of governors should pay close attention to the job responsibilities of the GMT-MD, GLT-MD, **GST-MD** coordinator. Candidates should be

instructed to submit their application to their council chairperson. Upon receipt of applications, the council chairperson should discuss with the council of governors about which applicants would be best suited for either coordinator position. Lions who served effectively as **GMT-Ds, GLT-Ds, or GST-Ds** should be considered for **GMT, GLT, or GST-D** coordinator position. Lions holding any one of the coordinator positions should not hold any other office that will compete for the time and energy required to fulfill his or her responsibilities during this three-year term.

- e. After the council of governors narrows down the list of Lions suitable for each coordinator position, the team should meet with the appropriate **GMT, GLT, GST** area leader to select a coordinator for **GMT, GLT, GST**. Each coordinator will serve the three-year designated term (*i.e.* 2018-2019), which is subject to renewal each year by the international president based on performance.
- f. All members of the council of governors and the appropriate **GMT/GLT/GST** area leader must agree on the multiple district coordinator.
- g. Upon agreement of the appointee, the council chairperson and the **GMT, GLT, GST** area leader must sign the appointment form.

## **ARTICLE XI**

### **SC LIONS HALL OF FAME SELECTION COMMITTEE**

#### **Section 1: South Carolina Lions Hall of Fame Selection Committee**

There shall be one (1) three-member S.C. Lions Hall of Fame Committee for each District. Each year the immediate past district governor is added to the committee and the most senior member drops off. This is a continuous rotation each year. The senior member of the committee shall serve as chairperson. No committee member may serve for more than one term as Chairman.

#### **Section 2: General Criteria**

An announcement of the rules shall be placed in the **December and January issues** of *The Palmetto Lion* with notification that all nominations must be received by the chairperson no later than January 31st of the following year. Nominations received by the chairperson after this date will not be considered.

- a. Each District Governor shall select up to **eight (8)** living or deceased Lions from its District. Further, Council has decided that the sitting International Director, all Past International Directors, the current Council Chair, and all Past Council Chairs be given this award.
- b. The selections shall be made from written nominations received from the clubs of the District

- c. No individual Lion shall be nominated for the South Carolina Lion of the Year and for induction into the South Carolina Lions Hall of Fame during the same year.
- d. The Committees shall make their selections and report them to MD 32 Secretary-Treasurer for communicating to the Executive Director of the **SCLVS**, for preparation of plaques not less than 30 days prior to the convening of the MD-32 Convention.
- e. The Presidents of the home Clubs shall also be notified, by the Committee Chairperson, so that arrangements can be made to have the living Lion's family member(s) and a family member(s) of the deceased Lion member present at the MD-32 Convention to receive the plaques.
- f. The respective District committee chairperson will make the plaque presentation. The District Governor will read the vita and announce to the assembly the name(s) of the inductees. As an option, consider having DG present and Committee member read, and consider reading the others nominated and be given a special certificate as Lion of the Year Honorable Mention.

### **Section 3: Guidelines for selection to the South Carolina Lions Hall of Fame**

- a. Any Lion or any deceased Lion, to be proposed for induction into the Hall of Fame shall have a minimum of ten (10) years membership in **a Lions Club, the most recent five of which must be as a South Carolina Lion.**
- a. It shall not be necessary for a candidate to have held a State, District, or Club office.
- b. Any Lion in South Carolina may nominate a candidate for the Lions Hall of Fame, but the nomination must be endorsed by the candidate's home club.
- c. The proposal shall cover the candidate's accomplishments in Lionism and include his civic, professional, and religious activities.
- d. Selection of inductees into the Lions Hall of Fame shall be based primarily on contributions to Lionism.
- e. Proposals for candidates not selected will be returned, by the Committee Chairperson, to the clubs submitting them, immediately after the MD-32 Convention.
- f. If a Lion is inducted into the Hall of Fame while living, they will not be eligible to be submitted again as a deceased Lion. There is only one Hall of Fame.
- g. A plaque is to be presented to the ones so honored or to a family member. The presentation will take place at the MD-32 Convention.
- h. A permanent book shall be placed in the Lions Building in a place designated as the South Carolina Lions Hall of Fame. The book shall contain a picture of the member along

with detailed information of his service.

## ARTICLE XII

### LION-OF-THE-YEAR SELECTION COMMITTEE

#### **Section 1: MD-32 Lion-of-the-Year Selection Committee**

The Immediate Past Council Chairperson and the Immediate Past District Governors of each District in MD-32 shall constitute the SC MD-32 Lion-of-the-Year Selection Committee. The Immediate Past Council Chairperson will only cast a vote in the case of a tie. The Chairperson shall rotate by District. **The current Council Chair will** present the plaque to the selected Lion during the MD-32 Convention. The MD-32 Secretary/Treasurer shall read the vita of the selected Lion and announce the name of the recipient of the award.

#### **Section 2: Guidelines for selection of the Lion-of-the-Year**

- a. Each District may nominate one Lion as a candidate for the South Carolina Lion-of-the-Year.
- b. The period of observation for this award shall be over an 18 month span, which shall end in January of each year and will allow observations by two separate groups of club officers, as well as District Officers.
- c. The Immediate Past District Governors, Immediate Past Council Chairperson, sitting District Governors, sitting Vice District Governors, sitting Council Chairperson, sitting Vice Council Chairperson, sitting MD-32 Secretary/Treasurer, and sitting MD-32 Assistant Secretary-Treasurer shall not be eligible for consideration.
- d. No individual Lion shall be nominated for the South Carolina Lion-of-the-Year and for induction into the South Carolina Lions Hall of Fame during the same year.
- e. An announcement of the rules shall be placed in the second quarter issue of The Palmetto Lion with notification that all nominations must be received by the chairperson no later than January 31st of the following year. Nominations received by the chairperson after this date will not be considered
- f. That the nominating letter and/or enclosures from the individual's Lions Club should be explicit in the accomplishments over the 18 month period. Any nomination should be supportive to the Lion, detailing his present work that has made him/her outstanding in the minds of the ones making the nomination. It is more than being a committee chairperson, cabinet member, but what he/she accomplished.
  - 1) How many new members did he/she sponsor?
  - 2) What community service projects did he/she propose and lead?
  - 3) What were the benefits?



- 4) Their attendance record at the club level, district affairs, and International affairs, during the period, etc.
- g. Past record in Lionism prior to the 18 months period under consideration. Past offices held (local, District, State, International and dates of each) then a listing of outstanding accomplishments should be listed:
- 1) List of awards received (Lionism) and dates;
  - 2) Date joined Lionism (including all clubs to which he/she belonged);
  - 3) Attendance record; State Conventions attended; and
  - 4) International Conventions attended.
- h. Current and past Civic, Professional and Religious activities -- dates and length of service.

## **ARTICLE XIII**

### **PIN TRADERS COMMITTEE**

#### **Section 1: General**

The Pin Traders Committee will consist of one member of each district appointed by the District Governor for a four- (4) year term. (Consider eliminating rotation, not enough candidates)The Chairperson of this Committee can rotate off each year. He/She will be replaced by the next committee member in alphabetical order according to districts.

#### **Section 2: Duties**

- a. The duties of the Pin Traders Committee will be to accept designs from the Lions throughout MD-32 and decide which designs would be best for the year. This decision will be made prior to the MD-32 Council of Governors meeting and the design presented at the convention. The pin chosen would be for the following year. The MD-32 Council will approve design
- b. The pin would be produced and be ready in time for the incoming District Governors to have pins to take on their official visits to clubs and other events.
- c. The pins will be stored at the Lions Office in Columbia, SC, under the control of the SCLCS Executive Director. Each Committee Member, District Governor and First and Second Vice District Governors will be assigned a supply of pins to sell to the Lions at activities in the multiple and districts. Each Lion will be required to sign for pins taken on consignment and will be responsible for the accounting of the pins received.
- d. The Committee Chairperson will be responsible for having a supply of pins, both current and previous years, at the MD-32 Convention and the International Convention.

- e. Each Committee member will turn over all monies and an inventory list of all pins in his possession to the Committee Chairperson when requested. The Committee Chairperson will turn over all monies and an inventory list of all pins to the SCLCS Executive Director.
- f. The District Governors-Elect shall each be given 50 current year trading pins and the outgoing District Governors shall each be given 25 current year trading pins. The cost will be charged to the International Convention fund.

## **ARTICLE XIV**

### **COUNCIL MINUTES DISTRIBUTION**

#### **Section 1: Copies of Minutes**

Copies of Minutes of Multiple District Council meetings, following Council approval, will be published on the MD-32 /**SCLVS** web-site.

## **ARTICLE XV**

### **LEADERSHIP TRAINING**

#### **Section 1: Leadership Training**

An annual Leadership training course will be provided to District Governors-Elect and Vice District Governors-Elect. The MD-32 Leadership Chairperson of the GLT Team will coordinate the programming, length of time and place for all the topics for MD-32. The place of the training meeting shall be rotated among the **Two (2)** Districts.

## **ARTICLE XVI**

### **PEACE POSTER CONTEST**

#### **Section 1: District Level**

Each District Governor will be responsible for gathering and selecting one poster from their district to be forwarded to the CC for selection for a state winner. Before selecting a winner from the district, the DG must make sure the poster meets the required qualifications and proper identification and signatures are on the back of the poster. It is tradition that the four district winners would be recognized at the state convention.

#### **Section 2: Multiple District Level**

After receiving the posters from each of the districts, the CC will select the one to represent South Carolina and then forward that one to LCI.

## ARTICLE XVII

### SUGGESTIONS FOR THE FIRST AND SECOND VICE DISTRICT GOVERNORS

(This is in addition to or in conjunction with those duties and responsibilities listed in the manuals from LCI)

#### **Section 1: Meetings**

Attend all council meetings when possible. These are very important meetings to keep the incoming governors informed of issues and decisions that are made during council meetings that will affect their council. You will also be expected to attend all **SCLVS** meetings, Storm Eye Institute committee meetings, and other district conventions in the state as well as the multiple district (State) convention. Remember, the MD convention has a Sunday component, so make plans to attend it as well. It would also be the responsibility of incoming governors to **contact the Council Treasurer** to find out what and how to get reimbursement for any of these expenses.

#### **Section 2: District Conventions**

Although the incoming governors may not have an official capacity at the conventions, it would behoove the incoming governors to attend as many as possible to understand how a Lions District Convention is put together and approved.

#### **Section 3: Training**

Attend any training as provided by the MD GLT, LCI, District GLT, on-line trainings and other training as possible. Currently, the 2<sup>nd</sup> VDG are attending an all-day training once a quarter. It is the responsibility of the GLT-MD to determine when and where these trainings will take place.

#### **Section 4: Uniforms**

The 2<sup>nd</sup> VDG Council will choose their dress uniforms for their duration prior before becoming 1<sup>st</sup> VDG. You may want to consult with the 1<sup>st</sup> VDG for input.

#### **Section 5: PDG Luncheon**

Traditionally, only the seated DGs have been invited as guests to attend the PDG Luncheon.

#### **Section 6: Policy Manual**

This policy manual should be presented to and discussed with the 2<sup>nd</sup> VDGE as soon after their election as possible. The **MD GLT** or their designee will be responsible for this.

## **Section 7: Mentor**

The Immediate Past Council Chair, or his or her appointee, will act as a mentor for the 2<sup>nd</sup> VDG and work with the GLT –MD to implement their training.

## **ARTICLE XVIII**

### **LCIF GRANT PROPOSALS**

#### **Section 1: LCI Grant Proposals**

All MD 32 LCIF Grant proposals developed by Lions of the Multiple District will be reviewed by the MD 32 Council Chair, the Council of Governors, and the Council Secretary/Treasurer, and the LCIF MD Coordinator prior to submission to LCIF. A Project Manager and Project Administrator will be appointed by the Council Chair, who will review the grant proposal and solicit feedback and input from all District and Sub District Committees of the MD involved in the project, prior to signing and submitting the grant proposal. Once the grant has been submitted to LCIF for consideration for approval, no changes to said grant process and specific criteria will be authorized.

Provided the grant proposal is submitted in the latter half of the Lions year (January to June) the Project Administrator will be designated as the Vice Council Chair of that Lions year. This will be to allow for the smooth administration of the grant, following the presumed approval of the grant, by the incoming Council Chair. No changes will be allowed to an LCIF Grant proposal after the Grant has been approved.