**MD-38 Policy and Procedure Manual**

**PURPOSE**

It shall be understood that policies and procedures as set forth in this manual shall conform to the Constitution and By-laws of the International Association of Lions Clubs and the Constitution and By-laws of Multiple District 38.

The Purpose of the Policy and Procedure Manual is set forth in an easily readable and understandable form, the pertinent business conducted by Multiple District 38, State Council of Governors, and Committees so appointed by said Council.

This Manual may be amended from time to time in a manner approved by the Council of Governors, Multiple District 38.

This Manual shall be deemed adopted and binding upon approval of the State Council of Governors at a scheduled Council Meeting.

Thereafter, each State Council shall act to approve use of the Manual at the first State Council Meeting each year.

Any reference to “He” in this Manual really means “He or She.”

**DISTRIBUTION**

The Policy and Procedures Manual shall be posted on the Nebraska Lions website.

The Council Secretary is responsible for the posting of all additions and or changes in a timely manner.

The Council Secretary will notify (by email) all past or present International Officers and the current Governors, Vice Governors and Council Officers when they have been posted on the web site.

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**COUNCIL OF GOVERNORS MD-38**

 Subsection 1.01

**PURPOSE:**

To facilitate with consistency the management of affairs and business concerning Multiple District 38. And further, to serve as a guide to the elected and appointed representatives of the Lions of Nebraska as they conduct the affairs and business of the Multiple District.

LCI By-Laws Article VIII, Section 4 & 5 MD-38 Constitution Article VII

MD-38 By-Laws Article II

Subsection 1.02-A

**COUNCIL CHAIR**

1. SELECTION:
	1. Election of the Council Chairperson, by the District Governor Elects, shall take place not later than the last Mid-winter, for the ensuing Lions Year. The current Governors, and any Past District Governors, are eligible to be considered. Such Chairperson’s term shall be in accord with the dictates of the International Association of Lions Clubs.
2. RESPONSIBILITIES
	1. The Council Chair shall represent the Multiple District and its Council of Governors in all official matters.
	2. The Council Chair’s general duties and responsibilities shall include:
		1. Preside over all meetings of the Council of Governors.
		2. Assure preparation of meeting agendas.
		3. Assure that all appropriate decisions as to multiple district administrative matters are submitted to the Council of Governors.
		4. Assure appointment of all Multiple District committees, serve as ex-officio member of each, and coordinate their operation.
		5. Schedule and make arrangements for Council meetings.
		6. Within the parameters of available time and with consideration of distances to be traveled meet and greet visiting International guests.
		7. Together with the available ranking members of Multiple District International family, will host the International officer who will be a guest at Multiple District 38 events.
		8. Assure appropriate planning and coordination of Multiple District Fall Rally and State Convention, recognizing that the Council of Governors will assign the detail and day to day management of the same to a chairman.
		9. Call meetings of the Council as provided by the Multiple District 38 Constitution, or additionally as needed.
		10. Shall serve without compensation. However, their expenses related to and incurred for Council business will be reimbursed in accordance with the rules of audit approved by Lions Club International, within the Multiple District budget.
		11. Assure that appropriate training is held for Lions leaders and District Governors Elect in accordance with Lions Clubs International requirements.

Subsection 1.02B

1. CHECKLIST
	1. Multiple District Council meetings
		1. Notification of meeting
		2. Request for committee reports
		3. The Nebraska Lion schedule
		4. Agenda prepared
		5. Meeting space reserved
		6. Housing accommodations arranged (include late check-out if required)
		7. Meeting room
			1. Table arrangement
			2. Flag
			3. Podium
			4. Gavel and Bell
			5. Seating space for guests
			6. Water at tables
			7. Refreshments – coffee etc.
			8. Tape recorder
			9. Digital projector and Laptop (availability)
			10. Marker board (availability)
			11. Copy Machine (availability)
		8. Hospitality room
		9. Lunch arrangements
		10. Reception
		11. Dinner arrangements
		12. Next meeting scheduled
		13. Minutes prepared – secretary
		14. Minutes sent - secretary

LCI By-Laws Article X, Section 1 MD-38 By-Laws Article IV Section 1

**COUNCIL VICE CHAIR**

 Subsection 1.03

1. ELECTION
	1. The Vice District Governor Elects may elect a Vice Chair of the Multiple District Council. The Vice District Governor Elects are encouraged to select a Council Chairperson for their year as District Governors prior to the beginning of their year as Vice District Governors who will serve as Vice Council Chairperson during the year prior to serving as Council Chairperson. Though any Past District Governor is eligible to serve, the Vice District Governors Elect may interview all members and officers of the current and ensuing Council prior to making their selection. Announcement of the Vice Council Chair typically occurs at the State Convention.
	2. The intent of this policy and procedure is to give the Vice District Governors and Council Chairperson of their choice, the opportunity to plan together for a full year prior to becoming the MD-38 Council of Governors.
2. RESPONSIBILITIES
	1. The primary function of the Vice-Chair is to act in the position of Council Chair when the Council Chair is unable to perform his duties, as designated by the Multiple District Council.
	2. The Vice Chairs shall serve as the International Chair for MD-38.
	3. Duties outlined for the Council Chair would apply to the acting Chair.

MD-38 By-laws Article II, Section 3

**COUNCIL SECRETARY**

 Subsection 1.04

1. RESPONSIBILITIES
	1. The Council Secretary directs and coordinates the administrative services at the Multiple District level by carrying out directives issued by the Multiple District Council of Governors and Council Chair.
	2. Assists with schedule and program for Multiple District 38 Council meeting in cooperation with the Council Chair.
	3. Completes and submits activity reports for each Multiple District meeting.
	4. In cooperation with the Council Chair, plans and prepares the agenda, and requests committee reports for Multiple District meetings, distributing the same prior to the meeting date to the participants.
	5. Prepares minutes of all Council meetings, distributing the same as required by Lions Clubs International, to the Council members, and by printing the same in the State Lions Newspaper.
	6. Maintains applicable copies of the Multiple District 38 Constitution, By-laws, and Policy and Procedure Manual.
	7. At the direction of the Multiple District Council arranges for printing of Multiple District materials
	8. Under the direction of the Multiple District Council, works with standing committees, recording progress and arranging for information to be distributed to the Multiple District Council.
	9. Renders assistance to the District Governors as a consultant on matters dealing with public relations and publicity, fund raising programs and promotion planning protocol, etc.
	10. Maintains summary records of all Multiple District activities as constitutionally required.
	11. Maintain current record of holders of the Policy and Procedure Manual, ensuring that all holders of said manual receive all revisions and amendments.
	12. Orders name badges for 1st and 2nd Vice District Governors.
	13. Orders crest for the jackets of Past DG, DG and 1st VDG
2. QUALIFICATIONS
	1. Appointed by the District Governors Elect.
	2. Possess some knowledge of duties to be performed.
	3. Should be but not limited to a past District Governor.
3. LENGTH OF TERM
	1. Serves one-year term with maximum of four years consecutive service.

MD-38 By-Laws Article IV, Section 2

Subsection 1.05

**COUNCIL TREASURER**

1. RESPONSIBILITIES AND DUTIES
	1. The Council Treasurer is responsible for collecting Multiple District 38 member dues twice yearly (July & January).
	2. Pays all bills authorized by the Multiple District Council of Governors.
	3. Maintains a proper and accurate set of records on all Multiple District financial affairs.
	4. Sees that the Multiple District Council operates within budgetary limits.
	5. Prepares Multiple District budget with Budget and Finance Committee for Council approval.
	6. Prepares financial report for each Multiple District Council meeting.
	7. Receives all monies for Multiple District and properly records and reports profits and pays applicable taxes.
	8. Make recommendations for improving control of expenditures and income to provide for more efficient operation.
	9. Make all bank deposits for all accounts. Transfers funds to proper accounts as required so that money will earn highest interest.
	10. Acts as custodian of all Multiple District 38 funds and reports to the Multiple District Council.
	11. Has Council designate where the bank funds will be deposited.
	12. Maintains checking account (two signatures required).
	13. The Council Treasurer must be bonded.
	14. Maintains summary record of all Multiple District financial transactions and provides report at each Council meeting.
	15. Financial reports subjected to an uncertified review each year by sources other than Council members.
2. QUALIFICATIONS
	1. Appointed by the District Governors Elect.
	2. Possess some knowledge of duties to be performed.
	3. Should be but not limited to a Past District Governor.
3. LENGTH OF TERM
	1. Serves one-year term with maximum of four years of consecutive service.

MD-38 By-Laws Article IV, Section 3

**BUDGET AND FINANCE**

 Subsection 1.06

1. RESPONSIBILITIES
	1. The Multiple District Budget and Finance Committee with the Multiple District Treasurer, under the direction of the Council Chair, prepares a budget detailing all current Multiple District assets, liabilities, proposed revenues and expenditures to be submitted at the first Council meeting of the Nebraska Lions year.
	2. The Multiple District Council of Governors maintains full authority in all matters concerning expenditure of Multiple District funds.
	3. The Multiple District Council of Governors makes the determination of Multiple District funding requirements and extends approval for projects and activities to secure such funding.
	4. The Multiple District Council of Governors determines if there should be any change in fees and or dues requirements. If so, the recommendations shall be presented to the membership for a vote at the next state convention.

See Section 2, Subsection 2.23

Subsection 1.07A

**COUNCIL MEETINGS**

FIRST MEETING

Locations for Multiple District Council meetings should be chosen to provide meetings throughout the Districts. The first meeting to be held within 45 days of the completion of the Lions Clubs International Convention, at the site of the next State Convention.

Suggested Agenda

1. Call to order
2. Prayer
3. Pledge to flag
4. Communications
5. Secretary’s report
	1. Approve minutes of Council meeting held at State Convention
	2. Approve minutes and actions of the new Council’s informal meeting held at the end of the State Convention
6. Treasurer’s report
7. Budget recommendation
	1. Designate Bank for deposit of funds
	2. Review of last year’s audit
8. The agenda shall include all business deemed appropriate and necessary for the continued functional operation of the Multiple District.
9. District Governor Reports
10. Approve Nebraska Lion Editor
11. Approve all Committee Chairman and Members
12. Review of plans for next year’s State Convention by Convention Committee
13. Review plans for Fall Rally
14. USA/Canada Forum
15. Approve the expenses of Chairperson Elect of the Council to the Lions Clubs International Convention
16. Review final report of previous Multiple District Convention committee
17. Approve the use of Policy and Procedure Manual
18. Adjourn

MD-38 By-Laws Article II, Section 4, 6, 7, & 8

Subsection 1.07B

**COUNCIL MEETINGS**

**SECOND MEETING**

Generally held at the start or during the Fall Rally

Suggested Agenda

1. Call to order
2. Prayer
3. Pledge to flag
4. Secretary’s report
	1. Approve minutes of First Council meeting
5. Treasurer’s report
	1. Approve treasurer’s report
6. The agenda shall include all business deemed appropriate and necessary for the continued function of the Multiple District
7. District Governor reports
8. Vice District Governor reports
9. Gifts to incoming Governors
10. State Convention planning
11. State Pins
12. Award nominations
	1. International President’s Award
	2. International Leadership Award
	3. Ambassador of Good Will
	4. Medal of Honor
13. Who’s Who editor
14. Committee Chairman reports
15. Adjourn

MD-38 By-Laws Article II, Section 4

**COUNCIL MEETINGS**

 Subsection 1.07C

**THIRD MEETING**

Generally held in the Spring either during or after the Mid-Winter Conventions. Typically held in conjunction with the Nebraska Lions Foundation Meeting.

Suggested Agenda

1. Call to order
2. Prayer
3. Pledge to flag
4. Secretary’s report
	1. Approve minutes of Second Council meeting
5. Treasurer’s report
	1. Approve minutes of Treasurer’s report
6. The agenda shall include all business deemed appropriate and necessary for continued function of the Multiple District
7. Select the publisher of the upcoming “Who’s Who.
8. District Governor reports
9. Vice District Governor reports
10. District Governor’s Multiple District Convention plans
11. International Convention plans
12. Adjourn

MD-38 By-Laws Article II, Section 4

Subsection 1.07D

**COUNCIL MEETINGS**

**FINAL MEETING**

Held at the Multiple District State Convention no less than 15 days prior to the International Convention and the new Council meets informally at conclusion of the convention.

Suggested Agenda

1. Call to order
2. Prayer
3. Pledge to flag
4. Secretary’s report
	1. Approve minutes of Third Council meeting
5. Treasurer’s report
	1. Approve Treasurer’s report
	2. Designate a representative, not a current Council member, to review the financial books for the past Lions year
6. The agenda shall include all business deemed appropriate and necessary for the continued function of the Multiple District
7. District Governor Reports
8. Vice District Governor reports
9. Committee reports
10. Multiple District Convention plans and reviews, as appropriate
11. International Convention plans
12. Adjourn

LCI By-Laws Article IX Section 1 MD-38 By-Laws Article II, Section 4

**COUNCIL OF GOVERNORS**

1. GENERAL DUTIES AND RESPONSIBILITIES

 Subsection 1.08

* 1. The Multiple District Council is composed of All District Governors in Multiple District 38 and one (1) Past District Governor who serves as Council Chair. (Article II, Constitution Multiple District 38)
	2. The Council Chair is confirmed at or prior to the third Council meeting by the District Governors Elect. They are notified at this time.The incoming 1st Vice District Governors shall select a Vice Council Chair, who normally will move up as the Council Chair for their year.
	3. A quorum of the Multiple District 38 Council shall be in accordance with the constitution.
	4. The power of the Organization, expressed or implied, is vested in the Council. It has other powers, duty and authority as prescribed by the Constitution and by-laws.
	5. The Multiple District 38 Council of Governors will call its first meeting within 45 days after the date they officially take office (following the Lions International Convention) at the site of the next State Convention.
	6. The time, date, location and frequency of Council Meetings are determined by the Multiple District Council Chair. There will be at least four Multiple District 38 Council meetings
	7. All Council meetings shall be governed by Roberts Rules of Order
	8. The Council will determine income needs through dues, fees and assessments
	9. The Council will approve all Multiple District Committee appointments
	10. The Council will approve the Nebraska Lion Editor
	11. The Council will serve on the Nebraska Lions Foundation Board
	12. The Council will approve all Multiple District activities, projects and fund raisers
	13. Council should encourage Lions participation at Council meetings

LCI By-Laws Article VIII, Section 4 & 5 MD-38 By-Laws Article II

Subsection 1.09

**DRESS CODE**

1. The Council may have matching uniforms. Spouses may also have matching uniforms.
2. Multiple District 38 International parade uniform will be determined by the MD 38 Council for the Council Officers. All others (participating in the parade) are encouraged to wear a similar outfit as designated by the council.

Subsection 1.10

**REIMBURSEMENTS**

In accordance with Rules of Audit (Lions Clubs International) or as approved by the Multiple District 38 State Council.

LCI By-Laws Article VI Section 4 MD-38 By-Laws Article IX Section 4

 Subsection 1.11

**RULES OF AUDIT**

As required and in accordance with Lions Clubs International

Subsection 1.12

**DISTRICT GOVERNOR**

**1st VICE-DISTRICT GOVERNOR**

**2nd VICE-DISTRICT GOVERNOR**

The duties and qualifications for District Governor and Vice-District Governors shall be in accordance with the Constitution and by-laws of Lions Clubs International.

LCI By-laws; Article IX, Section 4, 5, 6 MD-38 By-laws Article VIII, Section 1, 4

Subsection 2.01

**MULTIPLE DISTRICT COMMITTEES**

1. **PURPOSE**
	1. Each standing committee shall meet at least once each fiscal year with a report of meeting filled with the Multiple District Secretary.
	2. Meetings are not required to be held with other planned meetings or conventions. If determined by the Council that additional meetings are required, they will be reimbursed upon approval. Before reimbursements are released, a copy of the minutes of the meeting or the meeting report shall be submitted to the Council Secretary.
2. **SELECTION**
	1. Selection of the Committee Chair shall be prior to or at the Multiple District State Convention preceding the start of their year.
	2. Selection of the Committee Chair should be done with the following qualities in mind
		1. Respect throughout the Multiple District
		2. Knowledge of the clubs within the Multiple District
		3. Interest and knowledge about the chairmanship being offered
		4. Strong personal drive with proven abilities to get things done
		5. Ability to work with others
		6. Ability to communicate
3. **COMMITTEE MEMBERS**
	1. All Multiple District Committees shall be made up of the Multiple District appointee and the four District Chair’s.
	2. The Multiple District appointee shall serve as the chair of the Multiple District Committees.

 Subsection 2.02

**CONVENTION COMMITTEE**

1. The Committee shall be made up four active Lions members in good standing, will be responsible for the site selection, planning and execution of the annual convention. They shall report to the Council of Governors at Council meetings and seek input from Lions throughout the multiple district, but it is intended that the committee will make the decisions concerning theme, location and events to occur at the convention, with the approval of the Council of Governors.
2. One member from each district, serving a term of four years. No member may succeed themselves. Initial terms are to be staggered.
3. Each year, on a rotating basis, one district shall elect a State Convention a member to serve a 4-year term.
4. The committee will seek the assistance of one or more Lions clubs in the area to assist them in preparation, planning and execution of the Convention.
	1. Communicate with the clubs using the Nebraska Lion and District Chairmen.
	2. Inform clubs of the arrangements, programs and cost of the conventions.
	3. The Council of Governors will review for approval of the budget and must approve in advance any expenses of the convention not included in the previously approved budget. All income and expenses of the convention shall be debited and credited to an account under the control of the MD Treasurer.

MD-38 By-Laws Article V

Subsection 2.03

**GLOBAL MEMBERSHIP TEAM**

1. Goal Setting
	1. Set membership, extension and retention goals and implement an action plan incorporating the goals and objectives of the Area GMT. Communicate goals and plans to GMT area leader on or before September 1st of each Lions year.
	2. Develop and promote a district membership, extension and retention plan that includes recognition for district and individual Lions who make significant contributions to membership, extension and retention development program goals.
	3. Motivate club leaders to set goals and develop programs that improve membership, extension and retention skills.
	4. Present a budget to the Council of Governors in order to fund membership, extension and retention plans.
2. Communication
	1. Communicate goals and implementation procedures to GMT area leader
	2. Communicate with district GMT/GLT members at least once a month to ensure exchange of information and ideas, to avoid duplication of efforts and to develop plans
	3. Publish membership, extension and retention development initiatives in Nebraska Lion and on MD-38 website.
	4. Establish a monthly reporting system to foster open communications and monitor progress
	5. Submit a quarterly report to GMT area leade4r, on status of membership, extension and retention development in the district.
	6. Advise the GMT area leader of membership, extension and retention needs
3. Training
	1. Assist GMT and GLT area leaders in planning and conducting workshops and seminars
	2. Share membership, extension and retention development techniques, curriculum, motivation and support using the resources available from Lions Clubs International
	3. Motivate district Lions members to develop and improve their membership, extension and retention skills.
	4. Advise the GMT area leader of any new and innovative training techniques that have been successful as a result of their efforts

Subsection 2.04

**GLOBAL LEADERSHIP TEAM**

1. Goals
	1. Establish leadership development goals and implement an action plan incorporating the goals and objectives of the GLT. Communicate goals and plans to the Leadership Administrative Department at LCI
	2. Provide guidance to district GLT as it establishes leadership development goals and objectives
	3. Develop and promote a multiple district leadership development plan that includes recognition for district and individual Lions who make significant contributions to leadership development program goals
	4. Motivate GLT-District to set goals and develop district and club programs that enhance leadership skills
	5. Present a budget to the Council of Governors in order to fund a leadership development plan
2. Communication
	1. Communicate goals and implementation procedures to all GLT District leaders
	2. Communicate with GMT-MD Coordinator at least once a month to ensure exchange of information and ideas, to avoid duplication of efforts, and to develop plans that will enhance the overall effectiveness of GMT/GLT efforts
	3. Keep multiple district and districts updated on new leadership development programs and resources
	4. Publish leadership development initiatives in the Nebraska Lion and on the Nebraska Lions website
	5. Utilize monthly reporting system to foster open communications and monitor each district’s progress and provide monthly feedback to GLT District Coordinators, past district, multiple district and international officers
	6. Submit a monthly report to GLT area leader on the status of leadership development in the multiple district
	7. Advise the GLT area leader and Leadership Administration Department at LCI of leadership development needs to support the multiple district, districts and clubs
	8. Identify and encourage potential new leaders and promote involvement of institute graduates in leadership responsibilities at multiple district level
3. Training
	1. Facilitate the training of district governors-elect in the multiple district; report evaluation of training to GLT area leader and to Leadership Administration Department at LCI
	2. Collaborate with GMT-MD Coordinator in planning and conducting workshops and seminars
	3. Share leadership development techniques, curriculum, motivation and support using the resources available from LCI
	4. Motivate multiple district and district Lions members to develop and improve their leadership skills
	5. Advise GLT Area Leader and the Leadership Administration Department of any new and innovative training techniques that have been successful

Subsection 2.05

**GLOBAL SERVICE TEAM**

 1. Goals

a. Develops and executes an annual multiple district action

 plan that will monitor progress towards service goals.

b. Follows up with districts that are behind on their goals and

 offers motivation and support.

* 1. Collaborates with GLT and GMT multiples district coordinators and the district Global Action chairperson (council chair) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
	2. Supports local community service projects that create a sense of belonging and pride to the Lions and Leos in the multiple district.
	3. Collaborates with GMT and GLT district coordinators to provide retention strategies to districts.
1. Communication
	1. Communicates regularly with GST district coordinators. Ensures they are aware of available LCI and LCIF service programs, partnerships and grants.
	2. Serves as a resource and content expert for regional best practices in service project implementation.
	3. Encourages GST district coordinators to promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
	4. Increases LCIF Coordinator collaboration and multiple district/district level in order to maximize LCIF resource utilization and fundraising engagement.
2. Training
	1. Assist GMT and GLT area leaders in planning and conducting workshops and seminars
	2. Share service and project development techniques, curriculum, motivation and support using the resources available from Lions Clubs International
	3. Motivate district Lions members to develop and improve their service and MyLion skills.
	4. Advise the GST area leader of any new and innovative training techniques or service projects that have been successful as a result of their efforts

Subsection 2.06

**DIABETES AWARENESS COMMITTEE**

1. The State Chair’s objective is to increase diabetes awareness and its effects on vision by working with the District Chairs through support of education, detection and research. To accomplish this the Chair shall:
	1. Become knowledgeable on diabetes and diabetic retinopathy.
	2. Inform and meet with District Chairs regarding information available on diabetes.
	3. Coordinate diabetes activities to raise the level of diabetes awareness among the districts.
	4. Stress the importance to District Chairs of notifying Lions and the public of what can be done to reduce the cases of blindness caused by diabetic retinopathy.
	5. Inform District Chairs regarding the test available through the Mobile Screening Unit.
2. Committee reports are to be filed with the Multiple District Secretary prior to each Council meeting.

Subsection 2.07

Subsection 2.07

**ENVIRONMENTAL COMMITTEE**

1. The State Chair provides leadership to the Multiple District to preserve our natural resources and improve our quality of life. The Chair working with the District Chairs look for ways of awakening interest in environmental problems and motivate Lions to positive action in areas of natural, social and cultural environment by:
	1. Becoming familiar with environmental literature, especially the policy statement of Lions Clubs International “On the Human Environment”.
	2. Working with the District Chairs regarding current and future environmental activities conducted throughout the state.
	3. Encourage the District Chairs to promote environmental competition programs within their districts and zones, for example:
		1. Recycling
		2. Composting
		3. Tree planting
2. Committee reports are to be filed with the Multiple District Secretary prior to each Council meeting.

Subsection 2.08

**INTERNATIONAL UNDERSTANDING COMMITTEE**

1. The State Chair helps to create and foster a spirit of understanding among people of the world by emphasizing the importance of international understanding and cooperation through Lions programs. The Chair should:
	1. Assist the Council of Governors in arranging for International Guests at District and Multiple District events.
	2. Be familiar with the “International Understanding and Cooperation Guide”.
	3. Provide an experienced resource to the District Chairs.
	4. Be knowledgeable in the following areas:
		1. Lions Interclub Program
		2. International friendship contacts
		3. Stamp exchange
		4. Multiple District, District, Club and School twinning
		5. International partnership through Lionism
		6. United Nations information activities including Lions Day with the U. N.
2. The State Chair should evaluate the status of this program, make recommendations and provide reports to the Council as necessary.

Subsection 2.09

**LIONS CLUBS INTERNATIONAL**

**FOUNDATION COORDINATOR**

1. The State Chair promotes the donation of money to Lions Clubs International Foundation to be used for charitable projects throughout the world. This is a three-year appointment. The Chair should:
	1. Know the information in the “LCIF Coordinator’s Guide”.
	2. Promote LCIF at all Lions functions.
	3. Assist the District Coordinators in the education of all Lions about LCIF, its operations and benefits.
	4. Recommend a state fiscal goal and suggests a goal for the District Coordinators to attain.
	5. Promote competition between the Districts to exceed their goals.
	6. Solicit funds as directed by the Council of Governors.
2. Coordinator status reports to be submitted to the Multiple District Secretary prior to each Council Meeting.

Subsection 2.10

**LEO COMMITTEE**

1. The State Chair provides young people with an opportunity to develop leadership skills by contributing to their community through civic and social activities conducted in the spirit of Lionism. The State Chair should:
	1. Be familiar with the “District Leo Club Guide”.
	2. Be familiar with the Lions Clubs International Policy Statement on “Youth Activities”.
	3. Work directly with and help the District Chairs in the promotion of Leo Clubs.
	4. Assist the District Chairs in the organization of new Leo Clubs and strengthening existing Leo Clubs.
	5. Ensure that District Chairs teach Leo Club Advisers how to be effective advisors to Leos and Lions.
2. The Chair will submit reports to the Multiple District Secretary prior to each Council meeting.

Subsection 2.11

**FALL RALLY COMMITTEE**

1. The Chair of the Past District Governors Organization is the Chair of the Fall Rally. The Chair coordinates, manages and promotes the Fall Rally by:
	1. Coordinating the selection of:
		1. Site
		2. Date
		3. Theme
		4. Events
	2. Prepares and presents the Fall Rally budget to the Council of Governors.
	3. Coordinates facilities at Fall Rally for:
		1. Seminars
		2. District meetings
		3. Guest housing
		4. Committee meetings
	4. Presents an after-action report, including final costs to the Council of Governors.
2. The Chair submits reports to the Council of Governors as needed.
3. See subsection 4.02.

Subsection 2.12

**PEACE POSTER CONTEST COMMITTEE**

1. The State Chair is responsible for coordinating with the District Chairs to promote Peace Poster Contest’s throughout the state by:
	1. Becoming familiar with the rules for participation in the Peace Poster Contest.
	2. Knowing the contest deadlines and ensure that the District Chairs are aware of them.
	3. Work with the District Chairs to help set up judging at the District level.
	4. Promote participation in the contest at the state Rally and Conventions.
	5. Work with the Council Chair to set up judging.
	6. Ensure that proper publicity is given to the winners.
		1. Local newspapers
		2. Nebraska Lion Newspaper
	7. Ensure that appropriate awards are made at all levels
2. Report to the Council as needed.
3. See subsection 7.02.

Subsection 2.13

**PUBLIC RELATIONS & INFORMATION COMMITTEE**

1. The State Chair is responsible for informing the District Chairmen of Lions activities, promoting events and conveying the history, objects and ethics of Lions Clubs International. To accomplish these goals the Chair should:
	1. Act as the state chief advisor for public relations and publicity.
	2. Help District Chairs conduct a basic training course for Club Public Relations Chairs.
	3. Handle the public relations for the state including news releases to all media.
	4. Assist in the preparation of the Nebraska Lion Newspaper.
	5. Arrange publicity for visits of International Officers or Directors and other dignitaries within the state.
	6. Motivate District Chairs to promote continuous public relations program throughout their districts.
2. The Chair will submit reports as needed to the Council.

Subsection 2.14

**SIGHT PRESERVATION COMMITTEE**

1. The State Chair will work closely with the District Chairs to promote activities that are aimed at the integration of blind persons into society with respect for human dignity, rights and potential. The State Chair should:
	1. Become familiar with the “Sight Preservation, Awareness and Action Guide”.
	2. Become familiar with and promote the Nebraska Lions Eye Bank and the Nebraska Lions Eye Research Institute.
	3. Work with District Chairs to develop training and educational programs for presentation to Clubs.
	4. Work with the District Chairs to conduct public awareness campaigns.
	5. Help District Chairs to stimulate Club activities in the preservation of eyesight:
		1. Glaucoma screenings
		2. Collection and distribution of used eyeglasses
		3. Promoting the Mobile Screening Unit for eye exams
		4. Holding a KidSight Screening Event
	6. Communicate information to the District Chairs concerning causes of blindness and their preventative and or corrective measures.
2. The Chair should submit reports to the Council Secretary prior to each Council meeting.

Subsection 2.15

**YOUTH EXCHANGE COMMITTEE**

1. The State Chairman working with the District Chairmen promotes international relations by sponsoring worldwide youth activity. The State Chairman assists the District Chairmen by:
	1. Becoming familiar with the Youth Exchange Chairman’s Guide.
	2. Being familiar with Lions Clubs International policy statements:
		1. “On Youth Activities”
		2. “On International Relations”
	3. Reviewing past youth exchange activities.
	4. Helping District Chairmen formulate plans to accomplish the goals of the youth exchange program.
	5. Being familiar with the guidelines for the Top Ten Youth Exchange Award.
	6. Working with the International Relations Chairman to promote international understanding through youth exchange.
2. The Chairman will submit reports on all activities to the Council Secretary prior to each Council meeting.
3. See subsection 7.03

Subsection 2.16

**USA/CANADA LIONS LEADERSHIP FORUM COMMITTEE**

1. The purpose of the USA/Canada Forum is to educate, motivate, increase leadership skills and provide an opportunity for fellowship with Lions of the USA and Canada. The Forum is held annually, normally in September, at a location in the USA or Canada.
2. The USA/Canada Lions Leadership Forum Committee will provide promotional material and registration forms to the State and each District Chair as well as the current District Governors.
3. The Multiple District Council of Governors will appoint a State Chair and each District Governor will appoint a District Chair.
4. The State Chair will work with the District Chairs to promote interest in the Forum by:
	1. Providing available literature about the Forum to the District Chairs.
	2. Providing information about the location and dates at various State Conventions and to District Chairmen.
	3. Informing all District Chairs and Clubs that Committee members are available to provide programs on the Forum.
	4. Stressing to the District Chairs that this is the best training available for District and Club officers and any interested Lion.
5. Submit reports to the Council Secretary prior to Council meetings.

Subsection 2.17

**CONSTITUTION AND BYLAWS COMMITTEE**

1. The Multiple District Chair and District Chairs are charged with the responsibility to draft proposed amendments to the Multiple District Constitution and By-laws. It is also the responsibility of the Chair to interpret the Constitution and By-laws for the benefit of the Council of Governors. The committee should recommend changes to be considered to the Constitution and By-laws as appropriate. The Chair shall accomplish the foregoing by:
	1. Drafting proposed amendments to ensure proper form, that intent is properly expressed, and that no conflict exists with the Lions Clubs International Constitution and By-laws.
	2. Reviewing the Constitution and By-laws, comparing the same to practice and policy within the state, suggesting changes to accommodate the current practice and policy.
	3. Interpreting for the Council of Governors the International Constitution and By-laws, the Multiple District Constitution and By-laws, and Robert’s Rules of Order.
	4. Verifying credentials and voting procedures at all conventions.
	5. Publishing proposed amendments in accordance with article XII, Multiple District 38 Constitution.
2. Submit amendments and other rulings as needed to the Council of Governors.

Subsection 2.18

**LONG RANGE PLANNING COMMITTEE**

1. The purpose of the Long-Range Planning Committee Shall be to assist the Council of Governors and the Lions of Nebraska in the future development and betterment of Lionism in Nebraska by:
	1. Studying plans, proposals and ideas presented to them.
	2. Developing new plans or proposals.
	3. Consult with Finance Committee on budget impact.
2. The committee shall be composed of and report according to the dictates of the Nebraska Multiple District Constitution and By-laws.
3. See By-law Article XIV.

Subsection 2.19

**BUDGET AND FINANCE COMMITTEE**

The Committee shall consist of at least one of the four Immediate Past District Governors, one or more Past Council Chairs and the Multiple District Treasurer. It shall consult with and report to the Council of Governors. The objective of the Committee is to assure the fiscal soundness of Multiple District

38. To accomplish this the Committee shall:

1. Help prepare the annual budget of MD-38 and submit to the Council at their first meeting
2. Monitor the Quarterly Financial Reports of MD-38 to determine that budget allocations are not exceeded.
3. Prepare a long-range (three-year) forecast of income and expenditures for submission with the preliminary budget at the first meeting of the Council.
4. Shall provide the Council, when changes in the dues structure of MD-38 are considered, with a written report containing its recommendation and justifications, therefore. Said report will be forwarded with the agenda for the meeting at which the dues increase is to be considered.
5. Require an annual review of the books of MD-38 by an outside professional, which shall submit his report to the Committee and the Council of Governors.
6. Review any considerations of expenditures that alter budget allocations or that have been previously presented to the Council and the Committee’s recommendations shall be submitted to the Council for their consideration.
7. Shall consult with and advise the Long-range Planning Committee on fiscal matters that impact long range planning. Before new projects and activities are undertaken, the impact of these programs on future budgets should be reviewed by the Finance Committee, which shall make recommendations to the Council.
8. Through the Treasurer of MD-38 shall advise each standing committee chairman and its members if there is any financial reimbursement for the budget year.
9. Chairman of the Budget and Finance Committee shall attend the Council meetings of MD-38 when possible on a consulting basis.
10. Expense items, not in the annual budget, must be referred to the Finance Committee for review and advice before Council action.

Subsection 2.20

**HISTORIAN**

1. The Multiple District Historian is appointed and is under the supervision of the Council of Governors and shall compile a permanent record of Multiple District 38 Lionism, its activities and accomplishments for the year.
2. The Historian is to hold and maintain the past historical records on MD-38 during his term.
3. Within 30 days after the end of his term in office all information that has been compiled plus any information received from his predecessor shall be delivered to his predecessor.
4. The Historian shall chair the Committee to compile, edit and publish the History of Lionism in Multiple District 38 for the year.
5. The State Historian should attend Council meetings and give a report to the Council at the Multiple District State Convention and ask for additional help if needed.

Subsection 2.21

**SERVICE DOG COMMITTEE**

A. The State Chair works closely with the District Chairs to assist clubs in their districts in dealing with organizations that train service dogs. This includes Leader Dogs, International Hearing Dogs, and others.”

 Subsection 3.01

**CONFLICTS OF INTEREST**

1. All Lions shall be guided by the Lions International Code of Ethics and shall observe the Lions International Objects in all cases.
2. Lions Code of Ethics
	1. 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.
	2. 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.
	3. 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.
	4. WHENEVER a doubt arises as to the right or ethics of my position or action towards my fellow men, to resolve such doubt against myself.
	5. TO HOLD friendship as an end and 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 was given.
	6. ALWAYS bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word and deed. To give freely of my time, labor and means.
	7. TO AID my fellow men by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.
	8. TO BE CAREFUL with my criticism and liberal with my praise; to build up not to destroy.
3. Lions International Objects
	1. TO CREATE and foster a spirit of understanding among the peoples of the world.
	2. TO PROMOTE the principles of good government and good citizenship.
	3. TO TAKE an active interest in civic, cultural, social and moral welfare of the community.
	4. TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.
	5. TO PROVIDE a forum for open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
	6. TO ENCOURAGE service-minded men 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.

**REVENUE**

 Section 3.02

A. Revenue collected for the operation of the Multiple District Council shall be deposited and disposed of in accordance with the By-laws (article IX) to the Constitution of Multiple District 38, Lions Clubs International.

**LIONS CLUBS INTERNATIONAL**

**Official Protocol**

 Subsection 3.03A

The following is the official protocol policy of The International Association of Lions Clubs. Only the principal speaker is required to acknowledge all dignitaries present.

1. **Order of Precedence**

Lions shall be recognized in the following order:

* 1. International President
	2. Immediate Past International President
	3. International Vice Presidents (according to rank)
	4. International Directors (a)
	5. Past International Presidents (b)
	6. Past International Directors (c)
	7. Chair, Council of Governors (a)
	8. District Governors (a)
	9. Association Executive Administrator
	10. Association Secretary
	11. Association Treasurer
	12. Past Council Chairs (c)
	13. Vice District Governors (a)
	14. Immediate Past District Governor (a)
	15. Past District Governors (c)
	16. Multiple District Secretaries (volunteer) (a)
	17. Multiple District Treasurers (volunteer) (a)
	18. District Secretaries (a)
	19. District Treasurers (a)
	20. Region Chairs (a)
	21. Zone Chairs (a)
	22. District Chairs (a)
	23. Club Presidents (a)
	24. Immediate Past Club Presidents (a)
	25. Club Secretaries (a)
	26. Club Treasurers (a)
	27. Past Club Presidents (c)
	28. Multiple District Secretaries (staff) (a)
	29. Multiple District Treasurers (staff) (a)

**Explanation of notes used above:**

***(a)*** When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name; if these are the same, then the middle name. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.

1. When more than one is present, the one who served most recently is given precedence, and so on.

When more than one is present, precedence should be the same as for Past International Presidents (see (b) above). In the event more than one Past International Director who served during the same term is present, then the criteria specified for (a) should be used.

**General Comments-**When a Lion holds more than one title, he or she shall be recognized for the highest one. In areas that have positions in addition to those listed above, they should be recognized in accordance with local customs, provide that elective officers always have precedence over appointive ones. It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as Fellows be mentioned.

1. **Non-Lion Dignitaries**

Non-Lion dignitaries should be given precedence in accordance with local protocol and/or custom, keeping in mind that if the non-Lion is the principal speaker, then he or she should be seated directly to the right of the chairman (see below).

1. **Head Table Seating**

The presiding officer or meeting chairman must always be seated at the most central seat at the table when there is no central podium, shown as seat number one in the following diagram (figure 1). The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the chairman or presiding officer (who would normally be the club president, district governor, council chairman or international president).

(Audience)

**Figure 1**

****

As shown in figure 2, seating at a head table with a podium is essentially the same, except the meeting chairman or presiding officer is always seated at the left of the podium (facing the audience) and the principal speaker at the right.

(Audience)



Figure 2

When spouses are present, they should be seated to the member's left when on the left side of the table, on the member's right when on the right side of the table.

1. **Master of Ceremonies and Meeting Secretaries**

At some events, the Master of Ceremonies (emcee) will be someone other than the chairman or presiding officer. In such cases, he or she should be seated in accordance with local customs, or at one end of the head table. If, however, his or her place in the general order of precedence dictates a specific seat (e.g., he or she is a past international president at a district function), then that should rule. On rare occasions, there will be a meeting secretary; again, local customs should rule.

1. **Multi-Head Tables**

If there is more than one head table, the table at the highest level shall be considered the primary one. Care should be taken not to seat Lions of the same rank at different tables.

1. **Head Table Introductions**

Introduction of the head table should begin with the meeting chairman or presiding officer, then continue from the person with the lowest rank on the order of precedence to the person with the highest. When spouses are present at the head table, they should be introduced with the member (e.g., "Past International Director John Doe and his wife Jane").

1. **National Anthems**

When official representatives of the International Board of Directors (whether or not currently serving on the board) from another country are present at an event where national anthems are normally played, they should be extended the privilege of having their anthem played.

**VOTING AND ELECTIONS**

 Subsection 3.04A

1. Qualifications to vote:
	1. Active member in good standing of a Lions Club in good standing
		1. Dues, Fees and Assessments (member and club) remitted
	2. Certified delegate
		1. Club elections, all qualified members
		2. District and Multiple District elections
			* One delegate and one alternate for each 10 members or major fraction thereof
			* All current and past International Directors or Officers, District Governors, and past District Governors of this association who are members of good standing of a club within the district; they shall not be counted in the club quota from their home club
			* All delegates and alternates must register and be certified at each convention to vote
		3. International elections
			* One delegate and one alternate for each 25 members or major fraction thereof, minimum of one delegate and alternate
			* All current and past International Directors or Officers, District Governors and past District Governors of this association who are members of good standing of a club within the district: they shall not be counted in the club quota from their home club
			* All delegates and alternates must register and be certified at each convention to vote
	3. Proxy voting is strictly prohibited in Club, District, Multiple District and Association affairs. (International Association of Lions Clubs Constitution Article VI Section 9)
2. Offices:
	1. International Offices (International Constitution Articles IV and V):
		1. International President, term one year
		2. International First Vice-President, term one year
		3. International Second Vice-President, term one year
		4. International Director, term two years
	2. District and Multiple District Offices [The host club entertaining the Convention (District or Multiple District) may not propose a candidate for District Governor nor Vice-District Governor. (MD-38 Constitution Article VII, Section 3)]
		1. District Governor, term one year [LCI Constitution Article V Section 4 (e)]
		2. Vice-District Governor, term one year [LCI By-Laws Article IX Section 6 (b)]
		3. 2nd Vice –District Governor, term one year [LCI By-Laws Article IX Section 6 (c)]
		4. Long Range Planning Committee representative, term two years
			* Each even numbered year Districts 38-L and 38-O shall each elect a representative
			* Each odd numbered year Districts 38-I and 38-N shall each elect a representative
		5. Trustee to Nebraska Lions Foundation, term three years (one trustee from each District, elected each year)
	3. Club Offices, suggest that officers serve one-year terms and then move on
		1. President
		2. Vice-President
		3. Secretary, suggest that one serves no more than three consecutive years
		4. Treasurer, suggest that one serves no more than three consecutive Years
		5. Directors
		6. Membership Chair, should serve three years (moving up within the committee to the third-year chairmanship)
		7. Lion Tamer, Tail Twister and any other offices the club may desire
3. Nomination Committees:
	1. District Nomination Committee
		1. Each District Governor shall appoint a nomination committee of not more than five members nominally past District Governors. The members so appointed shall receive notification of their appointment at least sixty days prior to the District Convention.
		2. The names of the members of the nominating committee together with their addresses shall be sent to all club secretaries within the District at least thirty days prior to the District Convention.
		3. The Nomination Committee or the District Governor may receive written nominations prior to the District Convention for the offices as listed above (Subsection 3.04 B 2 a-d).
		4. The Nomination Committee shall insure that there are candidates for all offices up for election.
		5. The Nominating Committee shall verify whether the candidates are qualified for the office that they are seeking and so report their findings to the delegates prior to the election.
	2. Club Nomination Committee
		1. Each Club President shall appoint a nomination committee not later than their first meeting in February. These appointees shall be announced during this meeting.
		2. The Nomination Committee shall receive candidate’s names and meet to ensure that there is a full slate of officers to present to the club at their first March meeting.
		3. During the First meeting in March nominations may be made from the floor.
		4. The Election of Club Officers shall be held during the First April meeting.
4. Other items that may be voted on at conventions:
	1. Changes to the Constitution and or By-laws
	2. Dues changes
	3. Redistricting
	4. All other matters which would be appropriate
5. Delegate Certification
	1. The Multiple District and District Constitution and By-law Committees are responsible for the credential procedures and for the certification of the delegates at their respective Conventions by:
		1. Establishing procedure to be used.
		2. Working with the Governors to insure all clubs are notified of pending elections and the credential procedures at least sixty days prior to the convention at which said election takes place.
		3. Verifying delegates at the convention for the purpose of voting.
		4. Preparing ballots for elections at the convention.

Subsection 4.01A

**MD - 38 STATE CONVENTION**

1. Responsibility
	1. The Multiple District 38 State Convention is sponsored by and is the responsibility of the Council of Governors. All Convention plans are to be approved by the Council. The Council shall, at its discretion, delegate various duties and responsibilities to the Convention Committee.
	2. The Council of Governors will budget a maximum of $2,000.00 each year to underwrite the Convention. However, the Convention Committee is urged to plan the Convention in such a manner that it is self-sustaining. The Council will advance up to $1,000.00 to the Convention Committee to assist in underwriting necessary expenses prior to the Convention, with the understanding this will be repaid if possible, through the profits of the Convention.
	3. The Council of Governors will designate a Convention Committee to be responsible to assist them in the organization, planning and operation of the Convention.
2. Convention Chair
	1. The Chair of the Council of Governors is the Convention Chair and shall work with the Convention Committee in delegating tasks and responsibilities, which will promote a successful Convention.
	2. The Council Chair shall be the contact person between the Convention Chair and the Council of Governors.
3. Host Chair
	1. The Host Chair is selected by the Convention Committee, with the approval of the Council of Governors, and will be the liaison with the Council through the Convention Chair.
	2. The Convention Committee will meet with the incoming Council Chair. It is important to remember this is the seated council’s convention and it is up to the Convention Chairs to determine the desires of that council before making any commitments of plans. It is important that this initial meeting takes place as soon after the new council is seated as possible to set a theme and color for the Convention.
	3. Set up various sub-committees and their chairs.
	4. Chair all the planning meetings and assure everything is progressing on schedule for the Convention.
	5. Attend all Council meetings for the year, to report on progress and answer concerns of the Council with respect to the upcoming Convention.
4. Committee Chair - The following chairs are those that have worked for previous Host Chair. However, the organization of the Host Committee and its various sub-committees should be at the discretion of the Convention Chair. The subject matter covered, generally needs to be addressed, and is not a finite checklist of everything that could require attention at the Convention.
5. Facilities Committee Chair:
	1. Responsible for reserving 3 suites at the Convention hotel for:
		* International guest
		* Council Chair
		* Hospitality suite. This is a dual function suite, which the Council Chair (Convention Chairman) can use as the hospitality room, and sleeping quarters.
		* These rooms should be complementary to the committee, and at the very least, the hospitality suite.
	2. Arrange for meeting rooms:
		* Large meeting room (150 - 200) for the opening session on Saturday.
		* Four smaller meeting rooms to accommodate the District Cabinet meetings.
		* If LEO clubs are involved, provide a room for them.
		* Room for the necrology service.
		* Any other rooms as required for such as seminars, special meetings etc.
	3. Arrange food menus:
		* Friday night barbecue (This has been a tradition, but alternate type meals could be planned).
		* Sunday morning Past District Governors Meeting.
		* Saturday Luncheon will be when the International guest address’s the group and presents awards.
		* Nebraska Lions Foundation Banquet. Verify with the NLF chairman for time and day.
		* Saturday evening NLF banquet. Should be a sit-down event and not a buffet if possible, with at least two entrée choices.
6. Arrange for flowers or decorations for the tables including the head table.
7. Provide a head table, reserve a special table for the incoming Council.
8. Program Chair:
	1. Coordinate with the Convention Chair (Council Chair) and the Host Chair to develop a format for the Convention Booklet. A biography is generally sent to the Council Chair which includes a picture of the International guest to be used in the booklet.
	2. Arrange for all printing. It is important to have quality printing but to stay within the budget:
		* State Convention Booklet
		* Registration and meal tickets
		* Council Chair’s Annual Report with all MD Committees
		* Necrology Service Programs
	3. Set up a committee within the Host Club and with Clubs across the State to sell advertisement, to be printed, in the Convention Program.
9. Golf Tournament Chair (optional):
	1. Arrange for a golf course that can handle between 20 & 30 golfers. (Size should be verified).
	2. Handles golf reservation along with the Facilities Chair.
	3. Arranges for prizes, and award them immediately following the outing.
10. Logistics Committee Chair:
	1. Responsible for any transportation required, to and from hotel.
	2. Arranges and administrates all tours that may be scheduled.
	3. Arrange to have the International Guest properly met at the airport by some MD 38 dignitaries and provide transportation to any events and tours not at the convention site. (This may be handled by the Council Chair but should be so coordinated.)

Subsection 4.01D

1. Entertainment Committee Chair:
	1. Procure local talent to showcase at:
		* Opening session Keynote Speaker
		* Saturday night banquet
		* International Guests Reception
		* Necrology service.
2. Convention Pin Chair:
	1. Responsible for the design of the State Convention Pin.
	2. Solicit bids for the pin, and coordinate with State Pin Chair and Lions International.
	3. Order and distribute the pins.
3. Budget Committee Chair:
	1. Traditionally this has been the Host Clubs Treasurer if desired.
	2. Opening a separate bank account exclusively for the State Convention.
	3. Receive a $1,000 advance from the MD 38 Treasurer for early operating costs.
	4. Ensure that all bills are paid in a timely manner, and strict recording is maintained of all income and expenses. A final report is required to be presented to the Council of Governors after the Convention.

Subsection 4.02A

**FALL RALLY**

1. CHAIR
	1. The President of the Past District Governor’s Organization is the chair.
	2. The Chair shall meet with the Council of Governor’s early in the year to solicit and exchange ideas about the Rally. The Council of Governor’s is responsible for the Fall Rally, and therefore the chair shall keep the Council apprised of the progress and get approval for all major activities that will be included in the Rally. After the Rally, the chair shall make a formal presentation to the Council as to results, finances, attendance etc. of the Rally at the earliest Council Meeting.
2. COMMITTEE
	1. The Chair shall select a committee to assist in the organization, planning and operation of the Rally.
	2. The Chair or the Committee should meet with the Motel’s catering service as early as August to tentatively select menus and determine costs of same.
3. CHECK LIST OF ITEMS AND FUNCTIONS:
	1. The Council of Governor’s will approve the date for the Fall Rally.
	2. Functions that may occur and will need a room:
		1. Possibly a Long-Range Planning Meeting is held Friday evening.
		2. Hospitality Room, usually by the Council Chair in their large room on both Friday and Saturday evenings. The Past District Governor’s Association will provide non-alcoholic drinks and encourage attending Lions to brings snacks to share.
		3. District Cabinet Meetings L,I,O,N with a room for each.
		4. Sometimes a spouse or guest program is given during the time of the District Cabinet Meeting.
		5. A General Assembly with a guest speaker Saturday morning. There could be as many as three break-out seminars happening concurrently.
		6. Noon Luncheon or Banquet usually with a head table on Saturday Recently, the International guest will speak at the noon luncheon and the evening will be the Nebraska Lions Foundation Banquet.
		7. Nebraska Lions Foundation Meeting has recently moved to Friday afternoon.
		8. Pin Traders usually meet and like a separate room. Contact should be made with the Pin Traders Chair.
		9. Reception for the International Director and Spouse.
		10. Evening meal or Banquet with head table. Lately this has been the NLF Banquet and is hosted by the NLF Chair.
		11. Council of Governor’s Meeting Sunday Morning.
	3. Guest Accommodation:
		1. The Motel should provide three complementary suites with a sleeping area and an entertainment area. These are for the International guest, The Council Chair, and the Rally Chair.
		2. A block of rooms should be saved for guests and should carry a special rate for the Rally participants. The number can be determined to a great extent by the attendance the previous year or two.
	4. Registration:
		1. It is suggested, that after all costs have been determined, the ticket price be established, with a little cushion for unknowns. Then it is suggested that the ticket prices be a two-tier approach such as:
			* Early Pre-Registration at the price determined above.
			* Pre-Registration with 10% overall added. This is within two weeks of the Rally.
		2. All persons attending the Rally, regardless of whether they purchase meal tickets, should register and pay the fee. Registration is used to cover cost other than meals.
		3. During Pre-Registration, the Local Convention Bureau will prepare name badges ahead of time and bring to the Rally for distribution. They also will provide a person to make name badges during the registration hours at the motel.
		4. SSeveral individuals and the local Convention Bureau generally man registration. The hours for registration are usually 5 – 9 PM Friday, and 7 – 12 PM Saturday. This may vary depending on circumstances.
	5. Tickets:
		1. Tickets should be made and distributed for all meals. This is a good way to verify with the motel the actual amount of meals served. The motel will be glad to take tickets at the door as the people enter the room.
		2. Tickets can be simple, but with the technology of the computer and quick printing it is not hard to produce a reasonably priced good- looking ticket.
	6. Printed programs:
		1. Secure a bio from the Council Chair of the International Guest and include it along with their picture.
		2. Should include a complete agenda for the entire Fall Rally starting Friday and ending Sunday.
		3. Program should be professional and be of quality reflecting Lionism. Layouts can be done by most quick printers with input from the Fall Rally Committee.
		4. The number depends on their distribution. One should be given to each registrant
	7. Advertisement:
		1. Article regarding the Fall Rally should be included in the Nebraska Lion starting in August and each subsequent month giving more detail, as it is available.
		2. Registration form should be included in the two publications prior to the Rally with Early Bird etc. price breaks.
	8. Children in Attendance:
		1. Children’s programs that occupy the time of the children in attendance could be held all day Saturday. This should include provisions for meal. Pizza goes over big for the noon meal. The kids appreciate supervised swimming for part of the day.
		2. Traditionally the cost for the children has been covered by the Rally registrations.

**FUND RAISING AT MD-38 EVENTS**

 Subsection 4.03

1. Purpose
	1. Fundraising at MD-38 events is generally for the direct benefit of the Multiple District, such as the Nebraska Lions Foundation, Lions Eye Bank of Nebraska, etc.
	2. Fundraising that is only for the benefit of a member, select number of Clubs or a District is discouraged at MD-38 events. However, if such an event is deemed appropriate by the Council of Governors, it must be approved by the Council of Governors and recorded in the Council Minutes prior to the event.

Subsection 4.04A

**INTERNATIONAL CONVENTION**

1. HOUSING INFORMATION
	1. Application for Housing/Registration Policy
		1. Will require payment of the registration fee to reserve housing.
		2. Registrants must use the Official Housing/Registration Form – found in several issues of THE LION; or request the form from Lions Clubs International, Convention Division.
		3. Mail the completed form and fees to International Headquarters in Oak Brook, IL.
		4. There is a graduated registration fee to benefit early registrants.
		5. Note the official cut-off and cancellation date appearing on the Official Form.
	2. Room Reservations
		1. Are processed on a ‘first come – first served’ basis.
		2. Are confirmed to the member.
		3. Are transferable, when properly endorsed.
	3. District Governors-Elect and District Governors Housing
		1. District Governors-Elect housing is reserved by the Convention Division in hotel(s) as approved by the International Board of Directors.
		2. Current District Governors
			* Have rooms held for assignments at their Delegations Headquarters Hotel until the Official cut-off date.
			* Must submit the Official Housing/Registration Form and fees prior to the cut-off date.
2. RESERVATIONS FOR DELEGATION EVENTS
	1. Hotel function space for any event, such as breakfasts, hospitality rooms or other events sponsored by a Delegation must be requested from the International Convention Division.
	2. Such space will be assigned on a ‘first come – first served’ basis after the facilities for Official Convention activities has been reserved.
3. REGISTRATION
	1. At the Convention each registrant will receive:
		1. Official Convention Badge
		2. Official Program
		3. Convention Activities Book

ELECTION CREDENTIALS

* 1. Credential Certificates for Delegates and Alternates are:
		1. Forms are available in the Lions Magazine (February and April editions) and on the LCI official web site
		2. Used to certify one Delegate and one Alternate for every 25 members or major fraction thereof.
		3. Filled out and signed by the Club President, Club Secretary or other authorized Club officer.
		4. Returned to International Convention Division by May 1.
	2. The Clubs Delegates and Alternates **MUST**:
		1. Retain one copy of the Credential Certificate for themselves.
		2. Register for the Convention.
		3. Present the Certificate to the Credentials desk at the Convention to be certified as your clubs Delegate or Alternate.
			+ When completed, you will receive a Delegate or Alternate sticker. It will be affixed to your Convention name badge or your International badge and should be worn to vote.
	3. Late or Lost Delegate or Alternate Credential Certificates
		1. In the event the Delegate or Alternate Certificates were not submitted prior to May 1, the completed Delegate or Alternate Certificate may be signed by the District Governor or District Governor-Elect at the Convention.
		2. Delegate Replace Forms are also sent to Clubs to certify a Club Member who will replace a member previously certified.
1. VOTING
	1. Each Certified Delegate who is registered for the Convention is entitled to vote:
		1. On questions and resolutions
		2. In the Election of International Officers and Directors
		3. On changes to the International Constitution
	2. All delegates are expected to vote at the Convention.
2. PARADE
	1. The Official Parade Rules and Application Forms are available from Lions Clubs International to any Lions Delegation by January of each Convention year.

**DISTRICT CABINET MEETINGS**

1. FIRST DISTRICT CABINET MEETING

 Subsection 4.05A

* 1. The first District Cabinet meeting is to be held within thirty days of close of business of the International Convention.
	2. Meeting times and place to be announced to all clubs in the District Governor’s first newsletter.
	3. Suggested agenda:
		1. Call to order
		2. Prayer
		3. Pledge to Flag
		4. Roll call and reading of communications of absent members
		5. Brief summary by District Governor of the cabinets function and his goals for the coming year
		6. Financial report of district funds (financial statement received from previous administration)
		7. Approval of bank in which district funds are to be deposited
		8. Approval of bond and surety company for cabinet treasurer
		9. Adoption of budget for the year
		10. Brief summary by Immediate Past District Governor on the state of the district and which clubs are in need of special attention
		11. Adoption of goals for the district for the year
		12. Approval of proper bills, if any, payable from district funds
		13. Approval of Cabinet meetings for the balance of the year
		14. USA/Canada Leadership Forum
		15. District contests
		16. Unfinished business
		17. New business
		18. Appoint the Nomination Committee for Mid-winter elections
		19. Who’s Who and state pins
		20. Awards by Immediate Past District Governor
		21. Adjournment
1. SECOND DISTRICT CABINET MEETING
	1. Traditionally held at the “Fall Rally”
	2. Suggested agenda
		1. Call to order
		2. Prayer
		3. Pledge to Flag
		4. Roll call
		5. Secretary’s report

Approve minutes of last Cabinet meeting

* + 1. Financial report
			- Approve report
			- Present bills for approval
		2. Communications
		3. Unfinished business
		4. Report on plans for District Mid-winter Convention
		5. Report on upcoming International Convention

 Subsection 4.05B

* + 1. Review reports of contact on Clubs needing special attention
		2. Review of extension and membership activity
		3. Committee Reports
		4. Zone Chairman reports
		5. Region Chairman reports
		6. Vice-District Governors reports
		7. Open discussion of matters presented by cabinet members
		8. Date and place of next cabinet meeting
		9. Adjournment
1. THIRD CABINET MEETING
	1. Held during Districts Mid-Winter Convention
	2. Certify Election Delegates as they arrive prior to the District meeting
	3. Suggested agenda
		1. Call to order
		2. Prayer
		3. Pledge to Flag
		4. Roll call
		5. Secretary’s report
			* Approval of minutes of last cabinet meeting
		6. Financial report
			* Approval of report
			* Present bills for approval
		7. Communications
		8. Unfinished business
		9. Report on progress of District
			* Membership and Extension
			* New and potential Clubs
			* Rebuilding Lion reports
			* Delinquency in payments
2. Reminder to clubs about election of officers in April and that PU- 101’s are to be filed
3. Committee reports
4. Zone Chairman reports
5. Region Chairman reports
6. Vice-District Governors reports
7. Open discussion of matters presented by cabinet members
8. Report by Nomination Committee and presentation of candidates for office:
	* District Governor
	* Vice-District Governor
	* Long Range Planning Committee Delegate
	* Nebraska Lions Foundation Trustee
9. Presentation of other items to be voted on
10. Election by secret ballot
11. Report of election
12. Comments by elected candidates
13. Adjournment
14. FOURTH CABINET MEETING

 Subsection 4.05C

* 1. Held at MD-38State Convention
	2. Suggested agenda
		1. Call to order
		2. Prayer
		3. Pledge to Flag
		4. Roll call
		5. Secretary’s report
			+ Approval of minutes of last meeting
		6. Financial report
			+ Approval of report
			+ Present bills for approval
		7. Communications
		8. Unfinished business
		9. New business
		10. Review of delinquent reports for Who’s Who (must be obtained by end of State Convention)
		11. Review of items to be voted on at State Convention
		12. Review of items to be voted on at International Convention
		13. Final reports by Cabinet
			+ Committee Chairs
			+ Zone Chairs
			+ Region Chairs
			+ Vice-District Governors reports
		14. Open discussion of matters presented by cabinet members
		15. Adjournment

**DISTRICT & CLUB OFFICERS SCHOOL**

 Subsection 5.01

1. Each District Global Leadership Chair is responsible for organizing and conducting District Leadership seminars and Club Officers Schools prior to the start of the District Governors term of office.
2. These schools and seminars shall be prior to the State Convention, thus enabling the incoming District Governor to set his program for the coming year and allowing him a full year to accomplish it.
3. Suggested items to be covered:
	1. District Officers
		1. Role of District Officers in District Governors Cabinet
		2. Cabinet meeting reports
		3. Individual duties (job descriptions)
		4. Importance of visitations to clubs
		5. How to dress and present yourself as a representative of the District Governor
	2. Club Officers
		1. Role of President and Secretary in District Governor’s Advisory Committee
			* Attendance at Cabinet Meetings
			* Attendance at Zone Meetings
		2. Club visitations
			* Visitations to other clubs
			* Visits from other clubs
			* Visits by District officers
		3. Proper use of monies
			* Use of dues
			* Use of project money
			* Commingling of monies
		4. President
			* “Roberts Rules of Order”
			* How to conduct a meeting
			* Importance of training your successor
		5. Secretary
			* How to keep minutes
		6. Board of Directors
		7. Tail Twister
			* Purpose
			* Proper methods
			* How to make a meeting enjoyable

Subsection 5.02A

**DISTRICT GOVERNOR ELECT SCHOOL**

1. Time/Location

The school shall be held in the Spring following the Mid-Winter Conventions and the Election of the District Governors. The location to be determined by the Multiple District Council of Governors.

1. Responsibility

The school shall be the responsibility of the Multiple District Council.

1. Purpose

The purpose is to assist the new District Governors Elect and Vice-District Governors Elect start the coming year.

1. Suggested items to be covered could include:
	1. District Offices
		1. How to and who to select
		2. Duties of Cabinet Secretary and Treasurer
		3. Duties of Vice District Governor
		4. Duties of Regional Chairs and Zone Chairs
		5. Duties of District Committee Chairs
		6. Orientation of above
		7. Officer training school for Club officers
	2. District newsletters and Nebraska Lion
		1. What it contains
		2. When printed
		3. Distribution
	3. Finances
		1. Budgets, District and Multiple District MD 38
		2. Expenses and claim form to International
		3. Rules of audit
		4. Office and travel expenses
		5. State Multiple District 38 and District reimbursements
	4. Meeting conferences and conventions
		1. First Council meeting
		2. School at International Convention
		3. Out of state visits (International office, Leader Dog, etc.)
		4. First Cabinet Meeting
		5. USA/Canada Lions Leadership Forum

Second Cabinet Meeting

* + 1. Mid-winter
		2. State Convention
		3. International Convention

* 1. Reporting requirements
		1. Invitations for District Governor visitations
		2. Report on visits
		3. Importance of Membership & Activities reports
		4. Cabinet Meeting reports
		5. Membership reports
		6. PU 101
		7. Monthly report to the NEBRASKA LION, the State Paper
	2. Protocol, district
		1. District Governor visits
		2. Visitation by International Officers
		3. Seating and Introductions at Banquets
		4. Clothing expected to wear (Tux and matching District Governor outfits)
		5. Visitations to other District functions
		6. Help available from International Office and Extension Staff
	3. Spouse of the District Governor
		1. Importance
		2. Duties
	4. Council Secretary duties
	5. Council Treasurer duties
	6. Spouse of the Council Chair
		1. Importance
		2. Duties
			+ Hosting - tea and food
			+ Provide information on climate and clothing for International Convention
	7. Complete Study of District Governors Manual
* Provided by the International association of Lions Clubs
	1. Complete study of the Policy and Procedures Manual
* This would be an appropriate time for outgoing District Governors to pass on their Policy and Procedure Manual to their Vice-District Governors Elect.

**MULTIPLE DISTRICT DIRECTORY**

 Subsection 6.01

1. The purpose of the MD-38 Directory is to provide names, addresses, dates etc. to the Lions of Nebraska. This will enable them to contact the various chairs, officers and committees when assistance is needed.
2. The Council of Governors will appoint an editor by November for the following year’s directory.
3. The directory shall not be given to anyone desiring to create a direct mailing list or calling list for advertising purposes, solicitation of funds or direct sales. Any request for state directories shall be presented to and approved or rejected by the Council of Governors at an official Council meeting. However, the District Governor of each District may give permission for contact to the individual clubs for a Lion sponsored activity.
4. The Council of Governors decides the number of directories to be printed and how many will be allotted to each district and the number retained for the Councils use. Each District will purchase their directories at cost.
5. The duties of the editor are:
	1. Acquire bids for the directory and submit same to the Council of Governors for selection and approval.
	2. Collect all information necessary to complete the directory by requesting the specific information from the District Governors, Vice-District Governors, Chair of the Nebraska Lions Foundation, other Chairs and organizations throughout the Multiple District.
6. Time schedule for the directory is:
	1. Requests for information should be made during the January to March time frame.
	2. All information requested shall be delivered to the editor by the end of the State Convention.
	3. The completed Directory shall be delivered to the Governors prior to their First Cabinet meeting.

**INTERNATIONAL PUBLICATIONS**

1. **THE LION MAGAZINE**

 Subsection 6.02A

* 1. History and publishing background
		1. **THE LION MAGAZINE** is the official publication of Lions Clubs International
		2. It is printed in many languages
		3. There are presently 25 official editions
		4. The Executive Administrator is Editor-in-Chief of all the magazines
		5. The North American and Spanish editions are published by International Headquarters
		6. All other editions are published in the country of their origin
		7. The Council of Governors may administer their own Multiple District’s magazine
		8. Districts with membership over 5,000 may apply to the International Board of Directors through the Public Relations Division for permission to publish their own official edition.
	2. Directed materials
		1. Are communications from the International Board of Directors aimed at the individual Lion member.
		2. They will appear in **all** editions of **THE LION MAGAZINE**
	3. Criteria for submitting articles requesting publication in **THE LION MAGAZINE**
		1. Must be of interest to the majority of the magazine’s readers
		2. Must be helpful to other Lions and illustrate ways of furthering service to mankind
		3. Show how people in need are being helped
	4. Criteria for submitting photographs requesting publication in **THE LION MAGAZINE**
		1. Must meet the same standards as the ‘CRITERIA FOR ARTICLES’ above
		2. Must illustrate a Lionistic service in action
		3. Must be clear and sharp focus
		4. Must be in black and white and
			+ Photographs preferred are to be 5" by 7" glossy prints
			+ Do not send color or Polaroid photographs
	5. If a Lion is not getting **THE LION MAGAZINE**:
		1. Ask the Club Secretary if their name and address has been properly reported to Lions International Headquarters
		2. Request the Club Secretary to inform the: Circulation Department

The International Association of Lions Clubs 300 22nd Street

Oak Brook, Illinois 60570-0001 USA

**THE NEBRASKA LION**

 Subsection 6.03

1. Purpose
	1. A Multiple District 38 newspaper, to communicate to all Lions of Multiple District 38, the activities and happenings of Lionism, and particularly the Clubs and Districts in Nebraska.
2. Responsibility
	1. The Nebraska Lion is the responsibility of the Multiple District 38 Council of Governors.
	2. The Council of Governors shall review the printing contract and renew or request new bids as necessary.
	3. The Council of Governors shall appoint an Editor to gather material, manage and publish the paper.
	4. Each Governor shall appoint a district editor to help him gather materials.
	5. District Governors shall remit, to the Multiple District Treasurer, their Newspaper allowance for the 8 months that the newsletter is published in the Nebraska Lion. This shall include the postage and printing allowances.
3. Publishing Schedule
	1. The paper will be published 8 months as seemed most important to disseminate necessary information to individual Lions across the state.

**DISTRICT PUBLICATIONS**

 Subsection 6.04

* 1. District Governors newsletter or bulletin is an excellent way to communicate with the Clubs in your District
	2. May be written by:
		1. The District Governor
		2. The Public Relations Chair
		3. Another Lion chosen by the District Governor
1. Suggestions in producing a newsletter
	1. Make your newsletter or bulletin easy to read
		1. Use an easy to read typeface if it is to be printed or regular type if photocopied
		2. Divide parts of the paper so that past Club projects will be separated from future projects or programs
		3. Avoid long, drawn-out paragraphs; state each idea in as few words a possible
		4. Use tasteful artwork and photographs wherever possible to brighten it up
	2. Contents of the Newsletter or Bulletin
		1. Project ahead
			* Club and District Projects
			* Mention the International Convention, USA/Canada Lion Leadership Forum, etc. months in advance
		2. Mention names wherever possible. Lions will watch for their names
		3. Compliment
			* Secretaries who get reports in on time
			* Chairs of committees that do a good job
			* Clubs on successful projects
			* Clubs celebrating anniversaries
		4. Give precedence to news of future events and project.
	3. Printing in **NEBRASKA LION**
		1. Newsletter or bulletin will also be published in the **NEBRASKA LION** 8 months as scheduled by the Editor.

Subsection 7.02A

**INTERNATIONAL PEACE POSTER CONTEST**

1. The Lions International Peace Poster Contest is an exceptional opportunity for children around the world to share their vision of peace. The Peace Poster Contest allows children of the world to make an artistic representation of their hope for peace.
2. Individual Lions Clubs can sponsor schools and organized youth groups in the Peace Poster Contest. Children between the ages of 11 and 13 on November 15th each year are eligible to participate in that year’s contest. From the hundreds of thousand entered, 24 posters will reach the last round of competition.
3. Each year Lions Clubs International produces individual contest kits that are available for clubs to give to schools or youth groups. These kits are may be purchased from Club Supplies April 1 through October 1. Please allow 3-4 weeks for delivery. A separate kit must be ordered for each school or youth group.
4. A complete set of detailed rules is included in each kit. A brief look of the rules:
	1. Contest open to children ages 11,12, or 13 on November 15th
	2. Dimensions of poster
		1. No smaller than 14 inches by 20 inches
		2. No larger than 20 inches by 24 inches
	3. A single winner from each school or youth group advances to the District level.
	4. One entry from the District level advances to the Multiple District level.
	5. One entry from the Multiple District advances to the International level.
	6. No entry may advance by skipping any level.
	7. A Lions Club may sponsor as many different schools or youth groups as they like.
5. How a poster advances through competition.
	1. One winner is chosen from each sponsored school or youth group to advance to the District level.
	2. One winner from District level advances to Multiple District level.
	3. One winner from Multiple District is advanced to Lions Clubs International semifinal level.
	4. From the semifinal round 24 posters are selected and advance to the finalist judging.
6. Contest prizes:
	1. The International Grand prize winner receives $2,500.00, a special plaque and a trip for the artist and two family members to attend Lions Day with The United Nations in New York City. The winner’s sponsoring Lions Club president also will receive a round trip to the special awards ceremony at United Nations Headquarters.
	2. The 23 merit award winners each will receive $500.00 and a framed certificate.
	3. All 24 winning posters will be displayed at different locations through the year.
7. All Lions Clubs are encouraged to participate in the Peace Poster Contest.

Ensure that appropriate awards are made at all levels, Club, district and Multiple District.

 Subsection 7.03

**YOUTH EXCHANGE**

1. The Lions Youth Exchange program is founded on the first object of Lionism; “To create and foster a spirit of understanding among the peoples of the world.”
2. Lions youth exchange program is a short-term, cultural exchange program offering four to six-week home stays with Lions approved host families. Exchanges are arranged between cooperating Lions Clubs in different countries, through the respective District or Multiple District Youth Exchange Chairmen. Youths 15-21 years of age are eligible to participate.
3. Major elements of the program are:
	1. A sponsor Lions Club (sending a youth) interviews and selects an applicant, maintains contact with the youth’s parents and supervises travel and insurance arrangements.
	2. A host Lions Club (receiving a youth) recruits and approves a host family, receives the exchange visitor, provides hospitality, assists with special needs and supervises the exchange.
	3. The District Youth Exchange Chairmen with the supervision of the Multiple District Chairman coordinates inbound and outbound exchanges.
4. Host families should be screened for the following to insure a viable program:
	1. Host family should have children of an approximate age but not required.
	2. Character traits and attitudes of family members to be considered:
		1. Understanding, interest, and the ability to communicate and deal wisely with youth, open-mindedness and tolerance
	3. It would be helpful if one or more family members speak the youth’s language.
	4. Host families should have a basic understanding of the Lions Youth Exchange Program, its purpose and objectives. If a non-Lion family is considered, they should be well informed on the scope and objectives of Lionism and on the Youth Exchange program.
	5. Living conditions need not be luxurious but should be adequate to accommodate an additional person to the home with out undo discomfort or financial burden.
	6. Family attitude concerning youth’s nationality, religion, sex, age, and special interests should be determined.

**AWARDS**

 Subsection 8.01A

1. Awards available from Lions Clubs International are listed in Section XII of the District Governor Manual.
2. Additional Awards that a District Governor may want to award are:
	1. 100% Presidents (criteria, LCI)
	2. 100% Zone Chair (criteria, Who’s Who)
	3. 100% Secretary (criteria, Who’s Who)
	4. 100% Club (criteria, Who’s Who)
	5. 100% Treasurer (criteria, Who’s Who)
	6. 100% Membership Chair (criteria, Who’s Who)
3. Major Awards available from Lions Clubs International:
	1. International President’s Certificate of Appreciation
		* This is recognition given at District and/or State Conventions for outstanding contributions to Lionism. Normally one or two certificates are awarded at each. These are available from the guest International Officer.
	2. International President’s Leadership Award
		* A limited number award, 1 per 2,500 Lions. This recognition is normally presented at the State Convention to Lions that have exhibited exceptional leadership in Lionism during the current year. District Governors recommend, to the Current and/or Past International Officers of Nebraska, Lions worthy of this Award.
	3. International Presidential Award
		* A Limited number award, 1 per 3,500 Lions. This recognition is normally presented at the State Convention to Lions that best represented the International President’s criteria, for that year, through Lions service and contributions. District Governors recommend, to the Current and/or Past International Officers of Nebraska, Lions worthy of this award.
	4. Ambassador of Goodwill Award
		* A limited number award, 1 per 50,000 or approximately 28 awards a year. This is the highest award for service that a Lion may receive. Nominations for this award are presented to the International President by the Current and/or Past International Officers of Nebraska.
	5. Following are the recipients of Leadership, Presidential and Ambassador awards, awarded to Lions of Nebraska since 1983.

**RECIPIENTS OF MAJOR AWARDS**

1. Ambassador of Good ill Award

1984-85 William L. “Bill” Biggs

1990-91 Karl R. Adamson

Richard D. “Rick” Myers

Gary K. Drake

Betty Biggs

1993-94 Charles “Chuck” Smith

2004-05 Randy L. Heitman

1. International Presidential Award

1984-85 William D. “Bill” Heitman

Charles “Chuck” Smith

William L. “Bill” Biggs

1985-86 Karl R. Adamson

William L. “Bill” Biggs

Orvil Heitmann

1986-87 William L. “Bill” Biggs

1987-88 William L. “Bill” Biggs

1988-89 William L. “Bill” Biggs

Charles Gridley

Thomas C. Norskov

1989-90 William L. “Bill” Biggs

 Gary Drake

1990-91 Art Claus

Gary Drake

Clyde Fields

William D. Heitman

Randy L. Heitmann

Richard D. “Rick” Myers

Robert O’Neal

Fingle Pearson

Stanley Quy

Jerry Shafer

Charles Smith

George Witte

Ronald D. Yeck

1991-92 William L. “Bill” Biggs

1992-93 Karl R. Adamson

Dennis Hull

1993-94 Karl R. Adamson

LeRoy Rasmussen

1994-95 William L. “Bill” Biggs

1995-96 Robert Glenn

1996-97 Steve Wehrbein

1997-98 Karl R. Adamson

Nick Schultz

1998-99 Richard D. “Rick” Myers

 Mike Davis

1999-2000 Richard D. “Rick” Myers

 John Unruh

2000-01 Karl R. Adamson

Allen C. Darell

2001-02 Walter G. “Walt” Grosse

2002-03 Karl R Adamson

James “Jim” May

Norman “Norm” Taylor

2003-04 Gordon Smith

Robert “Bob” Swan

2004-05 Bill L. Dunn

Ron Flock

Randy Heitmann

2005-06 Stephen “Steph” Becker

William L. “Bill” Biggs

2006-07 Donald “Don” Heib

 John Stark

 William L. “Bill” Biggs

2007-08 Frank Tucker

William L. “Bill” Biggs

2008-09 John Fifer

Patricia “Pat” Smith

William L. “Bill” Biggs

2009-10 Mark Shaneyfelt

 William L. “Bill” Biggs

2010-11 Dr Steve Alcorn

 Larry Seger

 William L. “Bill” Biggs

2011-12 Randy L Heitmann

 William L. “Bill” Biggs

 Randy Ritterbush

2012-13 Kathy Flock

2013-14 Chuck Roe

2014-15 Steve Bennett

 Tom Vitamvas

2015-16 Chris Gentry

 Michael Geiger

 Ellen Weiss

 2016-17 Debbie Bennett

 David Wentworth

 2017-2018 Jeanne Gentry

 2018-2019 Mavis Hall

1. International President’s Leadership Award
2. 1990-91 Karl R. Adamson

Steve Blasé

Elton Christy

Allen Darell

Lendyl R. Duffield

Charles F. Dunovan

Charles Gridley

Rex Hacker

Kathy A. Heitmann Dennis Hull

Jerry Lane

Mert Lundquist

Edward Mark

Bob McBride

LeRoy Rasmussen

Edwin A. “Scoop” Ridenour

James Say

Mort Shefloe

David Steele

Betty Thomas

Leland Thomas

Frank Tucker

Steve Wehrbein

Clara T. Yeck

1992-93 Connie May

Lee Reimann

1993-94 Alan Danbom

Steve Mahanes

1994-95 Steve Wehrbein

1995-96 James May

Nick Schultz

Richard D. “Rick” Myers

1996-97 Steve Hansen

Bill Dunn

1997-98 Randy Heitmann

Jan Schultz

Ron Flock

Melody Jensen

John J. Unruh

1998-99 Julie Dunn

Walter G. “Walt” Grosse

Karen Jackson

Dennis Mehlhoff

Robert “Bob” Swan

1999-2000 Orvil Heitmann

Ben Kemper

Carroll Nyquist

Clete Sharer

2000-01 C. William “Bill” Bickett

Walter “Walt” Pohlman

Robert Trumbauer

2001-02 Mike Davis

Albert T. “Tom” Vitamvas

 2002-03 George “Ron” Flock

Pamela “Pam” Shanks

Gordon Smith

2003-04 Gene Fischbach

Fred Russell

Patricia Smith

2004-05 Mark Shaneyfelt

 Ellen Weiss

 David Wentworth

2005-06 Gordon Smith

2006-07 Randy Ritterbush

Bob Swan

George Witte

Darral Bartley

Alice Brown

Marty Pojar

 John Seyfarth

2007-08 Steve Bennett

Dee Micheel

Darrel Bartley

2008-09 Kathleen “Kathy” Flock

 William “Bill” Graham

2009-10 Dave Marion

 Richard Johnson

2010-11 Joe Wilken

 Don Hieb

 Kathy Heitmann

 Dr. Steve Alcorn

2011-12 Chuck Roe

 Debbie Bennett

 Ted Tietjen

 Jim Frain

 Jerry McCrea

2012-13 Mike Geiger

2013-14 Chris Gentry

 Mavis Hall

 Nazir Wehbi

2014-15 Larry Seger

Beverly Alderson

 2015-16 Marilyn Epperson

 Wayne Hinerman

 2016-17 Merle Morford

 Kimberly Reed

 David Emry

 2017-18 Bob Epperson

 Kal Lausterer

 Don Wolford

 2018-19 Sheri Giesbrecht

 David Collins

 Connie Kaup

 Michael Hall

**GIFTS**

1. Gifts for visiting International Officers:

 Subsection 8.02

* 1. Traditionally the host of an event (Club Anniversary, District Convention or Multiple District Convention) should consider giving gifts to his International Guest. This may take various forms such as:
		1. Monetary gift in guests name (check guests’ biography from International for preferences)
			+ Lions Clubs International Foundation
			+ Nebraska Lions Foundation
			+ Leader Dog
			+ Etc.
		2. Gifts for the guest and spouse
			+ Something to remind them of your event and Nebraska
			+ Small enough to pack in their luggage, if not make arrangements to ship it for them
		3. Fruit basket and or beverages for their room (check guests’ biography from International for preferences)
1. Gifts between incoming and outgoing Governors
	1. Some outgoing District Governors present their incoming District Governors with a gavel and an engraved base at the close of their last District Cabinet Meeting held at the State Convention.
	2. Incoming District Governors should consider honoring their Immediate Past District Governor at their first official District Cabinet Meeting.
2. All gifts that are presented at any Official Lions Function should be in good taste and favorably reflect the spirit of Lionism.