

**The International Association of Lions Clubs  
District 22-D**

**Policies and Procedures  
Manual**

For  
**Candidates for Vice District Governor  
Vice District Governor  
District Governor  
Immediate Past District Governor  
&  
District Cabinet Information**



Prepared by  
Research and Long Range Planning Committee  
and  
Honorary Committee  
2006



***District 22-D  
Policies and Procedures***

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**Foreword**

*“Where there is no Vision, the People Perish”*  
Proverbs 29:18

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

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

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

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

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

**History**

This Policies and Procedures Manual is a product of the District 22-D Long Range Planning Committee. The first draft was initially presented when PDG Charles E. “the Rev” Covington, Sr., was chairperson of the Honorary Committee. Then PDG James “Jim” Moore rewrote the first draft and submitted some copies to a few members of the Honorary Committee for review. Since no action was taken on either the original draft or the revision the idea died until DG Ralph C. Shieferstein asked PDG C. Kenneth “Ken” Draper, chairperson of the District 22-D Long Range Planning Committee, to write a Policies and Procedures Manual.

**Acknowledgements**

This Policies and Procedures Manual is written by PDG C. Kenneth “Ken” Draper, chairperson of the District 22-D Long Range Planning Committee, with the assistance of PDG Charles E. “The Rev” Covington, Sr., and others who offered their assistance by editing specific sections.

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**District 22-D Constitution**

**Article II  
Objectives**

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

**Section 2.** This Policies and Procedures manual is supplemental to District 22-D Constitution and By-laws, Multiple District 22 Constitution and By-laws and the Constitution and By-laws of Lions Clubs International.

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**Article IV, Section 1**

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

Lions Clubs International provides each District Governor with the tools needed to organize his/her district. No introduction to district leadership is provided a District Governor other than through Multiple District 22 District Governor Candidate Leadership Training Forum and the District Governor Leadership Training Forum provided by Lions Clubs International for District Governor Elect. This manual is only intended to compliment that training and assist District Governors in executing the duties of that office in a deliberate manner.

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**Candidates for Office**

**Vice District Governor**

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

In order to be considered a candidate for Vice District Governor, you must first be an active member in good standing of a chartered Lions Club in District 22-D that is in good standing in Lions Clubs International (LCI). Next you must meet the requirements of the LCI Constitution and By-laws of Lions International Article IV, section 7 & 8. Then, you must secure the endorsement of your Lions Club's Board of Director or a majority of the clubs in District 22-D for the office of VDG and send their letter of endorsement to the Chairperson of the Nominations for District 22-D after July 1st and at least thirty (30) days prior to Multiple District 22 Convention in the year you intend to seek election as the VDG. In our District the chairman is traditionally the Immediate Past District Governor, who will nominate each properly endorsed Lion as a candidate for the office at the next Cabinet Meeting for the endorsement of District 22-D.

After the Cabinet has approved the application and the candidate has a letter of acceptance in hand, then the Candidate may begin distributing of literature, personal flyers, and visiting Clubs within the District. Each candidate for the office of VDG, together with an official delegation, should attempt to visit each Lions Club in the District and solicit their support for now and in the future, even if he/she is an unopposed candidate.

**District Governor**

The criteria to become a District Governor (DG) are defined in the LCI Constitution and By-laws, Article IV, section 7 and 8. When a candidate has been elected VDG and intends to run for office of DG the following year, the VDG must again secure the endorsement of his/her Lions Club's Board of Directors for the office of District Governor and submit the letter of endorsement to the Chairperson of Nominations for District 22-D after July 1 and at least thirty (30) days prior to Multiple District 22 Convention in the year you intend to seek election as the District Governor.

Remember, the VDG does not automatically succeed the current DG in office, only if duly endorsed, nominated, and elected. However, the VDG must plan as if it were a given fact. The VDG seeking the office of DG is not required to visit any Club that was visited when campaigning for the office of VDG. That time, energy, and cost should be used more constructively assisting the DG perform district duties.

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**Offices**

**Vice District Governor**

The office of the Vice District Governor (VDG) is intended to be an opportunity to learn and prepare to be District Governor (DG). In keeping with this concept, there are certain items it would be beneficial for the Vice District Governor to address after being elected. Within the review of the duties of the Vice District Governor are milestones that indicate when certain events should be done.

Generally speaking, the Vice District Governor - Shall fulfill the duties and responsibilities of VDG as stated in LCI's Constitution and By-Laws. Shall be prepared to accept and fulfill the office duties of District Governor, if the DG is incapacitated. On occasion the VDG may represent the DG at certain functions due to conflicting schedules and obligations. Is always subordinate to the District Governor and should never usurp the DG authority or position. Does not automatically attend all District Committees as an Ex-Officio Officer – only when specifically designated by the DG or invited by the Chairperson. VDG should attend, if possible, all District 22-D Cabinet Meetings, Multiple District 22 Council Meetings, and Lions Club International Convention.

**May – June - Vice District Governor**

For orientation attend the out-going and in-coming Council of Governors meeting at the conclusion of MD 22 Convention, at which the Council Chairperson is elected and the new MD 22 Council officers are appointed and confirmed. (see: MD22 Council Meeting at MD Convention)

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

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

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

**July – December- Vice District Governor**

Qualify for District Governor according to LCI and District 22-D's Constitution and By-Laws.

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

Make Official visits with the District Governor for orientation and information at DG's discretion.

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

Define the District Cabinet structure and offices for the year you are DG and design all District contest.

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**Vice District Governor** – continued

**July – December** – Vice District Governor - continued

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

Observe the current Cabinet members. You will want some of them to serve on your Cabinet as well. The performance should meet your standards. Also, consider the personalities of the people you intend to appoint and anticipate how they will interact with the people with whom you expect them to work.

Some of the people you want will be unable or unwilling to serve or may want some assignment other than requested. Therefore, back up choices will be necessary.

**January** – Vice District Governor

Attend the MD 22 Council of Governor meeting. This meeting is where the up-coming Multiple District 22 Convention will be planned. Special attention should be paid to the people serving as committee Chairman from each district.

Announce The Lion of the Year Award and the due date. Solicit the nomination of worthy Lions from District 22-D through the District Bulletin and the Region Chairperson.

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

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

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

**February** – Vice District Governor

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

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**Vice District Governor - continued**

**February –Vice District Governor -continued**

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

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

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

Firm-up Region and Zone chairpersons’ appointments and get commitments.

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

**March – Vice District Governor**

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

Prepare a Calendar of Events with dates for your year.

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

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

Write the criteria for each District Contest, with dates and Awards. Design the Point Contest for Lions and Lioness Clubs and review with your primary staff Officers. Write the criteria for 100% Club President and 100% Club Secretary Awards.

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

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

**April – Vice District Governor**

Coordinate with the District Governor concerning the purchase of Official Blazers and appropriate embroidered patches for key Cabinet Officers – DG, VDG, Sec., Treas., and first Spouses.

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**Vice District Governor - continued**

**April – Vice District Governor - continued**

Complete confirmation of all Cabinet Personnel and Committee Chairpersons.

Redefine District Contests, Point Contests, President's Award, and Secretary's Award.

Obtain a copy of the local PU 101s from the District Governor and with the aid of your Cabinet officers prepare the Roster Book in detail. Carefully check for accuracy in the pertinent data of each officer -name, spouse, address, telephone number, e-mail addresses, etc.

The Vice District Governor and primary Cabinet officers should develop a tentative budget for the ensuing year to sustain the anticipated district program.

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

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

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

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

**May – June – Vice District Governor / District Governor Elect**

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

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

See: District Governor Elect for pertinent data.

***District 22-D  
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**District Governor Elect**

**May – District Governor Elect**

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

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

Coordinate with appointees from District 22-D for the MD 22 Council Committees and request them to be physically present when the out-going and the in-coming Council meet at the conclusion of the Convention to elect the Council Chairperson, and officers and appoint the new Multiple District 22 Council chairpersons. (See: MD22 Convention Council Meeting.

With District 22-D's nominees physically present, the District Governor Elect will officially make the nominations from District 22-D for the MD 22 Council Committee Chairperson according to the rotation schedule.

Officially confirm all appointments of District Cabinet Personnel and Chairpersons. Add MD 22 Officers and Committee Chairpersons to roster book. Send roster book to printers.

Coordinate with the PID's regarding an International Officer to be Guest Speaker at the District Governor's Ball program in December.

Together with the current District Governor hold a Leadership Development School for local Lions Club officers. Note: at this meeting with the Vice District Governor Elect present the theme, program and goals for the coming year to the Region Chairperson, Zone Chairperson, and Club Presidents. At the Presidents/Secretaries/Treasurers Banquet in September review program and goals but promote specific areas in special ways.

Initiate the Peace Poster Contest through the Youth Outreach Chairperson.

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

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**District Governor Elect** - continued

**June** – District Governor Elect

Review Printer's galley sheets, make corrections, and print the District Roster Book.

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

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

Accept invitations to visit Lions Vision Research Center (LVRF), Wilmer Eye Hospital, Johns Hopkins Medical Institutions, Baltimore, MD; Lions Eye Bank of Delaware Valley, Philadelphia, PA; and Leader Dogs for the Blind, Rochester, MI for information and their presentation.

***District 22-D  
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**District Governor**

**July - District Governor**

Attend International Convention and be formally inaugurated as District Governor.

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

A turnover meeting is not required by the District Constitution and By-Laws as it is in the Multiple District but in the interest of continuity this would be an excellent practice. In the past the individual committee chairmen have been expected to forward their records to their successors. In practice this has only occurred on a sporadic basis. Turnover is required for the departing District Governor and to the incoming District Governor by Constitution and By-Laws of Lions Clubs International.

Call the First District Cabinet meeting on a date within 30 days of the adjournment of the International Convention. (See LCI's Agenda requirements).

Every year the Leader Dog School in Rochester, MI, will invite the entire Council of Governors and their spouses to be their guest to tour the school for a weekend in either July or August. It is an all expenses paid trip and the Multiple District Leader Dog Chairman will handles all the arrangements. This is a great experience – accept the invitation.

Write and publish your first District 22-D Bulletin.

Announce the President/Secretary Banquet in September and plan the program's contest.

**August – District Governor**

Develop and schedule a Calendar of Events for your fiscal year. Include all known meetings which the District Governor is expected to attend, such as Official Club Visitations, Club Anniversaries, District 22-D events, MD 22 Council meetings and events, Conventions, Socials, Forums, Personal/Family time, etc.

Have District Picnic for Cabinet Members to get acquainted and socialize. This event is a covered dish affair and is intended to be a social event with spouses present. The intent is to provide an opportunity for the newly formed cabinet to get acquainted in a non work environment. However, in actuality it is the First District Cabinet Meeting, See LCI's: "District Governor's Manual" for the required business to be conducted.

MD 22 Turn over meeting - The Constitution and By-Laws requires that a turnover meeting be held within 45 days of the adjournment of the International Convention with the outgoing Council and Committees reporting to the incoming Council. The audit is due at this meeting and all funds and records are to be transferred at this time. The audit is due at this meeting and all funds and records are to be transferred at this time. Vice District Governors should attend this meeting for orientation and training. This type of meeting would also be of value to the District level but up until now this has not happened. District 22-D Turnover Meeting is traditionally a small event – only the IPDG, PCS and PCT meet with their respective counterparts for exchanging pertinent data and conferencing.

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

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**August – District Governor**

First Cabinet meeting is required to be held within 45 days of the adjournment of the International Convention. PDGs not already on the cabinet should be specifically invited to this meeting. The intent is for the DG to express an interest in their experiences and solicit their support. Nothing requires the DG to act on their advice but to recognize the value of their experiences. There are specific details that need to be handled at this meeting.

Voting privileges are restricted to the District Governor, Immediate Past District Governor, Secretary, Treasurer, Vice District Governor, Region Chairmen and Zone Chairmen. It has been the custom that the above mentioned people vote to extend the voting privileges to all committee chairmen on the cabinet. This does not extend to PDGs who are not serving as a Cabinet Chairperson. The final audit is due at this meeting and is to be presented by the Immediate Past District Governor or Past Cabinet Treasurer. All turnover reports are to be handled here.

Make equitable distribution of the District Roster Books.

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

**September – District Governor**

The District Governor is required by Lions Clubs International to make an Official Club Visit each Lions Club in the District at least one time during his/her term of office. It is particularly important that the District Governor contact the club early in the year and request an appropriate date for that visit. During the Official visit the District Governor must meet with the Board of Directors of the club and review its strengths, needs and operation. The club president will conduct the meeting and convene the Board of Directors, then give the chair to the DG for the business session. The DG must remember that he/she is a guest of the club and not in charge – he has the authority of DG but the people he is visiting gave him that authority for one year. LCI will reimburse the DG for the expenses based on receipts and reports.

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

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

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

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

**October – District Governor**

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

***District 22-D  
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**District Governor** – continued

**October** – **District Governor** – continued

Attend District 22- W Social, which is normally held the first weekend in October. The speaker has traditionally been the front runner in the contest for Second Vice President of Lions Clubs International. On Sunday after the social there will be a Council of Governors meeting. Each MD 22 Committee Chairperson is required to present a proposed budget for program expenses to the Council for the year.

Hold a District Governor's Banner Transfer dinner. This program is basically a fellowship and good-will event where the Immediate Past District Governor presents the District Banner to the District Governor. The president of the DG home club should preside and officially receive the District 22 Banner for the DG from the IPDG and his/her Lions Club. The District Governor has possession of the banner to stand at various functions during the year.

Call the Second District Cabinet Meeting. The Constitution and By-Laws requires that one meeting be held in each quarter.

**November** – **District Governor**

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

Hold the Second Cabinet Meeting. See LCI's "District Governors Manual" for the required business to be conducted.

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

**December** – **District Governor**

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

Hold the District 22-D Social, Governor's Ball with an International Officer as Guest Speaker of importance. Traditionally the District Governor's Ball is held on the first Saturday in December. This event is a major important to both the District and the Multiple District. The excitement of being District Governor is reaching the half way mark in your year and the work is starting to kick into gear. The District Governor's Ball has evolved into a major fundraiser for the District. The Ball should be priced to support itself. The funds received for the ad book are used to support the program and projects for the district.

Meet your International guest and speaker for your social. Protocol and courtesy dictate that the District Governor or a designated PID / PDG escort the International Guest and spouse from arrival until departure.

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

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**District Governor** – continued

**December** – **District Governor** - continued

District Governor should have prepared two sets of mailing labels for the President and Secretary of each Lions, Lioness and Leo Club in District 22-D for the MD Convention Committee Chairperson for mailing information and materials to each Club.

Select “Topics” for Leadership Development ( or MERL ) Training Seminars to be held at the MD Convention.

Plan to attend the Christmas Parties for the Visually Impaired in each county, which is co-sponsored by the Lions Clubs and the Division of Visually Impaired.

**January** – **District Governor**

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

Call the Third Cabinet Meeting of the year.

Attend MD 22-A Social and MD 22 Mid Winter Council Meeting in January. The primary subject at this meeting is the planning of the MD-22 Convention and LCI Convention. The MD 22 Convention Committee will give a detail report of the program planned for the convention. Many important issues relating to the convention will be discussed so be prepared to participate.

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

**February** – **District Governor**

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

Together with the Vice District Governor plan the Leadership Development School for Local Club officers in May.

Hold the Third District Cabinet Meeting. Refer to LCI’s: “District Governor’s Manual” for required business to be conducted.

Constitution and By-laws’ “Amendments,” if any are proposed, must be prepared for District Cabinet action and mailed to all Clubs this month.

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

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**District Governor** - continued

**March** – District Governor

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

Have a Mid-Winter Social for District 22-D and designate the 50/50 profits for a specific project.

Call the Fourth District Cabinet Meeting on a date that is at least 30 days prior to the District's annual Convention.

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

**April** – District Governor

Hold the last District Cabinet Meeting with spouses as guest. See LCI's: "District Governor's Manual" for the required business to be conducted. The fourth Cabinet meeting is generally held in April and the final written reports of the committee chairpersons are due. These reports are required in order that the District Governor can prepare and submit the final report to District 22-D. At this meeting the District Governor should appropriately recognize cabinet members and committee chairpersons for their performance.

Attend District 22-C Social. Normally no MD 22 Council meeting is held at this social.

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

Prepare a list of deceased members in the District 22-D from May to present, according to the Club Membership Reports and submit them to the MD22 Convention Committee to be listed in the Necrology Service booklet. Ask the IPDG for the names of deceased that were not included in the Necrology Service booklet at the last convention and add them for record.

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

Coordinate with the Vice District Governor concerning the purchase of Official Blazers and appropriate embroidered patches for the key Cabinet Officers – DG, VDG, Sec., and Treas. This should be a line item in the Administrative Budget.

Together with the Vice District Governor review plans and speakers for the Leadership Development School for Local Club officer in May.

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**District Governor** - continued

**May** – **District Governor**

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

During the District 22-D Luncheon be prepared to conduct the business agenda, make awards, and accept nomination speeches for both Vice District Governor and District Governor. It should be noted that at the elections meeting only duly certified delegates are entitled to vote and alternate delegates may substitute only after being certified by the credentials committee.

Prepare a list of deceased members from the April Membership Report and add to the printed list as a verbal report at the Necrology Service. Save the list and give it to the Vice District Governor for inclusion in next years Necrology Service booklet.

Work with the District Governor Elect to insure a smooth transition of power and administration.

Since District 22-D operates on a “0” balance, except for the \$2,000.00 in and out money, make recommendations for allocations and distributions of all money in the Treasurer’s account. After the elections are concluded instruct the District Treasurer to give \$1,000.00 to the new District Treasurer as part of the \$2,000.00 “Start-Up” money.

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

**June** – **District Governor**

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

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

*District 22-D  
Policies and Procedures*

**Immediate Past District Governor**

**July – Immediate Past District Governor**

Coordinates with the new District Governor and have an Official Turn-over Meeting with named Officers present.

Complete your Annual District Report and review it.

Continue to be a team member of the District Cabinet and support the new District Governor. As the Immediate Past District Governor accept your District Cabinet offices. Review what each office encompasses and submit goals and objectives for each office at the first Cabinet Meeting in August.

The Immediate Past District Governor by virtue of the office is a member of the Delaware Lions Foundation and co= sponsor of the Lion of the Year Award.

Normally the Immediate Past District Governor is Cabinet Chairperson of Lions Clubs International Foundation (LCIF), Nominating Committee, Honorary Committee and the James A. McCarty Scholarship Committee.

**August – Immediate Past District Governor**

At the First District Cabinet meeting the Immediate Past District Governor is responsible to insure that the final audit of the Treasurer’s books is presented and to see that all turnover reports are made.

Print and distribute your Annual District Report to your Cabinet Members and each Local Lions Club president

**September – Immediate Past District Governor**

The Vice District Governor and the Immediate Past District Governor of District 22-D will join together as members of District 22-D Cabinet to announce the Lion of the Year Award among the Lions Clubs and solicit nominations for the award from any Club or Lion in the District.

**October – Immediate Past District Governor**

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

**November – Immediate Past District Governor**

As chairperson of the James A. McCarty Scholarship Committee the IPDG should review and make sure that the applications are distributed to the high school counselors with proper instructions.

*District 22-D  
Policies and Procedures*

**Immediate Past District Governor** - continued

**November** – Immediate Past District Governor - continued

The Immediate Past District Governor should hold the first Honorary Committee meeting of the year for an overview of special programs or projects pertaining to District 22-D and discuss how we can facilitate support.

**March** – Immediate Past District Governor

There should be at least two meetings in the spring – one for business and one for the Spouse’s Night Social. The IPDG shall call one meeting at least 45 days prior to the convention of the annual MD 22 Convention to elect one Honorary Committee member to serve on the MD 22 Finance Committee for two years and one to the Lions Vision Research Foundation for two years.

**April** – Immediate Past District Governor

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

***District 22-D  
Policies and Procedures***

**Council Chairperson**

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

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

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

Any Lion who is technically a past District Governor is eligible to serve as Council Chairperson;

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

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

1. The Council Chairperson shall be selected on a rotation basis according to the Multiple District 22 Policy and Procedure Manual, Schedule of Rotation; provided, however, that no Sub-District shall succeed itself in holding the position.
2. The office of the Council Chairperson will be open to all Past District Governors who have served as the District Governor of District 22-D and who have not served previously as Council Chairperson.
3. The District Honorary Committee Chairperson shall oversee the selection of two candidates for the office of Council Chairperson. The Honorary Committee shall nominate and elect from those eligible within District 22-D two (2) PDGs as candidates for said office but only their first choice will be presented to the incoming Council of Governors by March 1<sup>st</sup> for consideration at the Council Meeting at District 22-B. If that candidate is rejected, then the reserve candidate will be presented.
4. District 22-D candidate nominated will be conveyed to the incoming Council of Governors through their Vice District Governor for a consensus of opinion. Also, an official letter will be sent to the current Council Chairman, who coordinates all business at Multiple District level. It will be the Vice District Governor's responsibility to return the acceptance or rejection of the candidate to the Honorary Committee Chairperson. If the first candidate is rejected, then the reserve candidate will be presented.
5. The five (%) current Vice District Governors, who will comprise the incoming Council of Governors, will vote to elect their Council Chairperson according to present policy at its first meeting immediately following the adjournment of the MD 22 Convention, which is chaired by the current Council Chairperson. As soon as the incoming Council elects their Council Chairperson, the meeting is turned over to the incoming Council and the incoming Council Chairperson chairs the meeting for further required business.
6. The Council Chairperson will be reimbursed according to the same Rules of Audit as the District Governors for the meeting he/she is required to attend, except for the incoming International Convention and USA/Canada Leadership Forum.

*District 22 – D  
Policies and Procedures*

**Guideline for the Acceptable Expenses for Vice District Governors**

District 22-D Constitution and By- Laws, Constitution, Article V, Section 4. authorizes and funds an account to defray the expenses of the Vice District Governor incurred in his/her official capacity. The District Governor will enter VDG expenses as a line item in the District Administrative Budget to pay certain predetermined expenses, since the VDG will not be reimbursed by LCI for any expenses incurred as VDG.

***Constitution, Article V, Section 4. A special account equal to 50 cents per-capita shall be reserved to defray the expenses incurred by the Vice District Governor in his official capacity. All such expense claims shall be accompanied by receipts or other evidence of payment. Any surplus of the sum collected over the amount allowed shall remain in the said special account for the use in subsequent years for the same purpose or, if the surplus exceeds \$1,000.00 the excess over \$1,000.00 shall be returned to the General Administrative Fund Account.***

Unfortunately, people being what they are, the word “official capacity” seem to have a variety of definitions and it appears that some detailed guidelines need to be specified to ensure that the intent of this passage is generally agreed upon. Therefore, this section is being drafted to provide guidance to the current and future Vice District Governor.

The intent of Lions Clubs International in creating and standardizing the office of the Vice District Governor was to smooth the transition to District Governor and allow for a year of preparation to learn the requirements of the District Governor office. This also allows a year for the Vice District Governor to plan programs and select a cabinet for the coming year without the distraction of campaigning for office. In order for this to be realized the Vice District Governor needs to participate in a number of functions with the District Governor, at least as an observer. In addition to the cabinet meetings of District 22-D there are the council meetings of the MD 22 and a number of social events involving protocol that should be attended in this year of preparation.

Therefore, it would be reasonable to consider the cost attending the following meetings as an official duty:

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

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

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

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

**District 22-D  
Policies and Procedures**

**Guidelines for the Acceptable Expenses of Vice District Governors** - continued

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

**Guidelines for Acceptable Expenses of District Governor**

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

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

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

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

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

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

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

***Constitution, Article V, Section 3. The expenses of the District Governor in connection with his/her attending the International Convention at the close of his/her term of office shall be considered a District administrative expense and ten (10) cents of each annual billing shall be set aside to defray said expenses. In the event the amount set side is insufficient, the District Governor's Cabinet shall have the authority to supplement the same from District Administrative Fund in order to meet the deficiency. Reimbursement for said expenses for the outgoing District Governor shall be on the same basis as outlined in the Rules of Audit of Lions Clubs International. All such expenses claims shall be accompanied by receipts or other evidence of payment. Any surplus of the sum collected over the amount allowed shall remain in the said special account for use in subsequent years for the same purpose or, if the surplus exceeds \$1,000.00, the excess over \$1,000.00 shall be returned to the general Administrative Fund Account.***

***District 22-D  
Policies and Procedures***

**Alphabetical Listing of Frequent Used Words**

**Administrative Account Income**

According to Lions Clubs International the only money which can be used in the Administrative Account is that which is raised solely from Lions in the Club or District. If the community or public participates in the program in any way, then all income must be deposited in and expended through the Activities or Service account. At no time can the income from community participation be split between Administrative and activities. Fund raising activities of candidates for whatever office can only be promoted among Lions within the club, district or multiple district but no money can be raised from the community. The candidate may personally contribute the needed funds.

**Advisory Committee**

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

**All Star Football – Blue-Gold All Star Football**

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

**Authority**

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

**Campaign SightFirst II**

Lions Clubs International Foundation initiated this global fund raising effort in 2006. It is an all out effort to raise funds world wide conducted on a three year timetable.

**Candidate Endorsement**

The Honorary Committee will not endorse any candidate for any office. The Committee has no business in politics; therefore, as a body, it will not make any statement regarding any candidate or give an endorsement to any. However, each PDG as an individual should be very active in recruiting and encouraging viable and worthy Lions to campaign for the high office at each level- District, Multiple District, and International.

**Candidate Fund Raising Activities**

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

***District 22-D  
Policies and Procedures***

**Constitution and By-Laws**

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

**Death within the Honorary Committee**

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

**Delaware Lions Foundation**

The Delaware Lions Foundation is a 501c3 charitable tax exempt corporation. Its mission is to support the humanitarian services goals of the Lions Clubs of District 22-D in their humanitarian service goals to the citizens of Delaware. The Directors will be nine (9) Lion Members, divided into three (3) from each county, the District Governor, the Vice District Governor, the Immediate Past District Governor and each International Director or Past International Director. The Vice District Governor immediately after being elected District Governor prior to the Annual Meeting of the Board of Directors of the Foundation shall appoint three (3) Lions, one (1) from each County, to serve a term of three (3) years. Each year The Foundation provides matching funds to assist Lions Clubs to enable them to complete sight and hearing related projects or extend humanitarian service project within their respective communities, which without Foundation support would not be accomplished. Also, the Foundation annually grants educational scholarships to seniors attending public high schools in Delaware.

**District Banner Transfer**

The District Governor and the Home Lions Club decide the time and place. The Program is light – Outgoing and Incoming District Governor speak about their year. It is a symbolic transfer of power through the passing of the gavel, banner, pen, and checkbook. Senior PDG should bring greetings behalf of the PDG's. Each Lions Club should send representatives to celebrate with the District Governor.

**District Budget**

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

LCI, through its Rules of Audit, will assist each District's operation. The District Governor will be partially reimbursed by LCI for attendance at New Club Charters and the 25<sup>th</sup>, 50<sup>th</sup> and 75<sup>th</sup> Club Charter Anniversaries. In general the Rules of Audit speak for themselves and LCI will rigidly enforce them, without exception.

All expenditures not allowed or reimbursed by LCI according to its Rules of Audit revert to and become a part of the District Budget. When the District Budget is expended, then the costs are the responsibility of the District Governor. Therefore, plan ahead and stay on top of what is being expended.

***District 22-D  
Policies and Procedures***

**District Budget** – continued

At the District Convention the District Treasurer should give the new District Treasurer at least \$1,000.00 of the \$2,000.00 which is carried forward each year as “Start-Up” money and the balance at the District Turn Over meeting in June/July.

The District Governor should reserve enough money to discharge the cost of publishing an Annual Year-End Report of District Activities for each cabinet member and each club president. Since District 22-D operates on a “0” balance budget, except for the \$2,000.00 in and out money, the DG judiciously make recommendations concerning allocations and distributions of all remaining money in the Treasurer’s account.

**District Bulletin**

Carefully select the District Bulletin Editor for your year. Discuss the format and particular features you want incorporated with your editor. LCI will compensate the District for one Bulletin per club per month published according to its Rule of Audit. This will not cover the expense. The difference in the cost of producing and mailing the Bulletin must be borne by the District Budget.

**District Cabinet Picnic/Social**

Originally this was intended to be strictly a social event with spouses present. The intent was to provide the newly formed Cabinet an opportunity to meet and get acquainted in a non-work environment. When this has been a picnic event, it has been a covered dish affair – Cabinet members are asked to bring particular salads, vegetables or whatever and the District Governor provides the meat and beverages.

**District Committee Chairperson -Criteria**

The prerequisite for selection as a District Cabinet committee chairperson or appointee is subjective on part of the Vice District Governor and based on individual Lion’s demonstrated interest and capabilities. The individual must be able to work harmoniously with others, plan capably in the office assigned, and be relied upon to execute the Cabinets approved plan of action. Each of the committee assignments is a period of specialization, which is time consuming and demanding with the joy of serving as the only return on the investment of time and energy.

**District Governor**

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

**District Governor’s Ball**

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

**District Luncheon during MD Convention**

The District Luncheon during Multiple District Convention should stay within two and half-hours and definitely not exceed three hours. Awards to Cabinet members should be presented at the 4<sup>th</sup> District Cabinet meeting or some other appropriate time. Except the gift to the District Governor there should be no personal gifts made at the District Luncheon.

***District 22-D  
Policies and Procedures***

**District Pin**

The district trading pin has been a tradition since 1974. It was originally intended to promote interaction at the International Convention. It has since evolved into a significant fund raiser that helps to minimize our sub-district dues. The Vice District Governor, as a member of the District Governor's primary staff, should be chairperson of the District Pin Design for the forthcoming year when he/she is District Governor. The chairperson should solicit pin designs early in the year and have the final pin approved at the third Cabinet Meeting. However, the pin design does not become the District trading pin until after the International Convention is adjourned. The pin traders in our district strongly recommend that the pin be designed as a series of 5 or 6 to enhance their value for trading and subsequently enhance their marketability.

The MD 22 trading pin serves much the same purpose as the district pin with respect to promoting fellowship and interaction at the International Convention. It also serves as a fund raiser to support the hospitality room for our MD at the International convention. The Chairperson of the MD 22 International Convention Committee will solicit designs and handle production of the pin after the Council approves the design.

**Elections Committee**

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

**Extension – New Lions Clubs**

The Extension Committee is to expand district membership in Lions Clubs through the formation of more Club Branches and the charting of New Lions Clubs. In order to do that the Extension Committee is developing Certified Guiding Lions to work with Local Clubs in becoming stronger and creating Branch Clubs. Their dedication, knowledge and leadership skills are essential to ensure the continued growth of Lions Clubs International. Local Clubs should retrograde in territorial rights and work for greater humanitarian service within the area.

**Fiscal Responsibility**

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

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

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

***District 22-D  
Policies and Procedures***

**Honorary Committee**-Constitution, Article VI, Section 1 and Section 2, and By-Laws, Article II, Section 9

The Immediate Past District Governor usually serves as the Committee Chairperson. The PIDs are the District Governor's first echelon of advisors concerning all administrative matters and serve as the contact person for securing International Officers for District and Club functions. Is a standing committee composed entirely of Past District Governors of District 22-D and the Past District Governors of other Districts who reside within Delaware and should be one of the District Governor's most valuable assets. Their experience and leadership capabilities should be utilized advantageously. It exists solely to assist the District Governor in forming plans, policies, and procedures that affect the District and to assist in preparing the Vice District Governor for the future responsibilities. Its voice is heard only in an advisory capacity.

The District Governor's Honorary Committee shall meet when requested by the District Governor or at the call of the Chairperson. The Honorary Committee shall under the direction of the District Governor in the promotion of harmony throughout the District. There should be at least two meetings in the spring – one business and one for the Spouse's Night Social. The Chairperson shall call one meeting at least 45 days prior to the convening of the annual MD 22 Convention to elect one Honorary Committee members to serve on the MD 22 Finance Committee a two year term and one to the Lions Vision Research Foundation for two years. At the annual Spouse's Night Social the District Governor and Spouse will be guest of the Honorary Committee Chairperson. This meeting is a fun time and should be enjoyed without a business session, except for remarks from our ID/PID, and the Chairperson. If a personal gift is to the District Governor or anyone else, it is to be an individual matter and the costs are to be borne by the benefactor.

**International Convention as District Governor Elect**

As the District Governor Elect you are required to attend the International Convention immediately following your election. There will be a District Governors Training School held 3-5 days prior to the Convention at which you will be introduced to massive amount of administrative details regarding Lions Clubs International and District operations. Therefore you do not need to make reservations except for travel arrangements. Vice District Governors are not required to attend the International Convention and no arrangements will be made for them. If they attend, they are on their own expense account and no reimbursement will be made from either LCI or District funds.

**International Director / Past International Director**

The International Director (ID) / Past International Directors (PIDs) are the District Governor's first echelon of advisors concerning all administrative matters. They serve as the contact persons for securing International Officers for District and Club functions.

**International Speakers**

International Speakers are available for District Socials or Conferences once a year and for any Lions Club that is celebrating its 25<sup>th</sup>, 50<sup>th</sup>, or 75<sup>th</sup> Charter Anniversary. The District Governor or Club President should contact one of the MD 22 PIDs and seek assistance in securing the best speaker available. Each should be careful to make sure that proper recognition is given to the International Guest when present and that letters of appreciation are submitted subsequent to the visit.

**James A. McCarty Fellow**

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

***District 22-D  
Policies and Procedures***

**James A. McCarty Memorial Scholarship**

The Delaware Lions Foundation has created a statewide Scholarship Program and will sponsor Educational Scholarships annually for high school seniors residing in Delaware and attending public high Schools in Delaware. It has established the PID James A. McCarty Fellowship as the primary source of funds to operate the Scholarship Program. James A. McCarty Fellowship awards are available through any Lions Club. Scholarships Applications are available from each high school guidance counselor and must be submitted before due date. The Foundation President shall appoint annually the Chairperson of the Scholarship Committee with two other persons, who shall be members of either the Delaware Lions Foundation or the District Cabinet.

**Leader Dog for the Blind**

Leader Dogs for the Blind School in Rochester, Michigan, will invite the entire Council of Governors and their spouses to be their guest and tour the School for a weekend. All arrangements are made by MD Leader Dog Chairperson and expenses are provided by the school.

**Leadership Development**

The Leadership Development Committee organizes and conducts the Leadership Training School in May to orient and train Local Club Officers and the Region and Zone Chairpersons in the duties and responsibilities of their respective positions as officers. Classes are usually scheduled twice a year with one in north and one in the south. The Incoming District Governor will present desired goals for the District. The Leadership Development Committee develops leaders using mini leadership seminars, focused workshops, and regular communications with Clubs and District officers.

**Leo Clubs**

See “Lioness and Leo Clubs” for relationship to Lions Club as sponsor. Leo Clubs are junior Lions Clubs in the making composed of High school Youth with Lions from the sponsoring Lions Club serving as counselors and facilitators.

**Lion of the Year Award**

The Lion of the Year Award will be presented annually by the Vice District Governor at the District 22-D Meeting at the Multiple District 22 Convention. The Vice District Governor and the Immediate Past District Governor of District 22-D will join together as members of District 22-D Cabinet to announce the Lion of the Year Award among the Lions Clubs, to solicit nominations for the award from any Club or Lion in the District, and to fund all expenses connected with the award as a District project. All nomination for the Award shall be sent to the VDG, who is the chairperson. The Vice District Governor and the Immediate shall then select three prior recipients of the Award, who are not members of any club from which a nominee is a member to read and judge the nominations and to assist in evaluating which nominee is most worthy of the award. The VDG shall then send photocopies of each nomination to the judges, who will read the nominations and rank them in numerical order. The Vice District Governor will then collate the findings and make final selection based on the highest ranking of the nominee. If a nominee is from the home club of the VDG, then the VDG shall defer to the IPDG to make final selection. All accomplishments considered by the judges must have taken place during the most recent eighteen (18) months proceeding April 1<sup>st</sup>. An accumulation of accomplishments in prior years or over a great number of years will not be considered

**Lioness and Leo Clubs**

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

***District 22-D  
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**Lions Clubs International Foundation (LCIF)**

Lions Clubs International established the Lions Clubs International Foundation (LCIF) in order to extend its endowment so it can provide matching funds to District/Multiple District Service Projects and respond with charitable gifts to national disasters worldwide. In order to garner new money to enlarge the corpus of LCIF the Melvin Jones Fellowship Award was created to be the highest award a Lion can receive. All monies received through its Melvin Jones Fellowship Awards and special gifts become escrowed endowments.

**Lions Eye Bank of Delaware Valley**

The Lions Eye Bank of Delaware Valley is a hospital facility that specializes in cornea transplants the tri-state area but does research and development in disease of the eye. The hospital staff will extend an invitation to each incoming District Governor of District 22-D to visit their facilities and learn about their operation and program in detail and its contribution to people of Delaware.

**Lions Vision Research Foundation (LVRF)**

Lions Vision Research Foundation (LVRF) is a project that is equally shared by the five Districts of Multiple District 22. Each District Governor is automatically a voting member of the Board of Directors while serving as District Governor.

**Long Range Planning Committee**

The Long Range Planning Committee was requested to write a Policies and Procedures Manual for District 22-D with its primary focus on the journey of the District Governor from Candidate to Power Done Gone (PDG). This document is the product of that assignment.

**Melvin Jones Fellow**

Lions Clubs International created the Melvin Jones Fellowship Award to be the highest award a Lion can receive. Any Lion, Lions Club, or other entity may purchase the award for any worthy recipient. All monies received by LCI through its Melvin Jones Fellowship Award are used as new money to enlarge the corpus of the Foundation. Each year District 22-D has a Melvin Jones breakfast for recipients of the award and their guest.

**Membership**

Membership is each Lion's opportunity to invite prospective friends and neighbor to become members of the largest civic service organization in the world. Recruiting new members is giving new life to the Lions Club. The District Membership Committee, as a part of the MERL team, works with the Local Club Membership Committee to recruit new members through personal contacts with and information meetings for prospective members, to induct new members with proper ceremonies, and to develop viable new members through their sponsors and mentoring.

**Membership – Extension – Retention – Leadership Team (MERL)**

MERL is a team approach to Membership, Extension, Retention and Leadership. These four sections are entwined and connected in the programs developed to achieve the goals desired. The MERL Team holds seminars based on Membership – Extension – Retention – Leadership – New Member Orientation – Officer Training – Club Branches and New Clubs – Four Step Mentoring – and other subjects.

**Mid-Winter Social**

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

***District 22-D  
Policies and Procedures***

**MD 22 Convention Committee Appointments**

District Governor will receive from the MD 22 Convention Committee a list of Convention program events for which there must be a Chairperson or member named from District 22-D. It should be prepared and submitted by the Mid-Winter Council meeting in January; if it is not complete at the time, it must be completed by the next MD 22 Council Meeting, in order that the MD 22 Convention Committee will have time to print the MD Convention Books.

Note: If the DG decides not to name the present District Committee Chairperson for District 22-D, the District Committee Chairperson should be informed of that decision when appointments are made.

**MD 22 Council Meeting – Council Meeting at MD Convention – May**

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

**MD 22 Council Meeting – Council Meeting for Turn-over – August**

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

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

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

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

On Saturday prior to the Ball photos for the Multiple District program book will be taken. The council meeting is held on Sunday following the Governor's Social. At this meeting the MD Convention Committee will ask each DG for the Convention Committee appointments for various convention committees and ask for two or three sets of mailing labels for the clubs of your District. It is essential that you provide them in order to have an effective Multiple District Convention.

**MD 22 Council Meeting – Council Meeting at 22-A – January**

This meeting is held in conjunction with the Governor's Social. The primary subject of interest is planning the Multiple District Convention. Here you will hear in detail exactly what will happen at the Convention. Financial matters within the budget should be carefully evaluated before it is adopted. It should be strictly followed and not violated without carefully considering the effects of your decision.

**MD 22 Council Meeting – Council Meeting at 22-B – March**

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

**MD 22 Council Meeting – Council Meeting at 22-C**

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

***District 22-D  
Policies and Procedures***

**MD 22 Convention Committee Appointments – May**

District Governor will receive from the MD 22 Convention Committee a list of Convention program events for which there must be a Chairperson or member named from District 22-D. It should be prepared and submitted by the Mid-Winter Council Meeting in January; if it is not complete at that time, it must be completed by the next MD 22 Council Meeting, in order that the MD 22 Convention Committee will have time to print the MD Convention Books.

Note: If the DG decides not to name the present District Committee Chairperson for District 22-D, the District Committee Chairperson should be informed of that decision when appointments are made.

**Nominating Committee**

The District Governor shall appoint by November 1<sup>st</sup> prior to the District Convention a Nominating Committee of the Immediate Past District Governor and one other Lion in good standing in the District, who shall not at the time of their appointment hold any Elected District, Multiple District, or International Office. The Nominating Committee shall receive all nominations for Vice District Governor, District Governor, and Candidates from within the District for International Office; verify that each nominee is qualified to be a candidate according to the requirements for each respective office; and present each qualified Candidate for said office to the District Cabinet for approval to be presented for election at the District Convention.

**Nominations for MD 22 Committees**

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

**Official Club Visits**

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

**Peace Poster Contest through LCI**

The District Governor through the Cabinet Chairperson should publicize and solicit Lions Clubs to sponsor the Peace Poster Contest in their local schools. Deadlines and cut-off dates are critical. Information and school participation should begin in May or June at the latest.

**Policy and Procedure Manual – Multiple District 22**

Rotation Schedule of Chairpersons and Committees for the five District Governors on MD 22 is provided in the MD 22, Policies and Procedures Manual, which is maintained by the MD 22 Long Range Planning Committee.

**President / Secretary/Treasurer Banquet**

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

***District 22-D  
Policies and Procedures***

**Programs and Goals for District**

As soon as possible after the District Governor is elected and before the District Officers Training School is held the District Governor Elect should exercise his/her leadership and have a formal meeting with the Vice District Governor, the Region Chairperson, and the Zone Chairperson to present them with the programs and goals for the year and what they are expect to do to make them happen. If any of them feel that they cannot give the time to meet the expectations, they can resign and be replaced early enough that it doesn't adversely affect the programs and goals. These summarized statements are carried forward for public dissemination at the District Officers Training School.

**PU 101 Forms**

This is the form that the Club secretaries are required to file with LCI and the District Governor's report the incoming officers for the coming year. This form is a valuable source to assist the Vice District Governor in many ways; first data is needed for the District roster book and emphasizes should be expressed to the clubs to submit them as soon as possible.

**Ralph N. Helm Fellow**

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

**Region Chairperson**

District 22-D is divided into Regions of one per county and each Region is divided into two (2) or three (3) Zones. Each Region Chairperson, under the supervision and direction of the District Governor, shall be chief administrative officer in his/her Region. The District Governor presents to the Region Chairpersons the programs, activities, and goals for the year and what they are expected to do to make them happen. Each Region's Zone Chairpersons. Specific duties are stated in the District 22-D Constitution and By-Laws.

**Retention**

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

**Roaring Lions**

Lions Clubs International has a public speaking course entitled, "Roaring Lions," to help aspiring leaders learn how to speak, conduct meetings, and present their ideas in order. Local Club Vice Presidents should consider taking the course for personal value as well as it complimenting their term of office. Each year during the MD 22 Convention there is a "Speak Off" for the winner from each District.

***District 22-D  
Policies and Procedures***

**Roster Book**

The Roster Book is an information guide for Local Clubs relative to District and Multiple District personnel. The Vice District Governor should appoint by the Mid-winter Social a Roster Book Committee of two persons to assist the District Governor Elect in garnering and assimilating pertinent information relative to Local Lions, Lioness and Leo Clubs, District Cabinet personnel, District programs, District activities and contest, and Multiple District 22 Committees. The named committee members should be computer literate and work to insure that the Roster Book is accurate and published on time.

**Rules of Audit**

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

**Special Olympics**

Delaware Special Olympics is still a growing organization serving approximately 1500 athletes with a year round program featuring 16 sports. The Lions of District33-D have been an active sponsor of their activities since 1976 and the program has grown each year. Since 1998 the Lions have actively participated in the Polar Bear Plunge in Rehoboth Beach as a Fund Raiser for Special Olympics.

**USA/Canada Leadership Forum**

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

**Vice District Governor (VDG)**

The Vice District Governor, subject to the supervision and direction of the District Governor, shall be chief administrative assistant to the District Governor and is second to the District Governor. The VDG is candidate to become the next District Governor and as such, shall focus on that goal as a primary duty and responsibility. The VDG is also the Cabinet chairperson of The Lion of the Year Award. The specific duties and responsibilities of the VDG are stated in the District 22-D Constitution and By-Laws.

**Walk for Sight**

The Delaware Lions Foundation (DLF) has as its public supported District Project an annual Walk for Sight in October at the Monster Mile, Dover International Speedway. It is followed by an annual auction.

**Zone Chairperson**

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

*District 22-D  
Policies and Procedures*

***APPENDIX "A"***

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

**A. PURPOSE:**

1. To provide recognition to the Lion in District 22-D who most distinguishes him or her self as an active and contributing member of both their Club and the District during the current Lion year.

**B. NOMINATIONS:**

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

2. Each entry must be postmarked on or before April 1<sup>st</sup> of the year of the Multiple District 22 Convention.

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

**C. ELIGIBILITY:**

The Candidate must meet the following basic qualifications:

1. Must be a member in good standing of a Lions Club in District 22-D according to Lions Clubs International and must have been a member of a Local Club in the District for at least twelve (12) months.
2. Must be current in the Club obligations of attendance, dues, and committee assignments.
3. Must not be the Council Chairperson, the District Governor, the Vice District Governor, the Immediate Past District Governor or a Vice District Governor Candidate.
4. Must not have received previously the District 22-D Lion of the Year award.

**D. JUDGING:**

1. Judges for Lion of the Year award shall be five (5) Lions: the Immediate Past District Governor, and three (3) previous recipients of the District 22-D Lion of the Year award as selected by the first two committee members. Ideally, there should be one previous recipient from each region.

2. Judges shall not inform any outside parties of either those nominated or their selection prior to the official announcement of the Award at the District Convention.

3. Names of all nominees and their relative standing will not be released.

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

***District 22-D  
Policies and Procedures***

**LION OF THE YEAR AWARD - continued**

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

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

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

**E. THE AWARD:**

1. The Lion of the Year Award will be presented annually by the Vice District Governor at the District 22-D Meeting at the District 22 Convention.

2. The winner or winners, in case of a tie, of the Lion of the Year award will receive a plaque appropriate to the award (presently, antique bronze frame LCI Catalogue number TR293). The plaque will be purchased with District 22-D Administrative Funds. The Vice District Governor will arrange for the purchase and engraving of the plaque in order to have it available for presentation.

3. The wording on the plaque shall read:

Past International Directors

Ralph N. Helm  
James A. McCarty  
Memorial Award

Lion of the Year

(Name of Recipient)

Outstanding Service  
To Humanity  
Through Lionism

(Lion Year)  
District 22-D  
Delaware

*District 22-D  
Policies and Procedures*

***APPENDIX "B"***

**Delaware Lions Foundation, Inc.**

**James A. McCarty Memorial Scholarship**

- Who Is Eligible?** Graduating high school seniors residing in Delaware and attending public high school in Delaware
- Requirements:** Applicant must demonstrate exceptional involvement in community service and good leadership skills. Applicant must also have high scholastic achievement and demonstrate financial need.
- Amount of Award:** \$500 Scholarship to be paid to the college of award recipient's choice
- How to Apply:** Complete Application Form and provide all requested attachments (recent transcript, college acceptance letter(s), FAFSA Form if available, and Part II Essay).
- Submit two (2) letters of recommendation from non-related adults familiar with applicant's school or community activities. One letter **MUST** be from a teacher, guidance counselor or other school official.
- Mail completed application and attachments to:
- DELAWARE LIONS FOUNDATION, INC.  
SCHOLARSHIP SELECTION COMMITTEE  
P.O. BOX 393  
CAMDEN, DELAWARE 19934**
- Deadline:** The completed Application Form with all attachments must be post marked no later than **APRIL 1, 2006**. Applications post marked later than this cut-off date will be eliminated from consideration.
- Comments:** All applicants will be judged on the following criteria:
1. Community Service and Leadership (35%)
  2. Scholastic Achievement (30%)
  3. Financial Need (25%)
  4. Application appearance, completeness, and organization (10%)

*District 22-D  
Policies and Procedures*

**James A. McCarty Memorial Scholarship**  
Continued

All material submitted with application will not be returned and will be properly disposed of once competition has ended. All material submitted will be kept confidential within the Delaware Lions Foundation, Inc. Scholarship Selection Committee.

Applicant must be enrolled by September 2006 in a course of study maintaining a minimum of 12 credit hours. By submitting an application, applicant agrees to these rules and requirements.

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

Application is available on website:

[www.delawarelionsfoundation.org](http://www.delawarelionsfoundation.org) and [www.lions22d.org](http://www.lions22d.org).

DELAWARE LIONS FOUNDATION, INC.

JAMES A. MCCARTY MEMORIAL SCHOLARSHIP APPLICATION

PART I

NAME \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

NAME OF FATHER / GUARDIAN \_\_\_\_\_

FATHER'S OR GUARDIAN'S OCCUPATION / PLACE OF  
EMPLOYMENT \_\_\_\_\_

NAME OF MOTHER / GUARDIAN \_\_\_\_\_

MOTHER'S OR GUARDIAN'S OCCUPATION / PLACE OF  
EMPLOYMENT \_\_\_\_\_

NO. OF SIBLINGS \_\_\_\_\_ AGES \_\_\_\_\_

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

NAME OF HIGH SCHOOL YOU ARE ATTENDING \_\_\_\_\_

EXPECTED DATE OF GRADUATION \_\_\_\_\_ ACADEMIC AVERAGE / CLASS  
RANK\* \_\_\_\_\_

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

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

\_\_\_\_\_

NAME THE COLLEGE YOU PLAN TO ATTEND, IF KNOWN: \_\_\_\_\_

\_\_\_\_\_

EXPECTED PROGRAM OF STUDY: \_\_\_\_\_

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

\_\_\_\_\_

HAVE YOU APPLIED FOR A SCHOLARSHIP FROM THIS COLLEGE ? \_\_\_\_\_

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

**JAMES A. MCCARTY MEMORIAL SCHOLARSHIP APPLICATION**

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

---

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

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

---

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

GRADE 9: \_\_\_\_\_

GRADE 10: \_\_\_\_\_

GRADE 11: \_\_\_\_\_

GRADE 12: \_\_\_\_\_

(ATTACH ADDITIONAL PAGES IF NEEDED)

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

---

---

**PART II**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Parent / Guardian

**District 22-D**  
**Policies and Procedures**

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