

Multiple District 29 Policy Manual
January 1, 2011 Revision
Version 1.1.2011

- Tab 1: Introduction and Forward
- Tab 2: Multiple District Council of Governors
- Tab 3: Multiple District Constitution and By-laws
- Tab 4: Suggested Formats for Council of Governors Meetings
- Tab 5: Duties of Multiple District Officers and Chairpersons
- Tab 6: State Council Administrative Fund
- Tab 7: Rules of Audit
- Tab 8: Candidates for Second Vice District Governor and Training
- Tab 9: West Virginia Past District Governors Association
- Tab 10: West Virginia Lions Sight Conservation Foundation, Inc.
- Tab 11: West Virginia Lions Youth Exchange Program
- Tab 12: West Virginia Lions Leadership School
- Tab 13: District Conferences
- Tab 14: West Virginia Lions State Convention
- Tab 15: Forms

Introduction and Forward

This Multiple District Policy Manual is designed to guide and assist the Council of Governors and those serving under their supervision and guidance, in their strategic planning and performance of their duties and obligations. It is not intended to be a static document, but rather, it should be treated as a “work in progress” as new initiatives emerges, new programs are implemented, and the governing constitutions and by-laws are amended and approved.

This Policy Manual should not be interpreted to contradict or abrogate the mandatory requirements of the Multiple District 29 Constitution and By-Laws, the Model Form Multiple District Constitution and By-Laws, or the Lions Clubs International Constitution and By-Laws. Rather, those documents are incorporated herein by reference, and in some instances, set forth verbatim as part of this manual. Every effort has been made to reconcile the language of those documents with the requirements of this manual. In any instance where there may be conflicting language, the constitutions and by-laws prevail.

This Policy Manual represents the combined efforts of many past international directors, councils, past district governors, and multiple district leaders. Lions of Multiple District 29 owe each of them our gratitude for their vision, wisdom, invaluable insights, and exemplary leadership.

Multiple District 29 Council of Governors

Membership and Authority

Article IV, Section I of the Multiple District 29 Constitution reads as follows: “There shall be a Council of Governors composed of the District Governors and one Immediate Past District Governor, who shall serve as Chairman.”

Section 5 of Article IV enumerates the powers and obligations of the Multiple District Council in the following language: “Except where inconsistent with and contrary to the provisions of the Articles of Incorporation and Constitution and By-laws of the International Association of Lions Clubs, the powers granted therein to the Board of Directors of said Association, and the policies and acts of said Board of Directors, the Multiple District Council shall:

- A. Have jurisdiction and control over all officers and agents, when acting as such, of the Multiple District Council and all committees of Multiple District and Multiple District Convention.
- B. Have management and control over the property, business and funds of the Multiple District.
- C. Within the limits prescribed by the Constitution and By-laws of this Multiple District, have jurisdiction, control and supervision over all phases of the Multiple District Convention and all other meetings of the Multiple District:
- D. Have original jurisdiction, when authorized under policy of said Board and under rules of procedure prescribed by said Board, to hear and rule upon any complaint of a Constitutional nature raised by any Sub-District or Districts, any Lions Club, or any member of a Lions Club, in the Multiple District. All such rulings of the Council shall be subject to review and decision by said International Board;
- E. Have control and management of all budgetary matters of the Multiple District and Committees of the Multiple District and Multiple District Convention. No obligation may be approved or made which shall affect an imbalanced budget or deficit in any fiscal year.

Election:

Immediately following the Multiple District Convention, the outgoing Council Chairman shall convene a meeting of the incoming and the outgoing Councils for the purpose of electing Council officers, who shall take office immediately after the close of the succeeding International Convention.

Officers:

The combined Councils shall nominate and elect a Chairman and a Vice Chairman as provided for in Section 2 of Article IV of the Multiple District Constitution. The state secretary shall be an ex-officio member of the Council without a vote.

Meetings:

Lions Clubs International requires the Council of Governors to meet in regular session four (4) times per year to conduct business. The first meeting must be held within thirty (30) days of the close of the International Convention.

For the past several years the Councils have found it practical to hold their second required regular meeting on Sunday morning following the 29-N District Conference at Pipestem State Park since this site usually requires the farthest amount of travel for the other three district governors; hence they receive the most reimbursable expense. Routine business is discussed at the second meeting.

The third required regular meeting is customarily held on the first Saturday in January, which is not New Year's Day at the site of that year's Multiple District Convention. A preliminary meeting may be held on the evening before the regularly scheduled meeting if Council feels the necessity for such a meeting. Part of the agenda at this meeting is to approve the preliminary budget for the Multiple District Convention and appoint such committees to transact the business of the Multiple District Convention as required by the Multiple District 29 Constitution and By-laws and the Multiple District Convention Handbook.

The fourth required regular meeting is held on Saturday afternoon of the Multiple District Convention. This is considered the fourth regular meeting of the Council of Governors; however, it also serves as the Business Session of the state convention at which time duly certified delegates to the Convention may vote on all business matters coming before the Convention. The Agenda for this Business Session is printed in *The West Virginia Lion* which is provided to all Lions in Multiple District 29 at least (60) days before the Convention convenes.

Past Councils have found it necessary to hold at least two additional "special" meetings. One is held immediately following the Multiple District Convention for the purpose of organizing the incoming Council and electing officers. The second is usually held on the Friday morning of the Multiple District Convention for the purpose of finalizing the convention budget, handling routine matters and/or any special business pertaining to the Convention.

Other special meetings of the Council may be called at any time by the Council Chairperson as the need may arise.

Quorum:

A majority of the Council (3 members) shall constitute a quorum.

Suggested Agenda

Suggested agendas for each of the regular and special meetings of the Council are found on the pages immediately following. These agendas cover all the required items of business for the Council, but may be modified as needed.

Practical Suggestions:

Announced candidates for Second Vice District Governor should receive written invitations to all regular meetings of the Council, but most especially to the third regular meeting held on the first Saturday in January at the site of that year's Multiple District Convention. Council members should encourage them to attend through personal contracts and invitations.

All Past District Governors have customarily been invited to attend regular meetings of the Council. They enter into discussion ONLY at the invitation of the Council Chairperson. Minutes are mailed to all Past District Governors as well as the Council and Multiple District Chairpersons.

Minutes should also be mailed to the First and Second Vice District Governors.

The Council may elect to pay for the lunch of those Multiple District Chairpersons attending the Council meeting in the Fall.

“Council should be made aware in writing of any persons who want to address the Council and the item of business that they want the Council to consider at any regular or special meeting at least ten (10) working days in advance of said meeting. Written reports from the Multiple District Chairpersons should be to each council member one week prior to each Council meeting.”

Any Lion who wishes to serve as a Multiple District Chairperson or to serve as the State Secretary/Treasurer shall notify the current Council and all First Vice District Governors at least thirty (30) days prior to the state Convention on forms prescribed by the Council so that the incoming Council shall have sufficient time to inquire of the prospective applicants about their goals, interests, and abilities.

Multiple District Constitution and By-Laws

A copy of the complete and most current version of the Multiple District 29 Constitution and By-laws is contained in the Multiple District 29 Directory. The Multiple District 29 Secretary-Treasurer also maintains an original copy of the same. The Multiple District 29 Website also contains a copy of the most current version of the same.

For these reasons, the Multiple District Constitution and By-Laws is not contained herein; however, each member of the Council of Governors, each First and Second Vice District Governor, all Multiple District 29 Chairpersons and all members of the West Virginia Past District Governors Association are encouraged to maintain a current version of said Constitution and By-Laws.

AGENDA
First Special Meeting
Of the
Council of Governors

Call to Order

Pledge of Allegiance

Invocation

Nomination and election of Council Chairperson and Vice Chairperson

Selection of MD Secretary/Treasurer

Selection of MD Chairpersons

Set the time and place for the first “regular” meeting of Council

Set the time and place for remaining regular meetings

Announcement of important dates to remember:

1. District Conferences
2. State Conventions
3. WV Lions Leadership School

Comments: (Not to exceed two (2) minutes each)

Outgoing Council Chairperson
MD Secretary
Current and Past International Officers

Questions of newly-elected Council members

Adjournment

AGENDA
First Regular Meeting
Council of Governors

Call to Order

Pledge of Allegiance

Invocation

Introductions and recognitions

Minutes of the previous meeting

MD Secretary/Treasurer's Report

Consideration and approval of the MD Policy Manual

Consideration and approval of the MD Convention Handbook

Consideration and approval of depository bank for MD funds

Consideration and approval of bond and bonding agency for MD Sec/Treas.

Consider final report of the MD Convention Chairperson

Consider reports of the audit of Administrative Fund

Consider reports and budget requests for the MD Chairpersons

Consider and approve budget for Administrative Fund

Consideration and approval of the WVLLS Policy Manual

Establish sites and dates for MD Convention for the next four (4) years (if possible)

Old Business/New Business

Set the time and place of next meeting

Announcements of important dates to remember

Authorize payment of meeting expenses

Adjourn

AGENDA
Second Regular Meeting
Council of Governors

Call to Order

Pledge of Allegiance

Invocation

Introductions and recognitions

Minutes of the previous meeting

Treasurer's Report

Communications

Old and Unfinished business

Consider any proposals for constitutional changes

Consider any proposals for amendments changes

Consider the preliminary report of the MD Convention Chairperson and set the following

1. cost of registration/hospitality books
2. cut-off date for pre-registration

Consider the reports of all other MD Chairpersons

New Business

Open Discussion/Announcement of important dates to remember

Authorize payment of meeting expenses

Recess to lunch

Adjournment

AGENDA
Third Regular Meeting
Council of Governors

Call to Order

Pledge of Allegiance

Invocation

Introductions and recognitions

Minutes of the previous meeting

Treasurer's report

Communications

Report of the State Convention Chairpersons

Consideration and Approval of the State Convention Budget

Appointment of the State Convention Committee members

Plan the state convention program

Consider the reports of all other MD Chairpersons

Consider any proposals for constitutional and by-laws changes

Consider any proposals for amendments to the MD Policy Manual

Old and unfinished business

New business

Open discussion/announcements of important dates to remember

Authorize payment of meeting expenses

Recess to lunch

Adjournment

AGENDA
Fourth Regular Meeting
Council of Governors

The Agenda is printed in the Official State Convention Program. This is the official “Business Meeting” of the State Convention.

Note: All duly registered and certified delegates to the State Convention are entitled to vote at this business session.

AGENDA

Second Special Meeting

Council of Governors

(Usually held on Friday before the official commencement of the State Convention, but must be held at a point prior to the official commencement)

Call to Order

Pledge of Allegiance

Invocation

Introductions and recognitions

Report of State Convention Chairperson

Finalize Convention Budget

Old and unfinished business

New business

Adjournment

Chairperson of the Council of Governors

According to Article II, Section 1 of the by-laws of the Standard Form Multiple District Constitution and By-laws, the multiple district council chairperson shall:

- a. Further the Purposes and Objects of this Association
- b. Provide leadership, direction, and initiative for International and Multiple District programs, goals, and long range planning;
- c. Create and foster harmony and unity among Sub-Districts, and assist District Governors to solve issues;
- d. Preside over the Multiple District convention and all Council Meetings
- e. Submit reports and perform such duties as may be required by the Multiple District Constitution and By-laws;
- f. Perform other such administrative duties as may be assigned by the Multiple District Council of Governors; and
- g. Facilitate, at the close of his/her term of office, the timely presentation of all Multiple District accounts, funds, and records to his/her successor in office.

The Multiple District 29 Council Chairperson is elected at the Council meeting held on Sunday of the Multiple District 29 Convention by a **majority** vote of the current council of governors and the district governors-elect, with his/her term of office to take effect on July 1st of the current year.

After the incoming council chairperson submits the completed Multiple District Chairperson Report Form to International Headquarters. A tab with the words “council chairperson” will be sent from International headquarters to each council chairperson. It is important for the council chairperson to report the names and addresses of the multiple district chairpersons to Lions Clubs International (LCI) before the deadlines imposed by LCI, so that notices and materials can be sent to them throughout the year.

Multiple District 29 Secretary-Treasurer

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

- (a) Keep an accurate record of the proceedings of all meetings of the council, and within ten (10) days after each meeting forward copies thereof to all members of the council and the office of Lions Clubs International.
- (b) Assist the council in conducting the business of the district and perform such other duties as are specified or implied in the constitution and by-laws, or as may be assigned to him/her from time to time by the council;
- (c) Receive and give proper receipts for all per capita taxes required to be paid over to him/her hereunder by the sub-district cabinet secretary-treasurer, deposit the same in a bank or banks designated by the council, and disburse the same under the supervision and control of the council by checks drawn against said deposits signed by himself/herself and counter-signed by the council chairman or other duly authorized council members;
- (d) Keep accurate books and records of account and minutes of all council and multiple district meetings, and permit the inspection of the same by any member of the council or any club in the multiple district (or any duly authorized agent of either) at any reasonable time for any proper purpose;
- (e) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the council.

The Multiple District 29 Council of Governors employs the Multiple District 29 Secretary-Treasurer on a year-to-year basis. A portion of annual state dues is allocated for this purpose. He is officially appointed by the district governors-elect at the end of the Multiple District Convention. A contract of employment may be signed between the District Governors-Elect at this Sunday meeting. A sample employment contract (if the incoming Council desires to utilize an employment contract) is found under Tab 16 of this Manual. The Secretary-Treasurer presents a budget for the operation of his/her office for the coming year at the first regular meeting of the Council in July. A sample budget form is also found behind Tab 16 of this Manual.

In practice, the Multiple District Secretary Treasurer becomes the right hand of the Council of Governors. There are many statewide duties of the District Governors, many of which are unfamiliar. One of the integral parts of his/her duties is to remind and assist the Council when such situations occur.

He/she maintains a state office in his/her home from which he/she sends out notices of meetings; distributes minutes; and takes care of many other items of business as outlined in his official duties, especially preparation of agendas for the Council meetings and the duties attendant to the Multiple District Convention.

He/she is responsible for the equipment in the State Office, the permanent records of the Multiple District, and the permanent signs and banners owned by the Multiple District.

He/she is responsible for the "Official Proceedings of the Multiple District Convention." He/she compiles the material, has it printed, and ensures that a copy is distributed, on request, to each District Governor, and each Past District Governor throughout the state.

He/she is responsible for ensuring that arrangements are properly made for each Council meeting. This includes rooms, meeting places, meals for the group, etc. He/she is not required to make room reservations for any other committee or group, except the Council of Governors, unless he/she voluntarily agrees to do so.

He/she shall mail a packet of material to each announced candidate for Second Vice District Governor as each submits his/her name. The packet mainly contains any material which he/she feels might be helpful; however, the packet must contain a copy of this Policy Manual and the State Convention Handbook; the latest available copy of the Multiple District 29 Constitution and By-Laws; and a copy of the Lions Clubs International Constitution and By-Laws.

The Multiple District Secretary-Treasurer should be “tuned in” to any changes and/or additions to the Policy Manual and the State Convention Handbook, updating and retaining the “Official Copy” as authorized by the Council of Governors.

He/she shall assist the officers of the West Virginia Past District Governors Association in mailing notices of meetings and distributing minutes or other materials which are mailed to Past District Governors as they conduct the business of the PDG Association. Costs for such activities, i.e. stationery, printing, and postage shall be paid from the International Convention Fund.

He/she is an ex-officio member of both the Dudley L. Simms Award Committee and the Richard H. Ruff Committee and assists that group in determining the winner, purchasing the trophies, and having the awards properly and timely engraved.

If a vacancy occurs in the office of Multiple District Secretary-Treasurer, the Council of Governors shall so advise all Past District Governors who reside in West Virginia. The Council of Governors shall then seek, receive and consider applications from all interested Lions throughout the state as expeditiously as possible.

The State Secretary-Treasurer shall be reimbursed for personal expenses in accordance with the Rules of Audit, except that his/her hotel and motel room charges shall be allowed at the rates charged.

DUDLEY L. SIMMS AWARD FOR MEMBERSHIP RETENTION AND DEVELOPMENT

The West Virginia Past District Governors Association presents this award annually at the MD 29 State Convention to the District Governor having the **LARGEST PERCENT** growth in membership development and retention, exclusive of charter members, in the award period. Membership lost by clubs on status quo shall be charged to the District Governor who placed the club on Status Quo in determining the winner of the award. If there is no increase, no award will be given. The contest period shall run from July 1, through the last day of February, (If the state convention is held in April) and the last day of March (If the convention is held in May) of the Lions year. The winner shall be determined by the State Secretary from records furnished by Lions Clubs International. These rules became effective on July 1, 1980, and shall remain in effect until changed by the West Virginia Past District Governors Association.

RICHARD H. RUFF MEMBERSHIP AWARD

The West Virginia Past District Governors Association presents this award annually to the District Governor showing the greatest over-all net gain in membership from ALL sources. The dates for determining this award shall be July 1, through June 30. The trophy for this award shall be a plaque properly inscribed and presented to the immediate Past District Governor of the District for the year in which it was won. Presentation shall be made at the District Conference of that District by the principal speaker of the conference. The award winner will be determined by records furnished by LCI. The State Secretary shall determine the winner and secure the plaque. The engraved plaque shall be furnished by the West Virginia Past District Governors Association. Rules for both awards are reviewed periodically by a committee of Past District Governors who are the final word on any decision relating to the awarding of both awards.

Multiple District Membership Chairperson Job Description

1. Set goals for the multiple districts and develop a membership plan for the multiple, submitting a copy to the Membership Operations Department at international headquarters by July 31st.
2. Develop procedures for district reporting.
3. Motivate district membership chairs to set goals and develop programs that increase and retain members.
4. Coordinate and conduct workshops and seminars for district membership chairs in the first year of the cycle, and submit a report detailing the results of the workshop to the Membership Operations Department as international headquarters within 30 days.
5. Communicate monthly with district membership chairs.
6. Assist district membership chairs in conducting workshops.
7. Assist district membership chairs with the development of workshops, seminars, conferences, etc. as requested.
8. Involve previous multiple district membership chairs in the development of membership programs.
9. Develop articles on membership for multiple district and district publications.
10. Report to the Council of Governors on membership developments from international headquarters and from within the multiple district and districts on forms prescribed by the Council of Governors.
11. Communicate with district governors, district secretaries and past district governors, as well as past international presidents and directors residing within the multiple districts, about initiatives at the international, multiple and district levels.
12. Advise the Membership Operations Department of membership development needs in the districts and the clubs.
13. Submit a quarterly report to the Membership Operations Department at international headquarters on the status of membership in the multiple districts.
14. Submit a budget to the Council of Governors for consideration at the first regular meeting of the Council.

Multiple District Extension Chairperson Job Description

1. To oversee the Multiple District's extension efforts over a three-year term.
2. To report progress to the Council of Governors and encourage them to become directly involved in extension.
3. To provide encouragement, coaching, and motivational aids for all Lions, especially district extension chairs, who are actively involved in extension activities.
4. To meet at least quarterly and individually with district extension chairs.
5. To conduct research to identify areas of possible extension activities.
6. To help district extension chairs establish goals for each district and develop action plans to attain such goals. A copy of such plans should be sent to the current District Governor, First and Second Vice District Governors, and Lions Clubs International.
7. To develop articles on extension for Multiple District, district and international publications.
8. To provide training for district extension chairs.
9. Submit a budget to the Council of Governors for consideration at the first regular meeting of the Council.
10. To report to the Council of Governors on extension activities and programs that are occurring within the districts at each Council meeting on forms prescribed by the Council of Governors

Multiple District Retention Chairperson Job Description

1. Set goals in the multiple districts for implementing all of Lions Clubs International retention initiatives (i.e. mentoring, orientation).
2. Develop procedures for sub-district reporting.
3. Motivate district retention chairpersons to set goals and develop programs that increase and retain members.
4. Coordinate and conduct a workshop for district retention chairpersons in the first year of the cycle, and submit a report detailing results of the workshop to the membership.
5. Communicate monthly, or more often as needed, with district retention chairpersons.
6. Assist district retention chairpersons in developing and conducting workshops, seminars, and conferences, in order to achieve the multiple district goals.
7. Develop articles on retention for multiple district and district publications.
8. Report to the Council of Governors on retention developments from international headquarters and from within the multiple district and districts on forms prescribed by the Council of Governors.
9. Communicate with district governors, first and second vice district governors, district cabinet secretaries and past international directors residing within the multiple district about retention initiatives at the international, multiple and district levels.
10. Advise the Membership Operations Department of retention development needs in the districts and the clubs.
11. Submit a quarterly report to the Membership Operations Department at international headquarters on the status of retention in the multiple district.
12. Conduct research in the multiple districts to identify clubs experiencing attrition situations and assist the district retention chairpersons with developing plans for corrective action.
13. Assist with presentation of retention awards. Communicate with other MD chairpersons, keeping them informed of significant retention activities and situations.
14. Submit a budget to the Council of Governors for consideration at the first regular meeting of the Council.

Multiple District Leadership Development Chairperson Job Description

1. Establish leadership goals for the multiple districts. Develop an action plan for the multiple, submitting a copy to the institute and seminars department by September 1.
2. Coordinate and conduct the training for the first and second vice district governors. Report the results and progress of the training to the Council of Governors and to the institute and seminars department at international headquarters within 30 days of completion of each training session.
3. Motivate district leadership development chairpersons to set goals and develop district and club programs that improve leadership skills. Instruct the district chairpersons on leadership skills. Assist them in conducting workshops within their respective districts and at district conferences.
4. Motivate multiple district and district Lions to develop and improve their leadership skills.
5. Assist other multiple district chairpersons (i.e. membership chairperson, extension chairperson, etc.) with the development of workshops seminars, conferences, etc.
6. Involve previous multiple district leadership development chairpersons and trainers in the development of leadership programs.
7. Develop articles on leadership for multiple district and district publications.
8. Advise the institute and seminars department of districts' and clubs' leadership development needs.
9. Actively promote attendance at the West Virginia Lions Leadership School and the USA/Canada Leadership Forum.
10. Actively seek qualified Lions from the multiple district to attend the Senior Lions Leadership Institute.
11. Report to the Council of Governors on leadership developments from international headquarters and within the multiple district and districts on forms prescribed by the Council of Governors.
12. Communicate with district governors, first and second vice governors, district secretaries and past district governors as well as past international presidents and directors residing within the multiple districts about leadership programs at the international, multiple district and district levels.
13. Submit an annual report to the institute and seminars department on the status of leadership development in the multiple district.
14. Submit a budget to the Council of Governors for consideration at the first regular meeting of the Council.

Multiple District Protocol Chairperson Job Description

1. At all events attended by visiting dignitaries, provide seating charts in keeping with the association's official protocol; insure that spoken introductions are based on the same. Insure that dress requirements are clear for all events.
2. Arrange for proper airport (or other arrival) greetings; arrange suitable transportation to hotel or other lodging, inspect hotel room in advance to insure its suitability, and provide appropriate amenities (flower, fruits, etc).
3. Arrange for the proper escort of visitors to each function on the schedule.
4. Arrange courtesy calls on local government leaders (or regional and/or national leaders if the location suggests this as a possibility), as the visitor's schedule permits.
5. Coordinate public relations media exposure such as television, radio and print media, as necessary.
6. Coordinate departure from hotel, and transportation to airport (or other departure venue).
7. Submit a budget to the Council of Governors for consideration at the first regular meeting of the Council.

Multiple District LCIF Chairperson Job Description

Note: This position is now appointed by LCIF, and the appointee holds a four-year term. The position is now entitled Multiple District LCIF Coordinator. The following duties are recommended and approved by LCIF for this position:

1. Set goals for the multiple district in terms of the amount of funds to be raised during the fiscal year.
2. Motivate district LCIF Chairpersons to set goals and develop programs that increase the level of giving to LCIF.
3. Communicate at least quarterly with the district LCIF chairpersons.
4. Develop articles on LCIF for multiple and district publications to increase awareness of LCIF programs.
5. Conduct seminars and workshops in conjunction with the district LCIF chairpersons as requested.
6. Promote the Melvin Jones Fellowship Program and the LCIF Contributing Member Program throughout the multiple district.
7. Promote donations to LCIF through the “Parade of Checks” at each district conference during the fiscal year.
8. Keep the Council of Governors informed of all new developments affecting the LCIF Standard and Core IV grant programs.
9. Keep the Council of Governors informed of the status of all outstanding LCIF grants in effect in the multiple district.
10. Serve as the multiple district liaison to LCIF.
11. Submit a budget to the Council of Governors for consideration at the first regular meeting of the Council.

Multiple District Lions Youth Camp and Exchange Chairperson Job Description

The obligations and duties of the Chairperson are set out in the Multiple District 29 Constitution and By-Laws and more specifically defined in Section 10 of this Policy Manual. The Chairperson may submit a budget to the Council of Governors for consideration at the first regular meeting of the Council.

Multiple District LEO Chairperson Job Description

1. Motivate district LEO chairpersons to set goals and develop programs to increase the number of LEO clubs within each district.
2. Encourage district LEO chairpersons and LEO club advisors to timely file all reports on LEO club activities required by Lions Clubs International.
3. Communicate at least quarterly with the district LEO club chairpersons.
4. Develop articles on LEO extension requirements and LEO club activities for multiple and district publications.
5. To promote LEO involvement at the district conferences and the State Convention and to coordinate all LEO activities with the State Convention Chairperson and the District Conference Chairpersons.
6. Submit a budget to the Council of Governors for consideration at the first regular meeting of the Council.
7. Provide quarterly reports to the Council of Governors on the activities of LEOs and LEO extension efforts within the respective districts.

Multiple District Ski Program Chairperson Job Description

1. Promotes awareness of the program through all appropriate methods at district conferences, Council of Governors meetings, the West Virginia Lions Leadership School, and the state convention.
2. In cooperation with the district Ski Program chairpersons, solicit individual and club donations to the program.
3. Develops an annual budget for the activities involved with the program.

4. Keeps records of all donations and expenses involved with the program and periodically report the financial condition and activities of the program to the Council of Governors.
5. In cooperation with the district Ski Program Chairpersons, plan and coordinate skiing and other recreational activities for the students at the Romney Schools for the Deaf and Blind.
6. Arrange for an audit of the financial records of the program at the end of each fiscal year and report the results of the audit to the Council of Governors at the first regular meeting of the Council.
7. Submit a budget to the Council of Governors for consideration at the first regular meeting of the Council.

Multiple District Public Relations Chairperson Job Description

1. Promote all of the programs and activities involving the multiple district through all appropriate and available media resources.
2. Promote the importance of the advantageous use of the media to clubs and districts in promoting their projects and fundraisers to raise the public's awareness of Lionism.
3. Maintain a repository of resource material on public relations and marketing ideas for distribution to the district public relations chairpersons on a loan-basis.
4. In cooperation with the district public relations chairpersons, plan and coordinate public relations and marketing seminars at the district conferences, State Convention, and West Virginia Lions Leadership School.
5. Work with media throughout the multiple district to create public service announcements and press releases promoting the programs of Lions Clubs International, the multiple district and specific statewide initiatives.
6. Keep the Council of Governors apprised of all public relations grants available to the multiple district as districts and encourage the Council and districts to apply for them.
7. Submit a budget to the Council of Governors for consideration at the first regular meeting of the Council.
8. Regularly provide reports to the Council of Governors on the public relations initiatives and activities within the multiple district.

Multiple District State Convention Chairperson Job Description

The Chairperson performs those duties and obligations set out on Page I-5 of the West Virginia Lions State Convention Handbook, which is contained in Section 13 of this Manual. The Chairperson apprises the Council of Governors of all plans for the State Convention as they develop and submits a preliminary report to the Council at the second "Regular" meeting of the Council. The Chairperson submits a State Convention budget for consideration and approval to the Council of Governors at the third "Regular" meeting of Council.

In addition, a final convention budget is considered at the second "special" meeting of the Council of Governors held on Friday morning or at another designated time immediately prior to the commencement of the State Convention. Finally, the Chairperson submits a final report for the Council's consideration and approval at the first "Regular" meeting of the Council

Multiple District International Convention Chairperson Job Description

The West Virginia Past District Governors Association selects the International Convention Chairperson. The West Virginia Past District Governors Association also approves a budget for the International Convention Chairperson. The Chairperson reports on the Convention planning to the Council of Governors at each regular meeting of the Council.

The Chairperson is responsible for all phases of the planning for the International Convention, including assignment of the delegation hotel for the West Virginia delegation attending the International Convention; assisting with travel arrangements for West Virginia Lions attending the International Convention; making arrangements for a hospitality room in the delegation hotel; and planning for a delegation caucus meeting (may be a breakfast, luncheon or dinner) if approved by the WVPDG Association.

The Chairperson also coordinates plans for the West Virginia delegation's participation in the International Parade. The Chairperson is responsible for communicating all convention information from Lions Clubs International to the Lions of West Virginia through the district newsletters and all other appropriate means.

The Chairperson is considered the point of contact for the Lions of West Virginia for all information concerning the International Convention.

Multiple District Leadership School Chairperson Job Description

The duties of the General Chairperson of the West Virginia Lions Leadership School are set forth in the West Virginia Lions Leadership School Operational Manual in the section entitled **Executive Committee Job Descriptions**. The Chairperson attends each meeting of the Council of Governors and keeps the Council apprised of the planning as it develops.

The Chairperson presents the Operational Manual, including any suggested changes or modifications, for approval by the Council at the first regular meeting of the Council of Governors. The Chairperson may submit a budget for the Council's approval at the first regular meeting of Council.

Multiple District Quest Chairperson Job Description

1. To promote the Quest programs throughout the multiple district.
2. To coordinate Quest training workshops and seminars, including teacher training and certification, within the multiple district.
3. Motivate the district Quest Chairpersons to set goals for their districts both for donations to the Quest program and the number of teachers to be trained in the fiscal year.
4. Keep the Council of Governors informed of the status of Quest programs and any modifications to the program as they are adopted.
5. Submit a budget to the Council of Governors for consideration at the first regular meeting of the Council.
6. Provide regular reports to the Council of Governors on the Quest activities and programs implemented within the multiple district and respective districts

Multiple District Information Technology Chairperson Job Description

1. Oversee the Multiple District website and District IT Chairpersons over a two-year term.
2. In first year of term, develop and submit 2-year website and computerization goals for the MD at the first regular meeting; update progress thereafter.
3. Submit 1-year IT budget to the Council of Governors for consideration at the first regular meeting.
4. Act as liaison and distributor of information between the MD, Districts and LCI Information Technology Department.
5. Actively assist District IT Chairpersons with the computerization of district and club administration with a constant eye toward program compatibility.
6. Act as website consultant for District IT Chairpersons, when requested.
7. Actively solicit information, announcements and articles from MD Council and Chairpersons for posting on MD and/or district websites.
8. Provide training of the LCI Membership Reporting System and website navigation.
9. Actively assist District IT Chairpersons to meet their district goals.
10. Submit relevant and informative MD website and Info Tech articles to District newsletters.
11. Work with MD Chairpersons to promote their programs and activities on the website.

Multiple District Romney Student Work Program Chairperson Job Description

1. Take care of all deposits and keep track of the funds available.
2. Sign and process all applications that are properly completed by students.
3. Check time sheets and sign checks that the students receive. (Work with the secretary to the superintendent, who keeps track of time sheets and makes out the checks which chairperson will sign.)
4. Receive all canceled checks and all bank information.
5. Visit the school as often as possible to communicate with students.
6. Regularly submit reports to the Council of Governors on the status of the Work Program, including financial status.

State Council Administrative Fund

Article VII, Section 5 of the Multiple District 29 Constitution and By-Laws provides as follows:

“The State Council Administrative Fund is to be used in defraying the administrative expenses of the State Council, including the expenses of the Vice District Governors, the Membership Chairperson and the Extension Chairperson (whose expenses shall be covered by the Rules of Audit of Lions Clubs International), equipment, supplies, postage, employment of a State Secretary, and other State programs that promote Lionism in West Virginia. Any balance remaining in the fund at the end of the year shall be added to the fund collected for the next year.”

The Constitution and By-Laws also provide for the amount of State dues to be assessed; how the dues are to be allocated among the various funds; and, when the dues are to be transferred from the districts to the State Secretary-Treasurer. Council members should study those sections of the Constitution and By-Laws that pertain to assessment of dues and the application of those dues to the various administrative funds closely.

The State Council Administrative Fund is also to be used to defray the administrative expenses of the other appointed multiple district chairpersons, in addition to those named in Section 5, when their respective budgets have been approved by the Council. The expenses of all multiple district chairpersons and officers shall be covered by the Rules of Audit of Lions Clubs International. Expenses for the training of First Vice District Governors (District Governors-Elect) and Second Vice District Governors by the Multiple District Leadership Development Chairperson shall come from his/her budget.

Luncheon expenses at the first and second “Regular” meetings of the Council of Governors, if approved by the Council, come from the State Council Administrative Fund.

At the first “Regular” meeting of the Council of Governors a budget is adopted, which directs the use of the “State Secretary Fund”.

At the third “Regular” meeting of the Council of Governors a budget is adopted, which directs the expenditures of the “State Convention Fund”. Luncheon expenses for the January meeting (Third Regular Meeting of the Council), if approved by the Council of Governors, come from this fund.

As the State Secretary-Treasurer receives dues from the various cabinet secretary-treasurers he/she transfers “International Convention Funds” to the treasurer of the West Virginia Past District Governors Association. This transfer should be made at least semi-annually. The West Virginia Past District Governors Association then becomes responsible for the proper allocation and use of the fund as proscribed by the MD 29 Constitution and By-Laws.

When interest accrues from accumulated State Funds, this interest is considered “Unallocated funds” and the unallocated funds can then be transferred to one or more of the existing funds as the Council of Governors may direct.

At the first “Regular” meeting of the Council of Governors the Council appoints a General Auditing Committee for the purpose of auditing all State Funds accounts received from the outgoing Council. The General Auditing Committee presents its report at the second “Regular” meeting of the Council of

Governors. For many years several past district governors have donated their professional service by serving on the General Auditing Committee.

Rules of Audit

The Rules of Audit approved by the International Board of Directors govern the reimbursement of expenses payable to the Council of Governors, Vice District Governors, multiple district officers and chairpersons, and all others approved for reimbursement from the State Council Administrative Fund. Request for reimbursement for the State Council Administrative Fund must be submitted to the Multiple District Secretary-Treasurer on forms approved by the Council of Governors and available from the Multiple District 29 Secretary-Treasurer. All requests for payment must be accompanied by lodging receipts and meal receipts, where applicable. All MD Chairpersons and officers must submit budget requests to the Council of Governors at the first "Regular" meeting of the Council in order to later claim any of the following allowable expenses.

Current allowable expenses authorized by the Rules of Audit are as follows (1-1-07)

Lodging	\$50 per day for VDG's and MD Chairpersons and Officers
Mileage	\$.30 cents per mile for VDG's and MD Chairpersons and Officers Others are reimbursed a \$.13 cents per mile upon approval of MD Chairpersons
Food	\$16.00 per day for VDG's and MD Chairpersons and Officers Others are paid upon approval of MD Chairpersons

Other expenses such as supplies, postage, telephone and miscellaneous may be reimbursed upon request. These items should be included in the budget request from the MD Chairpersons and Officers.

Candidates for Second Vice District Governor

Announcement of Intent to Run: As soon as practicable as a Lion has received the endorsement of his/her local Lions club to be a candidate for second vice district governor, he/she should advise their district nominating committee (if one currently exists), the current district governor and first vice district governor, and the MD-29 Secretary-Treasurer. He/she should provide their full name, home address, club affiliation and club address, home telephone number and email address, if applicable. The State Secretary will furnish each candidate with the necessary forms, which must be completed. The State Secretary will also send the candidate other pertinent information which will be helpful to them, including a copy of the current multiple district policy manual.

First and Second Vice District Governor Training: During the year the Multiple District Leadership Development Chair will conduct periodic training for the vice district governors and their spouses at various times and sites around the state. These training sessions are usually scheduled at times and locations that coincide with other state and district meetings in order to accommodate travel plans and the first and second vice district governors' schedules. This training has proven to be invaluable in preparing the first and second vice district governors for their year as district governor and also has proven invaluable in helping them prepare for the District Governors Elect School held in conjunction with the International Convention. First and Second Vice District Governors are expected to attend all of these training sessions. The Multiple District Leadership Development Chair usually involves current and past international directors in all or part of the training and also seeks guidance and input from the West Virginia Past District Governors Association.

Cabinet Appointments: This subject is a topic of discussion at most training sessions held for First and Second Vice District Governors. Following are practical suggestions on selecting a Cabinet:

Although it is not a mandatory requirement, every appointee to the Cabinet should have served as either President or Secretary of a local Lions club. This provides invaluable experience to the individual Lion to understand how a club operates, to gain knowledge of the various International and multiple district programs, and to gain leadership experience.

District Governors should resist appointing too many past district governors as cabinet members. Pursuant to the MD-29 Constitution and By-Laws, all past district governors within the district are automatically members of the District Advisory Committee and therefore pledge to make themselves available, individually or collectively, to assist the District Governor and the Cabinet. Cabinet appointments should be viewed by the District Governor as an opportunity to develop new and additional leaders.

Attendance at Cabinet meetings is extremely important; therefore, many district governors have found it practical to ask appointees to obligate themselves to attend these meetings before their appointment is made and accepted. Some district governors have found it useful to prepare simple letters setting forth what will be expected of the appointees and asking the appointee to sign the letter.

January Meeting of the Council of Governors: At the third "Regular" meeting of the Council of Governors usually held the first weekend of January, the primary topic of discussion is the planning of the State Convention, including the approval of a budget for the convention. First and Second Vice District

Governors and candidates for Second Vice District Governor are invited and strongly encouraged to attend this meeting for the learning experience.

**TO ALL CANDIDATES FOR SECOND VICE DISTRICT GOVERNOR OF MULTIPLE DISTRICT 29,
LIONS CLUBS INTERNATIONAL:**

In accordance with the requirements of the Constitution and By-Laws of Multiple District 29, Lions Clubs International, all Lions who aspire to the office of Vice District Governor must follow certain procedures prior to the election time at the State Convention of the Lions of West Virginia.

Attached hereto are three copies of the blank form "CERTIFICATE OF CANDIDACY FOR SECOND VICE DISTRICT GOVERNOR, WEST VIRGINIA LIONS". Please go over this form carefully, with the officers of your local club, and fill all blanks according to instructions.

As you will note, you are required to file three copies of this form as follows: One to your District Governor, one to the State Office at Lesage, and one to the chair of the Nominations Committee for your District. I do not have the names of the Chair of the Nominating Committee for the District, and I suggest that you send two (2) copies to your District Governor and one to the State Office. The District Governor of your District can then pass along the copy for the Nominating Committee.

Please be sure your State Office gets one copy so that permanent records will be maintained and there will be no chance for a slip-up in filing.

I am sending a copy of this letter and one copy of the form to the District Governors for their information only.

John Pinkerman, Secretary
West Virginia Lions

West Virginia Past District Governors

Article IX of the Multiple District 29 Constitution provides for a West Virginia Past District Governors Association with the following language and provisions:

Section 1. Membership

- A. Active Members. All Past District Governors in the following categories shall be active members of the West Virginia Past District Governors Association:
- (1) Any Past District Governor who is a member of a Lions Club in Multiple District 29.
 - (2) Any Past District Governor of Multiple District 29 who is a member of a Lions Club outside of West Virginia.
- B. Honorary Members. The spouse of a deceased Lion who was an Active Member may be granted Honorary Membership, in the Association by a majority vote of the Active Members present at any official business meeting. An Honorary Member shall be entitled to all the privileges of membership, except the right to vote or hold office in the Association.

Section 2. Officers.

The officers shall be a Chairperson, Vice Chairperson, Secretary and Treasurer, who shall be elected annually at the State Convention by the PDG Association. The current officers of the Association, the immediate Past Chairperson, and all West Virginia Past Directors of Lions International shall be an executive committee to conduct the business affairs between meetings of the Past District Governors. Their actions shall be subject to approval of the PDG Association at its next regular meeting.

Section 3. Quorum.

Ten (10) members shall be considered a quorum for any meeting of the West Virginia Past District Governors. A majority of the Executive Committee shall be considered a quorum.

Section 4. Objects.

The PDG Association shall work to increase the stature of Lionism in the state of West Virginia. It shall promote attendance at, and formulate all plans for the State's participation in, International Conventions. Said plans shall be subject to approval by the Council of Governors.

Section 5. International Convention Fund

It shall administer the International Convention Fund in accordance with the provisions of the Article VII, Section 4. The Treasurer of the PDG Association shall be bonded and audits shall be conducted as provided for in Article VII, Section 6.

Article VII of the Multiple District 29 By-Laws further provides as follows:

The West Virginia Past District Governors shall promote harmony and fellowship among its members and promote Lionism in West Virginia. It shall be the deliberative and assisting body in the

formulation of the administrative plans and policies affecting the International Convention. It shall make all plans for the State's participation in any International Conventions, including: gifts, if any, for the International Family, District Governors, and First and Second Vice District Governors, Hospitality Rooms; Floats, Caucus Rooms; Gifts for Hospitality Room; etc. and any other expenses the West Virginia Past District Governors deem necessary. It shall designate a depository for the International Convention Fund and approve the surety bond for the Treasurer. It shall demand and receive from the Treasurer financial reports, semi-annually or more frequently, if necessary, and shall make provisions for a detailed audit at the end of the fiscal year of the books and accounts of the West Virginia Past District Governors Treasurer.

The PDG Association shall hold such social and business meetings as it deems necessary. It may establish its own policies and procedures, which shall be included in the State Policy Manual.

Section 6. Meetings.

The PDG Association generally holds three (3) meetings per year. A Friday luncheon meeting is held during the State Convention. This is a business meeting at which time the officers of the Association are elected and routine business is conducted, including the selection of an International Convention Chair for the succeeding year. A second meeting has traditionally been held in September of the current year, which meeting is devoted to both a social time as well as a routine business meeting, which includes the appointment of a nominating committee to nominate officers for the succeeding year. A third meeting is traditionally held in connection with the third "Regular" meeting of the Council of Governors. This meeting is devoted to routine business, which includes approval of a budget for the International Convention Chair.

Section 7. International Convention Chairperson

The PDG Association selects the International Convention Chairperson for the succeeding year's convention through the normal election process. The PDG Association also is responsible for approving a budget for the Chairperson. The Chairperson reports on the Convention planning and progress to the Council of Governors at each regular meeting of the Council.

Section 8. Dues.

By Constitutional mandate all past district governors of Multiple District 29 are members of the Association without regard to payment of dues. Dues may be voluntarily paid by members of the Association to help defray administrative expenses of the Association.

Section 9. Policies and Procedures.

The PDG Association establishes its own policies and procedures. When established, these policies and procedures become a part of the Multiple District 29 Policy Manual.

West Virginia Lions Sight Conservation Foundation, Inc.

There exists in West Virginia an organization known as The West Virginia Lions Sight Conservation Foundation, Inc. The purpose of this organization shall be to provide sight and hearing conservation and rehabilitation.

This Foundation is governed by a Board of Trustees, consisting of the District Governors of each District of Multiple District 29 and two members elected from each District.

This Foundation is governed by its own Constitution and By-laws, which can be found on the Foundation's web site at www.wvsight.org under the *Governance* link or through the Multiple District web site at www.wvlions.org under the *Programs* link. The Secretary-Treasurer of the Foundation also maintains a hard copy of the Foundation's Constitution and By-laws. The Multiple District 29 Directory usually also contains a copy.

The Foundation also operates pursuant to its own Policy Manual, which can also be accessed through the Foundation's web site or a copy obtained from the Foundation's Secretary-Treasurer.

All trustees of the Foundation, first and second vice district governors, district service coordinators, and multiple district chairpersons are strongly encouraged to have a current copy of both the Constitution and By-laws and the Policy Manual for quick reference.

Note: The Constitution and By-laws of the West Virginia Lions Sight Conservation Foundation, Inc. can only be amended at the State Convention during the business session of the Convention by duly qualified and certified delegates pursuant to proper notice published in *The West Virginia Lion* in accordance with Article III, Section 2 of the Foundation's By-laws.

West Virginia Lions Youth Exchange Program

The Youth Exchange program was authorized by Lions Clubs International in 1961 “to create and foster a spirit of understanding among the peoples of the world.” The objectives of the program are as follows:

- (a) To bring young people into contact with youth and adults of other countries;
- (b) Share family and community life of another culture;
- (c) Promote international understanding and goodwill throughout the world of Lionism.

These objectives apply equally to the participating youth, the sponsoring and host Lions clubs, and the families involved.

West Virginia Lions specifically recognized and adopted the youth exchange program in 1984 with the adoption of an amendment to the MD 29 Constitution and By-laws, which established the West Virginia Lions Youth Exchange Committee and the method of selecting the Committee and its Chairperson (See Section 4 of Article III of the By-laws). The Committee formulates its own policies and procedures.

The Committee focuses its efforts in four (4) broad areas:

- To promote a better understanding of and greater interest in the Youth Exchange Program;
- To encourage Lions and Lions clubs to become either a host or sponsoring club;
- To serve as advisors to hosts and sponsors on correct procedures;
- To coordinate the Youth Exchange Program activities throughout West Virginia.

The Committee has compiled two (2) publications to assist Lions clubs and host families in West Virginia. One is a comprehensive Youth Exchange Program Handbook, which explains the necessary procedures to be a host or sponsor as well as the responsibilities involved. The second publication offers guidelines to the host family. Both publications are available from any Committee member.

Officers and Responsibilities

Chairperson: Acts as Chairperson of all regular and special meetings of the committee; reports to and is accountable to the Council of Governors; handles all foreign correspondence and communications; initiates all exchanges; serves as an ad hoc member of all committees; and initiates all transportation arrangements for exchanges.

Vice Chairperson: Assists the Chairperson in the performance of his/her duties; conducts regular and special meetings in the absence of the Chairperson; and provides assistance to all other committee members and district youth exchange chairpersons.

Treasurer: Responsible for all receipts and expenditures of the Committee by line item accounting; must be bonded; provides a treasurer’s report (line-item method including budget to actual comparison) at each meeting of the Committee and at the State Convention;

Secretary: Records and distributes minutes of all meetings to the Council of Governors, Committee members, the MD 29 Secretary/Treasurer, and other Lions designated by the Chairperson,

distributes correspondence to the Committee members; sends thank you letters/cards to contributors; records and reports contributions; and maintains all Committee records to ensure continuity and integrity of the program.

District Youth Exchange Chairperson: Initiates state and local youth exchange programs; plans for arrivals and departures of students by clubs and host families; promotes and encourage local support for meetings, community involvement and local exchanges of students with other host families and clubs; distributes and processes applications for West Virginia and foreign students; distributes and processes applications for host families (screening and approving host families to insure adequate sleeping quarters, orientation programs etc.)

Meetings

The first meeting of the Committee shall be held as soon after September 1st as practicable. The date, time and location will be determined by the Committee at the State Convention.

The Committee shall also meet at the State Convention, the time and place to be determined by the Chairperson in consultation with the State Convention Committee.

All other meetings of the Committee shall be held at the will and pleasure of the Chairperson unless specifically determine at a prior meeting of the entire Committee. Special meetings may be called by a majority of the members of the Committee. Sample agendas are attached on the pages immediately following this section.

Budgets

The fiscal year for the West Virginia Lions Youth Exchange Committee shall be October 1st to September 30th of the following year. A budget shall be approved at the first meeting of the Committee.

Reports

The Chairperson shall make an annual report of the Committee's activities, along with a financial report, to the State Convention to be made a part of the Official Convention Proceedings. Minutes of all meetings are routinely distributed to the Council of Governors to the members of the Committee, and to the MD 29 Secretary-Treasurer.

The Chairperson or his/her representative shall also report the annual budget for the Committee to the Council of Governors at the second "regular" meeting, usually held at the District 29-N Conference held at Pipestem State Park.

**Model Agenda
For The
Convention Meeting
West Virginia Lions Youth Exchange Committee**

Purpose: To finalize plans for the summer activities.

Time and Place: Determined by the Chairperson in consultation with the State Convention Committee.

Preparations

Chairperson: Attends the January meeting of the Council of Governors (the third “Regular” meeting) held for the main purpose of planning the State Convention and establishes a time and location for the September meeting; advises the Elections Committee of any ballot requirements needed to elect members to the Committee.

Secretary: Will send out notices of the meeting to the Committee members.

AGENDA

Call to Order
Pledge of Allegiance
Invocation
Minutes of the previous meeting
Treasurer’s Report
Committee reports
Old Business
New Business
Set date and location of the September meeting
Open discussion/suggestions
Adjournment

Follow-Up

Secretary: Prepares and distributes minutes to all of the Committee members, the MD-29 Secretary-Treasurer, the Council of Governors, and newly elected District Governors and Committee members.

**Model Agenda
For the
First Meeting
West Virginia Lions Youth Exchange Committee**

Purpose: To elect officers for the new year; to make committee assignments; prepare and approve an annual budget; and plan for the year's activities.

Time and Place: Held as soon after September 1st as practicable. The location and time are determined at the State Convention.

Preparations

Chairperson: Will confirm the location of the meeting and make all the arrangements.

Secretary: Will send out notices to the Committee members.

AGENDA

Call to Order
Pledge of Allegiance
Invocation
Minutes of the previous meeting
Outgoing Treasurer's Report
Final reports of committees
Election of Officers
Authorize depository for funds
Authorize bonding for Treasurer
Adopt policy and procedures
Consider and approve annual budget
Appoint committees
Approve expenses
Open discussion/suggestions
Adjournment

Follow- up

Secretary: Prepares and distributes minutes to all members of the Committee, the MD-29 Secretary-Treasurer, and the Council of Governors.

West Virginia Lions Leadership School

The Mission Statement of the West Virginia Lions Leadership School reads as follows: “To bring together the family of Lionism to enhance their leadership skills and deepen their commitment to community service.

The WVLLS operates pursuant to an Operational Manual that sets forth, among other things, the composition of its Executive committee, its officers, the number of and name of its suggested committees, and the number of required meetings per year. The Operational Manual governs the business and affairs of the WVLLS. **To provide continuity in planning, the Operational Manual is only subject to review annually at the first “regular” meeting of the Council of Governors.** Council members should become thoroughly familiar with the Operational Manual before the first “Regular” meeting of the council and be prepared to address any amendments to the Operational Manual

The General Chairperson of the WVLLS is considered by the Council to be a MD Chairperson. He/she reports to the Council at every regular meeting of the Council on the progress of the planning for the school.

District Governors are expected to promote attendance at the WVLLS during their year as governor.

A copy of the most recently approved Operational Manual shall be published on the MD website as soon as practicable after approval by the Council of Governors as possible. A copy of the Operational Manual may also be obtained from the General Chairperson of the Leadership School.

District Conferences

Purpose: Aside from the Multiple District State Convention, the District Conference provides the only opportunity for Lions of the entire district to meet together during the year. In addition to the opportunity for fellowship, it provides the opportunity for instruction to all Lions, especially local club officers, along with motivational and inspirational comments from a qualified speaker on Lionism.

Format: The District Conference is usually a one and one-half day affair, beginning with a Friday evening informal social gathering. It generally formally begins with a Cabinet meeting on Saturday morning, training seminars during the day, and concludes with a Saturday evening banquet, which includes a "Parade of Checks." The banquet also features a present or past International officer or Director furnished by Lions Clubs International.

Site, Date, and Speaker: The responsibility for these decisions rests with the First Vice District Governor. It is both customary and practical for the First Vice District Governor to select a Conference Chairperson well in advance of his/her term to select a host club, site, and date for the district conference to be held during his/her term.

Lions Clubs International policy permits payment of expenses for one International officer or director to be a speaker for each District during the year. In selecting a speaker, it has long been the custom and practice in MD-29 to rely on current or past International officers or directors to suggest a speaker for each conference, make the necessary contact, and extend an invitation. The Vice District Governor is involved in the selection process so that he/she can submit the formal invitation form required by Lions Clubs International. Usually, the initial contact is made by the current or past International officer or director at the USA/Canada Leadership Forum prior to the year in which the visit will be made; however, the formal invitation may not be finalized until after the International Convention ends.

Host Club and Committee: Other than the site, date, and speaker, the Conference Chairperson and his/her Conference Committee handle all other responsibilities for the District Conference. Many district governors have found it a good practice to solicit a local Lions club or a group of local Lions to serve as the Conference Committee.

Leadership Training and Schools of Instruction: It is advisable for the Conference Committee to arrange for seminars devoted to one or more of aspects of Membership, Extension, Retention or Leadership. The District Conference provides all Lions, particularly newer Lions, an opportunity to learn more about the district organization and the various programs that Lions support on the district, multiple district, and International level. It is also a perfect opportunity to develop leadership within the club and district level. District Governors are strongly encouraged to ensure that some time is devoted to leadership training and membership orientation during the conference. The format of the training is entirely up to the District Governor, Conference Chairperson and the Conference Committee.

Official Banners and Decorations: Multiple District 29 owns and maintains a number of Lions Clubs International banners and signs. The MD-29 Secretary-Treasurer is the custodian of the banners and signs. They are available for use at each district conference on a loan basis. Each Conference Committee, Conference Chairperson, and District Governor is responsible for making arrangements for getting the banners and signs for their respective conference and returning them to the next borrowing group or the MD-29 Secretary-Treasurer. The Conference Committee of each district is responsible for the decorations and table arrangements for their respective conference.

Banners and Signs for District Governor and Vice District Governor Candidates: Campaign signs and banners for candidates for District Governor, First Vice District Governor, or Second Vice District Governor at District Conferences are frowned upon; however, the final decision on whether or not to permit these banner and signs must rest with the individual district. Each district should adopt a stated policy during the initial planning of a Conference.

Financial Report of the District Governor: A complete financial report of the District Conference must be included in the Official State Convention Proceedings. The MD-29 Secretary-Treasurer will furnish each Cabinet Secretary-Treasurer and District Conference Chairperson with the blank form required to make the report. This report should be completed as quickly as practicable after the conference and mailed to both the MD-29 Secretary-Treasurer and to Lions Clubs International. A sample report is included in the Forms section of this Manual.

State Convention Handbook

Article VI of the Multiple District Constitution provides for an annual convention of the Multiple District pursuant to the following three sections:

Section 1. Multiple District Convention. An annual convention of this Multiple District shall be held in each year prior to the International Convention at a place selected by a previous annual convention of the this Multiple District and at a date and time fixed by the Council.

Section 2. Invitations to Host. The Chairman of the Council shall receive invitations in writing from places desiring to entertain the annual convention. All invitations shall set forth such information as the Council shall from time to time prescribe and shall be delivered to the Chairman no later than thirty (30) days prior to the convening date of the convention at which they are to be voted upon. Procedure to be followed in investigation of bids and in presentation of the same to conventions, as well as action to be taken by a convention in the event no bids are acceptable to or so received by the Council shall be determined by the Council.

Section 3. State Convention Officers. The members of the Council of Governors shall be the presiding officers at all meetings of the State Convention unless otherwise delegated by the Council.

The West Virginia Lions State Convention Handbook is prepared at the direction of and adopted by the Multiple District 29 Council of Governors and is subject to continued approval and revision by the Council. It outlines and conveys to the State Convention Host Club (s) and its committees the Council interpretation of the Multiple District 29 Constitution and By-Laws in regard to the operation of the State Convention.

This “Convention Handbook” is the result of the experiences of many District Governors and Convention Committees. It serves as the guideline for the planning session, which is usually held on the first weekend of each New Year. The session is a joint meeting of the council of Governors and the Host committee. Properly used, this handbook can alleviate many problems and answer many questions, which both the Council of Governors and the Host Committee may have.

The State Convention Handbook is generally considered the guiding document for the selection, planning and operation of the Multiple District State Convention.