

POLICY MANUAL

MULTIPLE DISTRICT TWO

LIONS OF TEXAS

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MD-2 POLICY MANUAL

PURPOSE

The purpose of this Policy Manual is to provide for the operation of the Multiple District Council of Governors and the Committees appointed by them. It is intended that this will help to continue the prestigious tradition of Texas Lionism. It is also intended that this will permit future Councils to benefit by the experience of past Councils and of the International Officers who have been elected from Texas.

MD-2 COUNCIL OF GOVERNORS

- 1) The Council of Governors of Multiple District 2 shall be the governing authority for the Lions of the State of Texas, with all powers of leadership residing with the District Governors.
- 2) Subject to the provisions of the Constitution and Bylaws of Lions Clubs International and of MD-2, the MD-2 Council of Governors shall administer the affairs of MD-2 including election of officers, scheduling meetings, administering funds and exercising other administration as is appropriate for MD-2 operations.
- 3) The Council of Governors shall meet no less than four times each year. A Council meeting may be of more than one day's duration if needed.
- 4) A group within the Council of Governors shall not meet with lobbying groups in an attempt to create a Council majority on a question of concern to the Council as a whole. This does not prohibit members from discussing issues with each other, or with past or present International Officers.

MD-2 COUNCIL EXECUTIVE COMMITTEE

- 1) The Executive Committee members are: Council Chairman, Council Chairman-elect, Council Vice-Chairman, Council Treasurer and Council Secretary. The Council Vice-Chairman, Council Treasurer and Council Secretary shall be elected no later than the first Council of Governors meeting.
- 2) The purpose of the Executive Committee is to provide a means of operation continuity during the interim of Council meetings. All the Committee's actions are for, and must be approved by, the Council. Such actions shall be confined to proven emergencies, and shall not obligate funds or make any binding decisions without the consent of the Council.
- 3) When emergency action is required, the Executive Committee shall attempt to poll the Council. When an emergency decision is necessary, and polling is impossible, the Executive Committee decision shall be in effect only until a poll or a Council meeting can provide ratification. The Executive Committee may meet by telephone conference.

- 4) The Executive Committee shall not meet with groups of Council members without all members present except as provided for herein.

MD-2 COUNCIL CHAIRMAN

- 1) The Council Chairman shall chair council meetings and shall promote leadership and harmony among the members of the Council.
- 2) The Chairman of the MD-2 Council shall be elected in accordance with the Constitution and Bylaws of MD-2.
- 3) The Chairman shall issue a call of council meetings through the State Office.
- 4) Under the supervision of the Chairman, the State Office shall prepare an agenda for each Council and shall forward a copy to the council members, Vice District Governors, Texas International Family, MD-2 Committee Members and others on the agenda at least fifteen days prior to the meeting.
- 5) The Chairman shall be knowledgeable about council appointed committee work and the duties involved.
- 6) The Chairman shall maintain a close relationship with the Executive Committee of the Council and with the International Family of Texas. The Chairman shall keep council members aware of the activity of Lionism in general and especially within the State of Texas.
- 7) The Chairman shall report the affairs of MD-2 to Lions Clubs International at appropriate times. The Council shall consider ratification of the report.
- 8) The Council Chairman may conduct a preliminary meeting of the Council prior to the regular council meeting. The International Family and Vice District Governors shall be invited to attend.

MD 2 COUNCIL VICE CHAIRMAN

- 1) The Vice-Chairman of the council of Governors shall be elected from the District Governors.
- 2) The Vice-Chairman shall preside at meetings and functions of the MD-2 Council during the absence of the MD-2 Council Chairman.
- 3) The Vice-Chairman shall report to the Council about Executive Committee meetings and other appropriate meetings where the Council as a whole is not in attendance.

MD-2 COUNCIL SECRETARY

- 1) The Council Secretary shall be elected from the District Governors.
- 2) The Council Secretary shall be responsible for recording the minutes of Council of Governors and Executive Committee meetings.

- 3) The Council Secretary shall present the minutes of previous Council and Executive Committee meetings for correction and approval by the Council.

MD-2 COUNCIL TREASURER

- 1) The Council Treasurer shall be elected from the District Governors.
- 2) The Council Treasurer shall be the custodian of MD-2 Lions funds unless directed otherwise by the Council of Governors and shall report directly to the Council of Governors.
- 3) The Council Treasurer shall establish, or cause to be established, the MD-2 accounting system and system of internal accounting controls in accordance with generally accepted accounting principles as follows:
 - a) Maintain proper books of account on the accrual basis for each of the separate Administrative and Promote Texas Funds of MD-2.
 - b) Prepare or cause to be prepared interim accrual basis financial statements in accordance with generally accepted accounting principles on the Administrative and Promote Texas Funds to be presented and reviewed at each Council of Governors meeting.
 - c) Prepare or cause to be prepared an annual Budget for MD-2 reflecting anticipated revenues and expenses for the Administrative and Promote Texas Funds. The Treasurer shall present the budget to the Council of Governors for approval at the first meeting of each year. The budget shall be presented for review at each council meeting to compare accrual revenues received and expenses disbursed on an interim basis to the budget and allow for budgetary revisions.
 - d) Prepare or cause to be prepared annual accrual basis financial statements for the Administrative and Promote Texas Funds in accordance with generally accepted accounting principles at year end in comparison to the annual budget, which reflects the financial condition of MD-2 for the year completed. These financial statements shall be presented to the Council of Governors at the first council meeting of each year.
 - e) Insure that an annual audit of the financial condition of MD-2 is completed by independent sources by November 1 each year, or, as soon thereafter as practical.
 - f) Insure that preparation and timely submission of required Federal and/or State tax returns are complete by their respective due dates.
 - g) Complete an internal audit of the books of account and related records during each year on a periodic basis.
 - h) Maintain and adhere to all accounting procedures established and approved by the Council of Governors which include minimally the accounting policies set forth as follows:
 - i) Collect Multiple Districts per capita dues for the Administrative and Promote Texas funds from each District on a timely basis.

- ii) See that MD-2 dues records for each District are maintained and that appropriate controls are established and maintained over billing.
- iii) Not allow funds to be advanced from the Administrative Fund without prior Council of Governors approval. Disbursement of Promote Texas Fund monies shall be upon the recommendation of the Promote Texas Committee, then by approval by the Council of Governors.
- iv) Require disbursements to be reported on a standard expense reporting form with invoices for expended amounts to be attached. Reimbursements must comply with Lions Clubs International Rules of Audit on a minimum basis.
- v) See that all bills of MD-2 are timely paid from an invoice and/or statement and no disbursements shall be made that are not approved by the Council of Governors when not included in the approved budget.
- vi) See that perpetual inventory records are maintained on all merchandise items purchased for resale by MD-2: vests, shirts, spurs, etc.
- vii) See that all items sold out of the MD-2 Office have sales invoices generated with appropriate invoice controls; the Council of Governors may designate follow-up collection.
- viii) Maintain an impressed petty cash system.
- ix) See that all bank accounts are reconciled to the books of account on a monthly basis.

MD-2 COUNCIL CHAIRMAN ELECT

The Chairman-Elect shall:

- a) Act for the Council Chairman in the absence of the Chairman and Vice-Chairman, with the approval of the Council of Governors,
- b) Evaluate the achievements of the MD-2 Council appointed Committees and report such findings to the Council Chairman,
- c) Be encouraged to attend the International Convention,
- d) Be the Chairman of the Council of Vice District Governors,
- e) Preside at all meetings of the Council of Vice District Governors,
- f) Not be a voting member of the Council of Vice District Governors, and
- g) Be responsible for the training, the orientation and coordination of the Vice District Governors in the responsibilities and duties of the Council of Governors to ensure an orderly transition between Councils.

MD-2 STATE OFFICE EMPLOYMENT PRACTICES

The MD-2 State Office shall perform such duties as directed by the Council of Governors through the Council Chairman and as indicated in the Constitution, Bylaws and this Policy Manual to conduct MD-2 business.

Nondiscrimination Statement

MD-2 shall recruit, hire, place, promote, transfer, and make all employment decisions for all jobs without regard to race, color, religion, sex, age national origin, disability, marital status, or any other basis prohibited by state or Federal laws. MD-2 shall select the best-qualified person for each position in the association.

Disclaimer:

To preserve the ability to meet the association's needs under changing conditions, MD-2 may modify, augment, delete or revoke any and all policies, procedures, practices, and statement related to employment, with the approval of the D-2 Council of Governors. Such changes shall be effective immediately upon the approval of the Council of Governors.

At-Will Employment

MD-2 employees are employed on an at-will basis; therefore, they shall have no property rights in their continued employment. Nothing in this or any other document shall form a contract for employment or otherwise modify at-will relationship. An employee file of unacceptable performance items shall be maintained, and the employee will be informed in order to have the opportunity to take remedial action.

Employment Classifications

- Full-Time: For purposes of employee benefits, all personnel employed 30 hours or more per week on a regular basis shall be considered full-time employees.
- Part-Time: Employees in positions classified as part-time shall receive a set hourly rate of pay and are normally required to work fewer than 19 hours per week. Part-time employees shall receive no employee benefits beyond the hourly compensation, except as required by law.
- Temporary: Employees in positions classified, as temporary shall receive a set hourly rate of pay, which shall vary according to the job type and experience. Temporary employees shall be called upon only when needed and shall receive no employee benefits beyond the hourly compensation, except as required by law.

Exempt/Nonexempt

All employee positions shall be classified further as exempt or nonexempt in accordance with the guidelines established in the Fair Labor Standards Act.

Employees in positions classified as exempt, such as the State Secretary, shall receive a set, agreed-upon salary and shall not be eligible for over-time pay.

Employees in positions classified, as nonexempt shall receive salaries and additional pay or the equivalent time-off, at the regular hourly rates, for up to 40 hours per week, and at one and one-half the regular hourly rates of over-time that exceeds 40 hours per week. Over-time must be assigned and approved by the State Secretary.

Compensation

Salaries of full-time office staff shall be recommended annually by the Executive Committee of the Council of Governor's, to the Council of Governors for approval, and included in the budget. The hourly rates for part-time, and temporary, employees shall be established by the Council of Governors.

Job Descriptions

Job Descriptions shall be used by MD-2 to aid staffing, wage and salary administration, and training, and to facilitate communication between employees and supervisors. Job descriptions shall not be adopted policies, however; but shall be guidelines that can normally be expected to change over time. In a small staff, such as that of MD-2, any employee may be expected to perform duties and handle responsibilities that are not part of his/her regular job assignment. Every employee shall be expected to undertake and perform other duties as they arise and are assigned. If, over a Period of time, the new duties and responsibilities remain a significant part of an employee's assignment, the job description may be changed.

MD-2 Staff Supervision

The MD-2 Staff shall work under the direction and supervision of the Council Chairman.

Employee Performance Review

A semi-annual performance review shall be completed by December 31 and June 30 by the Executive Committee for each employee for the first year of employment; thereafter annually. The review document and process description shall be provided to each employee.

Grievance Statement

Employees shall submit any complaints or problems related to their employment to the MD-2 Oversight Committee for resolution. Should an employee's complaint or problem fail to be resolved at this level, a written appeal may be submitted to the Council of Governors.

Resignation

An employee wishing to resign should submit a written notice of resignation to the Council 14 days prior to the effective date of the resignation.

Dismissal Procedures

- 1) Dismissal: No person may be dismissed without the approval of the Council of Governors.
- 2) At-Will Employment: Employees have no property right in their continued employment and may be terminated for any reason or no reason at all, at any time and without notice. An Employee who has been dismissed may request a conference with the Council Chairman.

Contract Disclaimer:

- 1) Nothing contained in documents (such as performance evaluation, salary announcements, employee benefits, or employee handbook sections) provided by the Council of Governors to employees, will form a contract for employment or otherwise modify the at-will employment relationship.
- 2) Exit Interview: To the extent possible, the Council Chairman or designee may conduct an exit interview with each departing employee.

Employee Sexual Harassment

MD-2 shall not allow any form of sexual harassment within the work environment. Sexual harassment shall not be tolerated because it interferes with work performance; creates an intimidating, hostile, or offensive work environment; and influences or tends to affect the careers, salaries, working conditions responsibilities, and duties of employees.

For purposes of this policy, sexual harassment shall be defined to include, but not be limited to: sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual nature (signs, posters, and the like), and request for sexual favors.

Any intentional sexual harassment shall be considered a major violation of MD-2 policy and shall be dealt with accordingly by corrective counseling and/or suspension or termination of employment, depending on the severity of the violation.

Any complaint of sexual harassment should be in writing to the Council Chairman within 30 days of the event or events causing the complaint. The Council Chairman must immediately address both verbally and in writing any sexual harassment claim. The Council Chairman must then respond in writing to the person or persons advancing the complaint and, as soon as possible. Response must be within one week.

Employee Work Schedules

Office Hours: Office hours are regularly scheduled from 8:30 a.m. to 5:00 p.m., with the exception of Saturdays, Sundays, and designated holidays. If an exception to the regular schedule is needed the Council Chairman is to be contacted for approval.

Over-Time: All office employees, other than the State Secretary and the Organizational Development Manager, are nonexempt employees for the purpose of federal wage and hour requirements. Weekly time records shall be maintained and hours worked over 40 in one week shall be compensated at one and one-half the employee's individual hourly salary. In accordance with federal law overtime is defined as time actually worked in

excess of 40 hours in a single workweek, excluding any approved leave days or lunch hours free from duty. Time off for vacation, holidays, or jury duty is paid time off and is not considered as actual time worked for the purpose of determining over-time.

As a General rule, over-time is not permitted. The workload should be allocated so that it can be completed during a normal workweek. Over-time shall never be worked at the employee's discretion, but shall only be incurred, assigned, and paid at the request of the employee's supervisor.

Lunch Times and Breaks: Each employee shall get 45 minutes for lunch.

Voting: MD-2 encourages all employees to vote, however, employees are requested to vote outside regularly scheduled working hours.

Employee Conduct

As representatives of MD-2, employees are expected to conduct themselves in a highly professional manner and are expected to observe and abide by the rules of conduct established by MD-2. Failure to conform to such rules of conduct may result in verbal or written warnings, suspension or discharge. The Council of Governors shall consider the following when deciding on appropriate disciplinary action:

- 1) The seriousness of the infraction,
- 2) The past record of the employee, and
- 3) The circumstances surrounding the situation.

Conduct for which disciplinary action or discharge may be imposed shall include but not be limited to:

- 1) Discourtesy to MD-2 officers or other members, visitors, or other MD-2 employees;
- 2) Harassment of co-workers;
- 3) Insubordination and refusal to accept job assignments or requests made by a supervisor;
- 4) Refusal to cooperate with MD-2 officers, members, supervisors, or co-workers;
- 5) Neglect of duty;
- 6) Failure to maintain satisfactory work standards, and or job performance that adversely impacts the association;
- 7) Violation of established safety rules;
- 8) Violation of privacy of MD-2 members, visitors, or other MD-2 employees.
- 9) Immoral or improper conduct;
- 10) Theft or unauthorized removal, appropriation, or destruction of property belonging to MD-2 members, visitors, or other MD-2 employees;
- 11) Falsification or alteration of personnel records, records of MD-2, or employee applications;

- 12) Acts or violence on the premises of MD-2.
- 13) Unapproved absences or failure to report to duty without notification.
- 14) Engaging in willful misconduct related to work;
- 15) Leaving assigned duties without permission;
- 16) Possession of firearms, explosives, or weapons on the premises of MD-2.
- 17) Gambling on the premises of MD-2.
- 18) Violation of MD-2's alcohol and substance abuse policy, and
- 19) Conduct that may not be directly related to on-the-job activity, but which does adversely affect MD-2 or the employee's ability to do the work expected.

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not intended to be comprehensive. Additional standards of conduct shall be described in other MD-2 polices. Employees who are terminated shall be paid through the last day worked.

Personal Appearance and Office Manners

Employees shall be expected to maintain an appropriate appearance that is business-like, neat, and clean, as determined by work responsibilities. Dress and appearance should not be offensive to other employees or Visitors.

The professional image of MD-2 requires that the general conduct of employees be professional. Employees shall be expected to conduct themselves accordingly, and to help keep the MD-2 offices organized, clean, and neat in appearance.

Alcohol and Substance Abuse

The use, possession, transfer, or sale of alcohol or any controlled substance on MD-2 premises or in the adjacent parking lot or adjacent storage areas is prohibited. Violators shall be subject to severe disciplinary action.

MD-2 recognizes that individuals sometimes use alcohol or drugs to an extent that abilities and senses are impaired. For purposes of this policy, "impairment" or "being impaired" means that an employee's normal physical or mental abilities or faculties while at work have been detrimentally affected by the use of such substances. An employee who begins work while impaired or who becomes impaired while at work shall be guilty of violating MD-2 policy and is subject to severe disciplinary action. Severe disciplinary action may include suspension, discharge, or any other penalty appropriate under the circumstances. Smoking: For the health and safety of all employees, no smoking shall be permitted anywhere in the MD-2 work area.

Personal Telephone Calls: Personal telephone calls shall be kept to a minimum. An employee shall reimburse MD-2 for any charges for incoming and outgoing personal long-distance telephone calls on an MD-2 subscribed telephone line.

Employee Leave and Absences

Holidays: If a holiday falls on Saturday, the preceding Friday shall be the holiday from work. If a holiday falls on a Sunday, the following Monday shall be the holiday from work.

The following holidays shall be observed by MD-2: Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday and Friday), Winter Break (one working day prior to December 25-January 1 inclusive), and Presidents Day.

Vacation Leave: (First 5 Years)

Vacation leave shall accrue for full-time employees at the rate of one vacation day per month and may be taken, in increments of full days only, after one year of employment with MD-2. Vacation computation shall be based on each employee's employment year. Vacation leave may be accrued to a maximum of 24 days. Part-time and temporary employees shall not be eligible for vacation benefits.

Vacation shall accrue at the rate of one and one-half days per month for employees with five through ten years employment.

Vacation shall accrue at the rate of two days per month for employees with ten year or more employment

Sick Leave: Sick Leave with full pay shall accrue for full-time employees, commencing after one full year of employment, at the rate of one sick day per month. Sick leave shall be allowed to accumulate to a maximum of thirty days. Sick leave shall be defined as absence from work for:

- 1) The employee's personal disability caused by injury, illness, pregnancy, childbirth, or any condition related to pregnancy;
- 2) The employee's medical or dental appointment; or
- 3) The injury or illness of a member of the employee's immediate family or household.

The use of vacations shall be scheduled in advance and in a manner that maintains efficient operation of the office. A written request for the use of vacation leave must be submitted to the Council Chairman for approval. Whenever possible, the request should be submitted at least five days in advance to allow effective coordination and planning of MD-2 operations.

An employee giving at least 14 days notice of resignation shall receive a lump payment equal to the number of vacation days earned but unused at the time of resignation.

Employee Leaves and Absences

For purposes of this policy, the immediate family shall be defined as spouse, child, or parent. The use of sick leave shall also be permitted for the death of an employee's spouse, child, parent, sibling, grandparent, or grandchild.

An employee shall notify the Council Chairman as soon as possible on the first day of absence. Upon return from Sick leave, the employee shall submit appropriate leave documentation to the Council Chairman.

In the following situations, a medical release statement shall be submitted to the Council Chairman for review before the employee returns to work.

- 1) Four or more consecutive work days of absence for the employee's own illness or injury;
- 2) Any work related injury the cause of which the employee has been unable to work since the time of the injury;
- 3) After any maternity leave or other long-term leave.

The Council Chairman shall be responsible for maintaining records of employee sick leave, which shall be recorded in increments of 2.5 hours, half days and full days only.

Unused sick leave days shall not be paid to any employee who leaves the employment of MD-2 voluntarily or who is involuntarily terminated.

Temporary Disability: An Employee whose physical or psychological condition interferes with the performance of his/her regular duties shall be granted a leave of absence for temporary disability without pay for a period not to exceed 12 weeks. The period of disability leave may be extended at the discretion of the Council of Governors.

The employee shall be required to use all accrued sick leave and vacation leave before beginning a leave of absence without pay for temporary disability. No salary shall be paid to the employee during the period covered by temporary disability leave. The request for a leave of absence for temporary disability shall include pregnancy, childbirth, or any disability caused by pregnancy or to which pregnancy contributes.

An employee on temporary disability leave of absence shall notify the Council Chairman of his/her intention to return to active duty at least 14 days before the expected date of return. Such notice must include a physician's statement that the employee is able to resume regular duties.

Jury Duty and Court Subpoena

Time off for mandatory jury duty or for court appearances required as a result of a valid subpoena or court order shall be excused and paid at full salary, provided employee provides proof of the required duty or the subpoena when requesting the time off. There shall be no adjustment of an employee's salary for receipt of just duty pay, witness fees or expenses. The employee is expected to report for work when it does not conflict with court obligations. It is the employee's responsibility to keep the Council Chairman informed periodically about the amount of time required for jury duty or other court appearances.

Unpaid Leave: Absences from work that are not covered by MD-2 policy shall be considered absence without pay. During such a period of absence, an amount equivalent to the salary the employee would have earned shall be deducted from the employee's salary for that pay period.

EMPLOYEE INSURANCE AND RETIREMENT BENEFITS

Health Care Insurance: Each full-time employee shall be eligible to participate in a health care insurance program For which the employee and MD-2 shall pay 20 percent and 80 percent of the premium, respectively.

Retirement Compensation Plan: After six months of employment with MD-2, and employee shall be eligible for a nonqualified, deferred retirement compensation plan. MD-2 shall contribute to the plan selected by the employee in an amount equal to five percent of the employee's salary.

Payments During Unpaid Leave of Absence: During any unpaid leave of absence, an employee is responsible for his/her contributions to any nonqualified, deferred retirement compensation plan or health care insurance plan in which the employee participates.

All MD-2 employees shall maintain and conduct themselves in an appropriate quality image commensurate with the confidence, and high esteem in which Lions Clubs International is held by the people of the world and the great state of Texas.

MD-2 STATE OFFICE OVERSIGHT COMMITTEE

The Oversight Committee shall consist of the Council Chairman, (2) District Governors, who shall be selected by the Council Chairman, (2) Council Chairman-Elect, (1) Vice Governor who shall be selected by the Council Chairman-Elect and the Immediate Past Council Chairman, with the current Council Chairman as Committee Chairman. The Oversight Committee has the responsibility for monitoring the work activities, salaries, benefit schedules and expenses related to all MD-2 employees. Thr Oversight Committee shall meet with all MD-2 employees at least four times annually to evaluate such employees. The Oversight Committee shall have authority to implement recommended changes on the activities of any MD-2 employee with such changes being ratified at the next council of Governors meeting. The Oversight Committee may make recommendations for changes in employment status, salaries, and benefits as to any employee as it may determine; however, no such recommendations shall be implemented without approval of the Council of Governors.

MD-2 ADMINISTRATIVE SECRETARY

The duties of the MD-2 Administrative Secretary shall include, but not be limited to:

- 1) Working with MD-2 leadership and standing committees, as requested, in developing, building and promoting Lionism,
- 2) Primarily devoting work to correspondence with the District Governors, Vice-District Governors, Council appointed Chairmen, District Officers, the International Officers elected from MD-2, the Past District Governors, and Lions Clubs International,
- 3) Consulting with the Council on matters of public relations, fund raising and promotions, and protocol, particularly related to visits of International dignitaries,

- 4) Maintaining records of membership and extension changes for historical purposes and to inform the Council about such changes,
- 5) Refraining from any political activity within the Association at a club, district or international level,
- 6) Attending all meetings of the Council and of the Executive Committee,
- 7) Assisting the Council with the preparation of its budget,
- 8) Maintaining accounting records on a current basis,
- 9) Being responsible for the storage, preservation and distribution of supplies, pin collections and artifacts and presentation of an annual inventory to the Council,
- 10) Maintaining up to date copies of the MD-2 Constitution, Bylaws and Policy Manual and arrange reprinting of these documents as needed,
- 11) Working with the Council Chairman, Host District Governor and Vice District Governor to schedule and plan Council meetings, and to complete and provide an Activity Report for the meeting,
- 12) Working with the MD-2 Secretary to record minutes of the Council of Governors' Meetings, Executive Committee Meetings and MD-2 conferences to produce a complete and accurate transcript of those meetings,
- 13) Within fifteen days after each meeting shall forward a copy of the transcript to each member of the Council of Governors, Council of Vice Governors, to the International Officers elected from MD-2 and to the office of Lions Clubs International, and shall retain a file copy of the transcript,
- 14) Notifying all MD-2 clubs, at least one week prior to the International Convention, about pertinent proceedings of the MD-2 Convention as provided in Article 7, Section 7 of the MD-2 Constitution,
- 15) Providing equal service to each District Governor or as directed by the Council of Governors, and
- 16) Carrying out assignments relative to preparation and implementation of MD-2's involvement in the MD-2 and International Conventions and MD-2 Forums, which shall include, but not be limited to:
 - a) Coordinate activities with the MD-2 International Convention Chairman. Assist with arrangements for storage and distribution of gifts at the convention.
 - b) Coordinating, with the appropriate MD-2 Committees, arrangements for the location, rooms, needed properties and distribution of invitations for the Caucus,
 - c) Coordinating MD-2 delegate registration activities, arrangements for a breakfast, reception or any other function sponsored by MD-2,
 - d) Coordinating transportation of convention or parade properties or obtaining those properties at the convention site,
 - e) Coordinating publishing of a newsletter or bulletin at the convention,

- f) Coordinating needed special group transportation to and from the convention and needed convention site transportation for MD-2 Lions,
- g) Coordinating the transfer of convention room certificates,
- h) In the event of a bid for the International Convention to be in MD-2, seeing that contracts are applicable with Convention and Tourist Bureaus, host cities and host Lions are executed at the time of the bid.

MD-2 Convention:

- a) Assisting the Council Chairman and Convention Chairman with planning arrangements, receptions, and budget development and protocol, as requested,
- b) Designing, ordering and transporting plaques to be presented at the convention including, but not limited to, District Governor and Hall of Fame plaques,
- c) Cooperating with the Council Chairman to plan and prepare the agenda for Council and Vice Council meetings, assist in planning training sessions and arranging for needed meeting rooms,
- d) Cooperating with the Host Chairman in making hotel reservations for District Governors, Vice District Governors and dignitaries.

Forum:

- a) Assisting the Council of Governors and the Host District Governor in planning forums and related activities.

MD-2 ORGANIZATIONAL DEVELOPMENT MANAGER

The duties of the MD-2 Organizational Development Manager shall include, but not be limited to:

- 1) Development of Lionism through the establishment of viable new Lions Clubs, rehabilitation of existing Lions Clubs, and retention of individual Lions throughout MD-2 in accordance with objectives established by the Oversight Committee and approved by the Council of Governors within MD-2.
- 2) Submission of a written report on or before the 5th day of each month to the Council Chairman.
- 3) Participation in Texas Lions Leadership Forum, District, Multiple District, International Conventions and Conferences when invited and/or directed.

MD-2 STATEWIDE ELECTIONS

- 1) Voting for statewide elections shall be held in compliance with the Lions International Constitution and By-laws, the MD-2 Constitution and Bylaws and this Policy Manual.
- 2) Voting on MD-2 elections shall be by individual secret ballot. Each delegate or alternate present shall be entitled to cast one vote on every question or candidate on

the ballot. Absentee or proxy voting is not allowed. The qualified delegates or alternates present and voting at the District Convention shall constitute a quorum. Voting for MD-2 elections shall be held in one day for a maximum period of eight hours. Any candidate may designate a poll watcher in each District.

- 3) Except as otherwise provided herein, the decision of the majority on any question shall be binding on all Lions. In the event of three or more qualified candidates running for any office, a plurality shall elect. In the event of tie votes the decision shall be determined by a lot vote.
- 4) Individual ballots and voter registration forms for MD-2 voting shall be prepared for and provided by the State Office at the direction of the Council of Governors, for each Sub-District.
- 5) Each Sub-District shall receive sufficient numbered ballots containing an original and a carbonless copy.
 - a) Each Sub-District shall receive sufficient numbered voter registration forms, containing an original and a carbonless copy, which shall be used to register each voter at the time of voting. An election judge appointed by the District Governor, and confirmed by the District Cabinet, shall print the voter's name and the voter shall sign the voter registration form.
 - b) Each registered voter shall receive a ballot for voting. The voter shall separate the completed ballot and place the original ballot in one container and the copy in another container.
 - c) At the close of voting all original voted ballots, canceled ballots, unused ballots and original voter registration sheets shall be placed in a sealed envelope or container. The container is to be delivered to the State Office by the close of business on the Tuesday immediately following the election. Delivery may be personally, by the U. S. Mail or by other delivery service at the discretion of the District Governor. The envelope or container shall be considered delivered if placed with a delivery service on or before the Monday immediately following the election. The carbonless copies of the voted ballots and registration sheets shall be placed in a sealed envelope or container, which shall be retained by the District Governor. The District Governor shall bring that envelope or container to the Council of Governors Meeting immediately preceding the MD-2 Convention. The District Governor shall not count the carbonless ballot copies or open the sealed container except as described below, in Section j.
 - d) The MD-2 Election Committee shall consist of the Immediate Past Council Chairman, who shall serve as Chairman, a District Governor chosen by the Council of Governors and the President of the Past District Governors Association. The Election Committee may, by majority vote, add two additional members to assist in the work of the Committee. Members of the Election Committee shall be from different Sub-Districts. If the President of the Past District Governors' Association is from the same Sub-District as either the Immediate Past Council Chairman or the selected District Governor, the President

of the Past District Governors' Association shall appoint another officer of that association to serve as its representative on the Committee.

- e) After all original ballots are received in the State Office, the MD-2 Election Committee shall meet either at the State Office or at the Council of Governors meeting preceding the State Convention to open and count the ballots. The counting of the ballots shall be completed no later than the scheduled commencement of the Pre-Council of Governors meeting scheduled during the MD-2 State Convention.
- f) The MD-2 Election Committee shall notify the State Office and the Chairman of the Council of Governors of the time and place the committee intends to count the ballots at least fourteen days prior to the commencement of such meeting. The State Office shall notify each District Governor and each candidate appearing on any ballot about the time and place of such meeting at least ten days prior to the commencement of the meeting. The ballot counting shall be open for observation to all MD-2 Lions.
- g) A vote for a candidate, or for or against a proposition, shall be counted if the voter's intent is clearly ascertained by a majority of the members of the MD-2 election Committee. A ballot in which the voter's intent cannot be clearly ascertained by a majority of the members of the MD-2 Election Committee shall be considered defective and shall not be counted. A defect occurring on one item on a ballot shall not render the votes on other items on the ballot defective. Any defective ballot shall be signed by the MD-2 Election Committee Chairman and placed in a separate envelope to be held for further examination if needed.
- h) Upon completion of the counting of the ballots, the MD-2 Election Committee shall promptly submit a written report to the State Office and to the Chairman of the Council of Governors. The report shall detail the results of each ballot item. A copy of the report shall then be delivered to each District Governor and to each candidate appearing on any ballot. The report shall include a district by district total of votes cast for each candidate, for or against each proposition and the total of defective ballots relating to each candidate or proposition.
- i) After the MD-2 Elections Committee has completed delivery of its written report (as indicated in h.) the District Governor shall open the sealed container holding the carbonless ballots and registration forms. The District Governor shall open the container and count the ballots in the presence of either the MD-2 Election Committee or the Council of Governors. A District Governor shall not open the sealed container or count any ballot except as specified in these procedures.
- j) If a discrepancy occurs between the count of the MD-2 Election Committee and the District Governor, which would effect the outcome of any item on the ballot, the MD-2 Election Committee shall perform a recount and verification between the original and carbonless copies of that Sub-District. If a discrepancy continues to exist after the recount, the matter shall be referred to the Council of Governors for final determination.

- k) A District Governor or a candidate may request a recount of any and all the ballots, on any proposition, if the results indicate the candidate or proposition with the most votes received less than fifty-five percent of the votes cast.
- l) A recount of any item on the ballot (under the provision in k.) may be requested after the MD-2 Election Committee has counted the votes, but before the Council of Governors has ratified the votes.
- m) All challenges to any votes, or to the results of the of the count of the MD-2 Election Committee, shall be made to the Council of Governors and a resulting determination made by the council no later than thirty days following the challenge.

MD-2 REIMBURSEMENT

- 1) Reimbursement for expenses shall be in compliance with the Rules of Audit established by Lions Clubs International, with the exception of the MD-2 State Office whose rates shall be established by the Council of Governors.

The maximum to be allowed for any MD-2 financed Council meeting or State Convention attendance reimbursement claim is three days and two nights. Reimbursement claims shall be subject to budget limitations.
- 2) Requests for reimbursement shall be by completing expense forms provided by the MD-2 State Office. The request of itemized expenses shall be accompanied by original receipts and submitted to the MD-2 State Office by the twentieth of the following month. The Council in recognizing an emergency situation shall approve requests not in compliance with this policy.
- 3) The Council Chairman and Council Chairman-Elect shall be reimbursed for council meeting attendance.
- 4) District Governors shall be reimbursed for council meetings attendance incurring the least expense, when not reimbursed by Lions Clubs International.
- 5) District Governors-Elect shall be reimbursed for State Convention attendance.
- 6) A Vice District Governor shall be reimbursed for substituting for an absent District Governor during a Council meeting, with the District Governor's consent.
- 7) MD-2 Committee Chairmen shall be reimbursed for their expenses for which a budget for such committee has been approved.
- 8) MD-2 State Office, International Convention, expenses shall be authorized by Council establishment of a budget item each year.

MD-2 TEXAS LIONS CAMP LIAISON

- 1) The Texas Lions Camp Liaison shall monitor the financial and administrative programs, and other activities of Camp Directors, for the Council.

- 2) The Liaison shall report camp activities and present recommendations to the Council that are considered appropriate to smoother operation of the Camp.

MD-2 PARTNERS IN SERVICE

- 1) District Governors partners in service may arrange meetings and programs for other partners in service during Council meeting times.
- 2) The Council Chairman partner in service may act as the coordinator of such activities and events.

MD-2 COUNCIL DRESS CODE

In promoting the MD-2 image of Lionism, members of the Council should make a most favorable personal presentation to the other Lions of the world and to the public. Recommended and appropriate types of attire are:

- 1) **STANDARD ATTIRE:** Blazer, dress slacks, white dress shirt, Lions tie and black dress shoes or boots. The color and style of the first four items shall be at the discretion of the Council.
- 2) **FORMAL ATTIRE:** Dinner jacket, dark tuxedo trousers and black shoes. Choice of white or dark dinner jacket is the option of the Council.

RECOMMENDED ATTIRE FOR THE FOLLOWING FUNCTIONS ARE:

- a) *MD-2 Council Meetings* – Council Meeting Standard Attire
 - b) *MD-2 Conventions* – Meetings Standard Attire
 - c) *International Convention* – Parade, Parade Uniform
 - d) *Saturday Banquet* - Formal Attire
 - e) *Banquets* - Formal Attire
 - f) *Other times* - Optional
 - g) *Necrology* - Standard Attire
 - h) *International Show* – Standard Attire
 - i) *Swearing In Ceremony* – Standard
- 3) Attire at other functions is at the option of the Council of Governors

MD-2 CONFLICT OF INTEREST

- 1) A Lion who is determined by the Council of Governors to have a conflict of interest with a position as MD-2 appointed Chairman, committee member or State Office and candidacy for International Office, shall resign from such position prior to seeking MD-2 nomination for International Office.
- 2) A Lion shall not serve as more than one MD-2 appointed Chairman at a time.

MD-2 INTERNATIONAL LIAISON AND FAMILY

- 1) Lions elected International Officers from MD-2 shall meet with the Council of Governors before or during each regularly scheduled Council meeting.
- 2) They shall bring to the Council's attention those matters relating to Lions Clubs International that affect MD-2, MD-2 Sub-Districts and the clubs of Texas. They shall provide unbiased advice as the need is indicated or as requested by the Council.
- 3) They shall create and foster relations between the Lions of MD-2 and Lions of other districts and countries.
- 4) They shall recommend the timeliness of nominating MD-2 candidates for International Office.
- 5) They shall work to support the Campaign Committee of any candidate nominated by MD-2 for International Office.
- 6) They shall cooperate with the MD-2 International Convention Committee. This shall include, but not be limited to, assisting the Caucus Committee making arrangements and presenting all candidates for International Office to the MD-2 Caucus or to other MD-2 meetings.
- 7) They shall encourage MD-2 Lions to attend the International Convention and shall be responsible for tabulating and distributing voting results to the districts. Permanent records of the voting results shall be maintained in the MD-2 State Office.

MD-2 LONG RANGE PLANNING COMMITTEE

- 1) The Long Range Planning Committee shall promote the growth and activity of Lionism in Texas.
- 2) There shall be a committee membership of sixteen Past District Governors, one from each district, appointed by the respective District Governor. The term of membership shall be three years, with one third of the terms expiring each year. The membership year shall be from July 1 through June 30.
- 3) The Committee Chairman shall be selected by the committee members and may not serve more than two years.
- 4) The Committee shall meet three times each year.
- 5) Recommendations from the Committee shall be presented to the Council of Governors for their consideration.
- 6) Membership appointment shall be in accordance with the following schedule:

2006-2009:	2-T2, 2-T3, 2-S2, 2-S3, and 2-S4	2016-2019:	2-T2, 2-T3, 2-S2, 2-S3, and 2-S4
2009-2013:	2-E1, 2-X1, 2-X2, 2-X3, 2-S1 and 2-S5	2019-2022:	2-E1, 2-X1, 2-X2, 2-X3, 2-S1, and 2-S5
2013-2016:	2-T1, 2-E2, 2-A1, 2-A2, and 2-A3	2022-2025:	2-T1, 2-E2, 2-A1, 2-A2, and 2-A3

MD-2 TEXAS LIONS HALL OF FAME

- 1) Elevation of Lions into the Texas Lions Hall of Fame bestows an honor upon one who has been outstanding in using their time, talents and resources to further the cause of humanitarian services.
- 2) The MD-2 State Office shall, at the first council meeting each year, distribute information about nomination criteria to District Governors.
- 3) Selection shall be by the Hall of Fame Committee for each district. The committee of five members each, from different clubs, shall be appointed by the District Governor. The nominee shall be certified to the Council of Governors not later than the February Council meeting.
- 4) Minimum standards to qualify for the Texas Lions Hall of Fame are:
 - a) Be an active or deceased member with at least fifteen years of service,
 - b) Having provided outstanding and dedicated service to Lionism beyond the call of duty,
 - c) Having provided other than Lionistic service to community, state and nation,
 - d) Having accomplished special achievements in, or contributions to, humanitarian service for those less fortunate, and
 - e) Not having solicited in any manner for this recognition, which will automatically eliminate the soliciting candidate for that year.
- 5) A fee of \$227.50 shall accompany the nominee's profile. Selection of International Directors is automatic and no fee is required. The Hall of Fame fee covers the cost of the Hall of Fame Medallion and, the Hall of Fame Plaque, which is presented to each nominee.
- 6) Presentation of the selected nominee, by the District Governor, shall be at the MD-2 Convention. Each selected nominee will receive a duplicate of the plaque placed in the Hall of Fame.
- 7) A plaque with the names of to the Texas Lions Hall of Fame members shall be maintained in an appropriate space at the MD-2 State Office.
- 8) The nominees shall be selected in accordance with the following schedule:

2005-2006:	2-T2, 2-T3, 2-X3, 2-A2, 2-S2 and 2-S5	2012-2013:	2-E2, 2-X1, 2-X2, 2-A3 and 2-S3
2006-2007:	2-E2, 2-X1, 2-X2, 2-A3, and 2-S3	2013-2014:	2-T1, 2-E1, 2-A1, 2-S1 and 2-S4
2007-2008:	2-T1, 2-E1, 2-A1, 2-S1, and 2-S4	2014-2015:	2-T2, 2-T3, 2-X3, 2-A2, 2-S2, and 2-S5
2008-2009:	2-T2, 2-T3, 2-X3, 2-A2, 2-S2 and 2-S5	2015-2016:	2-E2, 2-X1, 2-X2, 2-A3 and 2-S3
2009-2010:	2-E2, 2-X1, 2-X2, 2-A3, and 2-S3	2016-2017:	2-T1, 2-E1, 2-A1, 2-S1 and 2-S4
2010-2011:	2-T1, 2-E1, 2-A1, 2-S1 and 2-S4	2017-2018:	2-T2, 2-T3, 2-X3, 2-A2 and 2-S5
2011-2012:	2-T2,2-T3, 2-X3, 2-A2,2-S2 and 2-S5	2018-2019:	2-E2,2-X1, 2-X2,2-A3, and 2-S3

MD-2 COMMITTEE CHAIRMEN

- 1) The Council of Governors shall appoint MD-2 Committee Chairmen, as they deem appropriate for the successful operation of MD-2
- 2) A chairman may, with the approval of the Council, appoint committee members to assist with their work. The Council may exercise confirmation of the members.
- 3) Unless otherwise directed by Lions Clubs International or the MD-2 Constitution, the term of these chairmen shall expire June 30 of each year. Reappointment shall not result in any Lion serving as the same chairman for more than five one year terms or, to coincide with Lions Clubs International appointments, two three year terms.
- 4) Those appointed chairmen whose duties are related directly to programs organized and promoted by Lions Clubs International shall follow the content and design of LCI's program in making such program successful in MD-2 and its sub-districts. These chairmen may include, but not be limited to, Membership and Retention, Extension, Leadership Development, Youth Exchange, USA / Canada Leadership Training Forum, Lions Clubs International Foundation, Leos, Lions Eye Health Program, Sightfirst, Publicity and Youth Outreach.
- 5) Those appointed chairmen whose duties are related only to an MD-2 program or to a program not directly operated by Lions Clubs International shall follow the content and design of those program entities to make that program successful in MD-2 and its sub-districts. These chairmen may include, but not be limited to Texas Lions Foundation, Family Pathfinders, Eye Glass Recycling, Diabetes, Leader Dogs for the Blind, Internet Program, Lions World Services for the Blind and Lions Eye Banks Liaison.
- 6) In addition to the duty relationships indicated in sections 2 and 3 above, the chairmen shall complete other duties assigned by the Council of Governors including, but not limited to:
 - a) Adapting related in place programs to the needs of MD-2,
 - b) Providing or monitoring distribution of program materials to sub-districts, and
 - c) Providing training, including successful program organizational, motivational and implementation techniques to sub-district leaders, as requested by the Council of Governors and individual District Governors.
- 7) The chairmen shall keep the Council members informed about the status of their district by reporting at council meetings or by reporting situations needing immediate attention to the Council Chairman. Reports at Council Meetings shall be a printed copy to each Council Member and may be accompanied by an oral report.

MD-2 CONVENTION PERMANENT COMMITTEE

- 1) The MD-2 Convention Permanent Committee members shall be the three most immediate Past Council Chairmen. The most immediate Past Council Chairman shall serve as chairman.
- 2) The Committee shall provide assistance to the Host District Committee in the organization and conduction of the MD-2 Convention.
- 3) Should the Council of Governors find it apparent that the Host District has not or cannot make adequate preparation for the convention in a timely manner, the Council may request that the Permanent Committee assume planning and operation of the convention under the supervision of the Council.

MD-2 CONVENTION DISTRICT HOST COMMITTEE

- 1) The Convention Host District shall be the District of the Chairman of the Council of Governors.
- 2) The Chairman of the Council shall be the Chairman of the MD-2 Convention, but he may appoint a District Host Committee Chairman and one or more other Committee Chairmen such as Housing and Registration, Youth Outreach Contests, Banquets and Luncheons, Partners in Service Activities, Publicity and a Secretary/Treasurer for the District Host Committee.
- 3) The District Host Committee, appointed by the Council Chairman, shall closely coordinate convention functions and activities with the MD-2 Convention Permanent Committee and shall solicit the Committee's advice.
- 4) The District Host Committee shall consider available hotels for use as the headquarters hotel by determining adequacy of facilities including number and size of meeting rooms, banquet facilities and availability of the number of guest rooms. Status reports should be provided to the Council of Governors.
- 5) After Council approval of the hotel, the Host Committee shall negotiate for necessary items including, but not limited to:
 - a) Cost of guest rooms and the number of complimentary rooms,
 - b) Parking facilities, including motor homes,
 - c) Permission for guests to bring in own refreshments,
 - d) Availability of ice and refreshments to be purchased on site, and
 - e) Availability of meeting room's equipment.
- 6) Complimentary tickets to convention activities shall be limited to speakers, unless approved by the Council of Governors.

MD-2 INTERNATIONAL CONVENTION COMMITTEES

- 1) The Chairman of the Council of Governors shall appoint, with Council confirmation, members of the Council to serve as co-chairmen for the following International Convention MD-2 activities: Parade and Band, Registration and Voting, Hospitality, Texas Breakfast, Texas Caucus, Gifts, Travel and Bulletin. Duties of the co-chairmen shall include, but not be limited to:
 - a) Parade and Band - Determine and promulgate information about the parade staging area and route, recommend to the Council if a band should be used, obtain and file parade entry forms as are appropriate and provide flags for the Elite Marching Unit. The Parade and Band Co-Chairmen shall enforce that all MD-2 parade participants wear the Official Parade Uniform:

Regular Unit

- Vest Texas red, white and blue vest
- Shirt White, long sleeved (Western cut preferred)
- Jeans New navy blue Levi style
- Boots Black or dark colored (Black or dark shoes are acceptable)
- Hat Western, cattleman's style of natural color
- Belt Black
- Tie

**Elite Unit same as Regular Unit, plus Elite Unit chaps, and spurs with black boots. (Only Lions march in the Elite Unit)

**Lions participating in the International Parade are not allowed to wear pins, or jewelry, that is noticeable on the Texas Vest while marching in the Parade.

- b) Registration and Voting: Plan and provide assistance needed for voter registration, consider ways to encourage every delegate or alternate to vote, consider needed special transportation to the voting area and encourage clubs to pay delegate expenses based on confirmation that the delegate voted.
- c) Hospitality: Determine the cost and feasibility of providing a hospitality room. If a room is to be provided, determine hours of operation, schedule Lions to operate the room and provide refreshments and food.
- d) Texas Breakfast: Arrange for the meeting room and meal, arrange for advance ticket sales and for ticket takers, arrange for recognizing special dignitaries and arrange for a Master of Ceremonies and for a program. Complimentary tickets are with the approval of the Council. This event shall be financially self- sustaining.
- e) Texas Caucus: Invite all candidates for International Office to appear and speak or to be represented, provide information to the candidates about the time and place

- to appear and the amount of time allowed to speak, introduce each candidate or representative, to the audience and arrange to allow MD-2 International Family to offer comments about the candidates.
- f) Gifts: Make recommendation to the Council about a Texas gift to be provided for each District Governor-elect and appropriate International Family members. With the Council's approval, purchase and transport the gifts to the convention and arrange for the distribution of the gifts.
 - g) Travel: Report to Council members about special transportation arrangements, possible charter flights, adjunct tours and special travel activities. Provision shall be made that no travel arrangements or special activities conflict with voting.
 - h) Bulletin: Provide for development, printing and distribution of a daily news bulletin for MD-2 Lions. A supply of the bulletin shall also be available at the registration desk of the Texas headquarters hotel and in the MD-2 Hospitality Room. The bulletin shall include, at a minimum, location, date and time of all MD-2 functions, parade information, MD-2 Hospitality Room information and candidate information.
- 2) The Council may select no more than two Lions to make a pre-convention exploration trip to the convention site. This shall be completed before the February Council Meeting. This delegation shall make necessary arrangements for the Lions of MD-2 by:
- a) Meeting with the Texas headquarters hotel management to inspect rooms, reviewing the hotel for area a location for an information booth, making arrangements for house telephone or bulletin board for ongoing information, determining requirements concerning posting of campaign signs or literature and the availability of a public stenographer, computer rental and photocopy service,
 - b) Reviewing the caucus room facility for location, time availability and needed seating room,
 - c) Reviewing the hospitality room facility for location, time availability and size,
 - d) Determining appropriateness and cost of available catering arrangements,
 - e) Reviewing parade route and staging area, and
 - f) Reserving a hotel suite for the MD-2 candidate for International Office.

INTERNATIONAL CONVENTION IN MD-2

- 1) The Council of Governors shall bid for the International Convention at least five years in advance of the intention to host the convention.
- 2) The Council shall decide about convention financing and needed additional MD-2 funds collection immediately after the convention is awarded to MD-2. Funds shall be budgeted at least for: committee and sub-committee meetings, secretarial services, postage, copying service, telephones, parking, office supplies, welcome signage, Host Chairman's lodging, receptions and entertainment.

- 3) The Council shall appoint a Host Chairman at least two years before the convention date. The Host Chairman shall be from the area of the convention site.
- 4) The Host Chairman, with the confirmation of the Council of Governors, shall appoint:
 - a) Host Vice-Chairman,
 - b) Entertainment Chairman to arrange a reception or other entertainment, approved by the International President, for the International Officers elected from MD-2,
 - c) International Family Drivers Chairman and Vice - Chairman to provide transportation for International Directors and Past Presidents,
 - d) Welcoming Committee Chairman to recruit and direct needed volunteers who will personally and with signs, welcome Lions at airports,
 - e) Sergeant-at-Arms Chairman and Vice-Chairman who will recruit and direct needed volunteers to serve at meetings and shows,
 - f) Recreation Vehicle Chairman to obtain parking facilities for Lions' vehicles and to provide transportation to convention halls,
 - g) Parade Marshall Chairman to recruit and direct needed volunteers to maintain order on the parade route,
 - h) Band and Color Guard Chairman who will provide the needed bands,
 - i) Band Housing Chairman to provide acceptable, appropriately priced housing for visiting bands,
 - j) Parade Drivers Chairman to recruit and direct needed volunteers' drivers to drive the International Family in the parade,
 - k) Parade Judges Chairman to recruit and organize needed judges to judge the parade entries,
 - l) Parade Float Chairman to coordinate the obtaining of float builders as requested,
 - m) Parade Refreshment Committee Chairman to recruit and direct volunteer servers providing soft drinks in the reviewing stands at no cost to Lions Clubs International, and
 - n) Interpreter Chairman to coordinate the provision of interpreters for all events for the International Family.

MD-2 PROMOTE TEXAS FUND

- 1) The Promote Texas Fund shall provide funding for the promotion of Texas Lionism and for the support of MD-2 candidates for International Office.
- 2) The Promote Texas Fund shall be maintained and disbursed only within the following restrictions:

- a) The Promote Texas Fund Committee shall consist of the Executive Committees of the present and immediate past Councils of Governors and International Officers who have been elected from MD-2,
- b) Separate checking and savings accounts shall be maintained, and
- c) Disbursement shall be upon recommendation of the Promote Texas Committee and subsequent approval by the Council of Governors, with such recommendation and approval being only for:
 - i) Campaign expenses for MD-2 candidates for International Office,
 - ii) Conference room and associated expenses, at the International Convention Headquarters hotel, for the MD-2 International Liaison, when not provided by Lions Clubs International,
 - iii) Gifts for the District Governors-Elect and for the International Family, and
 - iv) Parade and parade band expenses.

MD-2 YOUTH OUTREACH CONTESTS

- 1) The Council of Governors shall determine which Youth Outreach Contest are to be conducted each year and shall determine the sponsoring entry fee which shall be the same for all contests. The contests are Diabetic Essay Contest, Drug Awareness Speech Contest, Outstanding Youth Award Contest and Young Women's Scholar / Pageant.
- 2) MD-2 Youth Contests shall be conducted at the MD-2 Convention (or at a time and place more centrally located as determined by the MD-2 Chair or Chairs) under the direction of individual contest chairmen chosen by the Council for that year. Three judges are to be secured, by the MD-2 Chairman, to serve each contest. No judges shall have served for any contest preparatory for the MD-2 contest, shall not be a member of a club sponsoring a contest preparatory for the MD-2 contest and shall not be related to a contestant in a contest preparatory for the MD-2 Contest.
- 3) Application to participate in the contest is agreement by all signatories to the application to comply with all general rules of the contests and the rules of each individual contest, as approved by the Council and interpreted by the MD-2 Contest Chairman and by the Council.
- 4) Rules of eligibility are:
 - a) A District may sponsor no more than one contestant in each contest by submitting a completed entry application (containing all requested signatures) and the entry fee to the MD-2 Contest Chairman prior to the beginning of the contest,
 - b) A false statement on the entry application causes disqualification of the contestant, with the entry fee being forfeited,
 - c) There shall be no refund of any entry fee,
 - d) Each contestant shall have placed first in the district contest during the current Lions' year,

- e) When a first placed district contestant is unable to participate, the first alternate contestant from that district, when approved by the MD-2 Contest Chairman, may enter the contest using the original entrant's sponsoring fee,
 - f) Each contestant must be or have been a regularly enrolled student in a public high school or comparable educational program and must be a junior or senior at the time of the MD-2 contest,
 - g) Contestants shall not have been married, had a marriage annulled, cohabited with a person of the opposite sex who is unrelated to the contestant or who has participated in the conception of a child before participation in the MD-2 contest,
 - h) Contestants may be required to use a microphone,
 - i) Contestants shall draw for contest participation positions and shall remain outside the contest room until instructed to enter by the Contest Chairman, and
 - j) All MD-2 contests shall be conducted in the English language and contestants, during contest presentations, shall speak English.
- 5) Ranking of contestants in the MD-2 contest shall be:
- a) First place shall be the contestant receiving the highest grand total score, who shall receive a certificate and trophy, and
 - b) First Runner-Up shall be the contestant receiving the second highest grand total score, who shall receive a certificate and trophy.
- 6) Awards, certificates, scholarship grants and recognitions, presented to contestants, shall be uniform among all contests. The Council shall determine the amount of such presentations. Awards and scholarship grants shall be presented according to contestant's placement in each contest.
- 7) Scholarship grant awards must be collected no later than two years following the recipient's date of graduation from high school or achievement of the equivalent. Collection shall be by forwarding the amount to the registrar or business office of the post high school educational institution after proof of attendance is received. Scholarship grants are held in trust by the Council, until collected by the recipient. Uncollected scholarship grants are forfeited and the amount shall be credited to the Council Administrative Fund.
- a) Entities such as the Past District Governors Association, the American Diabetes Association, Districts, Lions Clubs and other organizations are welcome to show their support for the MD-2 Youth Outreach Programs by providing funding for the scholar/grants.
- 8) The Council shall provide:
- a) Awards, certificates and recognitions, excluding scholar/grants,
 - b) Certificates, recognitions and honoraria to contest judges,
 - c) Food and lodging for judges during service to the contest, and

- d) A maximum of two nights lodging, to be arranged by the MD-2 Convention Chairman, and a maximum two day (\$20 per day) meal allowance for each contestant.
- 9) The district and/or club shall be responsible for all expenses not paid by the Council for each contestant and chaperone.
- 10) MD-2 Youth Contest Chairmen shall submit a recommendation to the Council about the estimated cost of the following year's contests.
- 11) The Outstanding Youth Award Contest Chairman may organize a community service seminar for all MD-2 Youth Outreach Contestants. The seminar would include, but not be limited to, utilization of the services of International Officers elected from Texas and MD-2 Chairmen.

MD-2 DIABETIC ESSAY CONTEST RULES

- 1) The topic of the Diabetic Essay Contest shall be determined annually by the MD-2 Contest Chairman and distributed to each District Governor by the first day of the third month of the Lions' fiscal year.
- 2) The Diabetic Essay shall be a written article to be read by the author in competition with other contestants at a time appointed by the contest chairman.
- 3) The essay shall not exceed one thousand five hundred (1500) words. All words in the essay are counted, including articles, conjunctives and pronouns, for example, "a," "I," "the," "and," and "an."
- 4) In addition to the essay copy used by the contestant in reading, each contestant shall submit four double spaced, typewritten copies of the essay at the time it is read.
- 5) Each contestant must personally research and write the essay and personally read it before the judges and spectators. The essay must include a bibliography of sources used in its composition.
- 6) Two or more of the judges should be knowledgeable about the medical aspects of diabetes; one or more should be an educator knowledgeable about English grammar, sentence structure, pronunciation and its correct usage.
- 7) The criteria and maximum percentages used for judging essays shall be:
 - a) Sixty percent for current ness, authenticity and application to the assigned essay topic,
 - b) Fifteen percent for grammar, sentence structure, pronunciation, enunciation, correct word usage and relationship to the assigned essay, and
 - c) Twenty-five percent for understandability of the essay through personal presentation techniques in the use of posture, eye contact and voice by its modulation, volume, speed, clarity and enunciation.
- 8) Contestants may visit the essay presentation area prior to the contest, use the microphone and ask questions about contest facilities and procedures.

- 9) Contestants shall remain outside the contest room until invited to enter by the Contest Chairman.
- 10) Before the contestants enter the contest room, the audience is asked to refrain from applauding or otherwise celebrating until all contestants have presented their essays.
- 11) No one is allowed to enter the contest room during a reading.
- 12) Upon entering the contest room, contestants shall state only their names and then shall read the essay.
- 13) Contestants may remain in the contest room to hear the readings of other contestants.
- 14) When all essays have been read, contestants shall assemble in the order of their presentations to state their names, home towns, ages, schools, grade levels and sponsoring Lions clubs. The audience may collectively applaud upon completion of this process.
- 15) Persons involved in the conduct of the contest, as well as parents, chaperones and guests of the contestants may be introduced.

MD-2 DRUG AWARENESS SPEECH CONTEST RULES

- 1) The topic of the Drug Awareness Speech Contest shall be determined annually by the MD-2 Contest Chairman and distributed to each District Governor by the first day of the third month of the Lions' fiscal year.
- 2) The Drug Awareness Speech shall be delivered, by the author in competition with other contestants, at a time appointed by the contest chairman.
- 3) Information, concepts and ideas of the speech may be personal observations of past and current activities, news reports, television programs and movies.
- 4) The speech shall be five to seven minutes in length.
- 5) Contestants may visit the speech presentation area, prior to the contest, use the microphone and ask questions about contest facilities and procedures.
- 6) The use of notes and cue cards is prohibited.
- 7) A person shall be chosen by the MD-2 Contest Chairman to serve as the Contest Monitor.
- 8) The Contest Monitor shall signal the contestant after the beginning of the speech when five minutes have elapsed, when six and one-half minutes have elapsed and shall stand to indicate when seven minutes have elapsed. After seven minutes have elapsed, five points shall be deducted from the contestant's score. A contestant speaking less than five or more than seven and one-half minutes shall be disqualified. Should any disturbance occur during a speech, the Contest Monitor shall adjust the time to permit use of the full time allowed.
- 9) Contestants shall remain outside the contest room until invited to enter by the Contest Chairman.

- 10) Before the contestants enter the contest room, the audience is asked to refrain from applauding or otherwise celebrating until all contestants have delivered their speeches.
- 11) No one is allowed to enter the contest room during a speech.
- 12) Upon entering the contest room, contestants shall state only their names and then shall deliver the speech.
- 13) Contestants may remain in the contest room to hear the speeches of other contestants.
- 14) When all speeches have been delivered, contestants shall assemble in the order of their presentations to state their names, hometowns, ages, schools, grade levels and sponsoring Lions clubs. The audience may collectively applaud upon completion of this process.
- 15) Persons involved in the conduct of the contest, as well as parents, chaperones and guests of the contestants may be introduced.
- 16) Judges' combined scoring shall be verified and contestants are to be ranked in descending order according to scores.

Contestants with the same total scores shall receive the same rank.

MD-2 YOUNG WOMEN'S SCHOLAR/PAGEANT CONTEST RULES

- 1) Information about the MD-2 Young Women's Scholar/Pageant Contest shall be distributed annually, by the MD-2 Contest Chairman, to each District Governor by the first day of the third month of the Lions' fiscal year.
- 2) One or more of the judges should be familiar with academic scholarship and school and community activities, one or more should be familiar with poise, stage presence, confidence and personality, and one or more familiar with a knowledge about Lionism and interaction with a Lions club.
- 3) Each entrant shall compete with other contestants at a times appointed by the MD-2 Convention Committee.
- 4) Competition shall include participation in oral interviews, questioning and public appearances. Public appearances may include reading, questioning, impromptu speaking and parade, singly or with other contestants. Responses may be personal observations of current and past activities, news reports, television programs and movies.
- 5) Evaluation used to rank contestants shall consider academic scholarship, poise, stage presence, confidence, knowledge about Lionism, personality, school and community activities and interaction with the sponsoring Lions club.
- 6) Judges' combined scoring shall be verified and contestants are to be ranked in descending order according to scores. Contestants with the same total scores shall receive the same rank.

- 7) In conferences with the judges, contestants shall appear dressed appropriately as for church or a job interview. During the pageant and final judging, contestants shall appear wearing a short, party dress. Contestants may carry a flower provided by her district, but they may not carry a bouquet.
- 8) When the contest has been concluded, contestants shall assemble on the presentation stage to state their names, home towns, ages, schools, grade levels and sponsoring Lions clubs. The audience may collectively applaud upon completion of this process.
- 9) Persons involved in the conduct of the contest, as well as parents, chaperones and guests of the contestants may be introduced.

MD-2 OUTSTANDING YOUTH AWARD CONTEST RULES

- 1) Information about the MD-2 Outstanding Youth Award Contest shall be distributed annually, by the MD-2 Contest Chairman, to each District Governor by the first day of the third month of the Lions' fiscal year.
- 2) Judges should be persons who are knowledgeable about community service and high school level leadership.
- 3) Each entrant shall compete with other contestants at a time appointed by the MD-2 Convention Committee.
- 4) Each contestant's application shall be accompanied by, an unofficial high school transcript and, three letters of recommendation.
- 5) Competition evaluation shall include high school grade point average, a personal biographical information statement, three letters of recommendation, performance of community service and leadership participation and a personal interview.
- 6) The maximum points to be used for judging contestants shall be:
 - a) Grade point average = twenty points
 - b) Personal biography information statement = five points
 - c) Three letters of recommendation (total) = fifteen point
 - d) Community service/leadership = thirty points
 - e) Personal interview = thirty points

The judge's total scores are to be combined to reach a grand total score.

- 7) Contestants shall remain outside the contest room until invited to enter by the Contest Chairman.
- 8) Before the contestants enter the contest room, the audience is asked to refrain from applauding or otherwise celebrating until all contestants have been interviewed.
- 9) No one is allowed to enter the contest room during an interview.
- 10) Upon entering the contest room, contestants shall state only their names and then the interview shall proceed.

- 11) Contestants may remain in the contest room to hear interviews of other contestants.
- 12) When all interviews have been concluded, contestants shall assemble in the order of their presentations to state their names, hometowns, ages, schools, grade levels and sponsoring Lions clubs. The audience may collectively applaud upon completion of this process.
- 13) Persons involved in the conduct of the contest, as well as parents, chaperones and guests of the contestants may be introduced,

MD-2 VICE DISTRICT GOVERNORS

- 1) The Vice District Governor shall Chair the District MERL Team: Membership, Extensions, Retention and Leadership.
- 2) The Vice District Governor shall assist the District Governor in the performance of his duties, at the direction and supervision of the District Governor. That assistance shall include:
 - a) Familiarization with the duties of the District Governor in order to discharge certain duties of that office, if requested by the District Governor to do so,
 - b) Assisting in such administrative duties as may be assigned,
 - c) Working on special projects,
 - d) Assisting the Extension Chairman,
 - e) Performing as liaison between the District Governor and distant clubs,
 - f) Substituting for the District Governor at various district functions,
 - g) Assisting at conventions,
 - h) Assisting with membership development,
 - i) Assisting the Governor during official club visits,
 - j) Investigating special problems for the District Governor,
 - k) Providing services to weak clubs,
 - l) Assisting with interaction among clubs,
 - m) Supporting goals and projects as requested, and
 - n) Performing other assignments as requested.
- 3) The District Governor shall provide information and advice to the Vice District Governor as would be needed should he become District Governor.
- 4) Candidates for the offices of District Governor and Vice District Governor are encouraged to attend special training about those offices as it is presented at MD-2 meetings and conventions.

MD-2 TRADING PIN COMMITTEE

- 1) The MD-2 Trading Pin Committee shall be composed of, and appointed by, the Vice District Governors.
- 2) This committee shall recommend trading pin designs for the Vice District Governors selection.
- 3) The Committee Chairman shall forward the selected pin design to various Lions Clubs International licensed pin manufacturers to obtain bid and sample pins.
- 4) When submitting the full color designs to the manufacturers, a resume of the specifications shall include at least the following:

- a) Quality of pin-art work, soft metal, poly pin, cloisonné, etc.,
 - b) Exact size of finished pin,
 - c) Type of Lions emblem - raised or stamped,
 - d) Type of pin fastener or clutch preferred, and
 - e) Total number of pins to be bid.
- 5) The Vice Council of Governors shall decide how the pins will be financed and shipped.
 - 6) The Vice District Governors shall not distribute or promote their Council's trading pin until after the close of the International Convention at which they take the oath of office as District Governors.

MD-2 CONSTITUTION. BYLAWS AND POLICY MANUAL COMMITTEE

- 1) The MD-2 Constitution and Bylaws, and Policy Manual, Committee shall be appointed by the Council of Governors. The Committee shall be composed of two members from the Council of Governors, two members from the Immediate Past Council of Governors and two Vice District Governors. Appointment of the Chairman shall be a District Governor member of the Committee. The Committee shall meet at the discretion of its Chairman or at the request of the Council of Governors.

Change to: The MD-2 Constitution and Bylaws and Policy Manual Committee shall be appointed by the Council Chairman. The committee shall be composed of two vice District Governors, two District Governors and two Immediate Past District Governors and such other committee members as the Council Chairman deems necessary or advisable, not to exceed a total committee membership of nine persons. A person appointed as a Vice District Governor may, at the discretion of the Council Chairman, continue his appointment to the committee through his year as District Governor and Immediate Past District Governor. A person appointed as a District Governor may, at the discretion of the Council Chairman, continue his appointment as a Past District Governor. Each of the three at large members may, at the discretion of the Council Chairman, continue his appointment for a term not to exceed three years.

- 2) The Committee shall annually review the MD-2 Constitution and Bylaws, and the Policy Manual, make recommendations to the Council of Governors and may assist in formalizing any proposed changes to the documents.
- 3) The Committee shall monitor that:
 - a) The Policy Manual is ratified by the Council of Governors at the first Council Meeting, and
 - b) The MD-2 Constitution and Bylaws is in compliance with the Constitution and Bylaws of Lions Clubs International and that the MD-2 Policy Manual is in compliance with the Constitution and Bylaws of Lions Clubs International and of MD-2.

- 4) The Policy Manual may be amended in the following manner: *CHANGE TO: The Constitution, Bylaws and Policy Manual Committee require proposed amendments to be handled as follows.*
- a) A proposed amendment shall be submitted by a District Governor to the MD-2 Office at least fourteen days prior to the Council Meeting at which it is to be considered, *CHANGE TO: Proposed amendment to the policy named shall be submitted by a District Governor to the MD-2 office at least 14 days prior to the council meeting at which it is to be considered.*
 - b) The MD-2 Office shall distribute a copy of the amendment, to Council members, within five working days after receipt, *and MD-2 office shall distribute a copy of the Amendment to Council Members within five (5) working days after receipt*
 - c) The Council's adoption of amendments shall be by majority vote except those amendments regarding, "Statewide Elections" which shall require a two-thirds vote. *Council's adoption shall be by majority vote except "Statewide Elections" shall require a 2/3 vote.*

PURCHASING

SUPPLES AND EQUIPMENT

- 1) Purchases of supplies and equipment for Multiple District 2 in amounts of \$500.00 or less shall be handled with authorization of the Council Chairman or any member of the Executive Committee
- 2) Purchases of supplies and equipment \$500.01 to \$1,000.00 shall be authorized by the Council Chairman with one other Executive Officer.
- 3) Purchases exceeding \$1,000.00 shall be recommended by the Executive committee and approved by majority vote of the sitting Council of Governors.

GOVERNORS AND VICE DISTRICT GOVERNORS TRAVEL AND EXPENSES

- 1) Payments to Governors and Vice District Governors for travel and expenses to Council meetings shall be authorized by the Council Chairman and paid amounts shall be the amounts established by the rules of audit applicable at the time of payment. Time periods where District Governors and Vice District Governors eligible for payment will be as planned and determined by the Multiple District Secretary and will be announced to the Council within a business meeting of the Council. Travel expenses other than those above and pertaining to Multiple District 2 shall be presented to and approved by the Executive Committee.

COMMITTEE CHAIRPERSONS AND OTHER COMMITTEE MEMBERS

- 1) Committee Chairpersons and other committee members shall be paid expenses as authorized by an approved budget and approved by the Executive Committee. Rules of audit shall apply.

MULTILPLE DISTRICT COUNCIL MEETINGS

- 1) Expenses of Council Meetings shall be approved by the Executive Committee.
- 2) Expenses of facilities and meals costs shall be as determined by agreement.
- 3) Extraordinary type expenses of \$500.00 or less shall be approved by the Council Chairman or other Executive Member.
- 4) Extraordinary expenses exceeding \$500.00 shall be approved by the Council of Governors.

MULTIPLE DISTRICT 2 AND LIONS CLUBS INTERNATIONAL CONVENTIONS

- 1) Costs of conventions for Multiple District 2 and International Conventions whereby expenses must be borne by Multiple District 2 shall be approved by the Executive Committee.

- 2) Costs for individual Executive Committee members must be approved by the Council Chairperson.
- 3) Council Chairman expenses must be authorized and approved by the Executive Committee members. Lions who must be billed for (Texas Breakfast) meals, services or travel for these functions must be approved by the Executive Committee.

INTERNATIONAL OFFICERS

- 1) International Officers, where required, or as approved by the Multiple District 2 Council of Governors shall be paid by rules of audit and with approval of the Multiple District 2 Council of Governors.

OTHER COSTS

- 1) Other costs that may be borne by Multiple District 2 shall be recommended by the Executive Committee and approved by the Council of Governors.