

# POLICY and PROCEDURES MANUAL

## SINGLE DISTRICT 10 LIONS



DIABETES



ENVIRONMENT



HUNGER



VISION



CHILDHOOD CANCER

Revised 2023

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## Statement of Purpose

The purpose of this Manual is to provide guidelines to the Officers, Members of the District cabinet and Committee Chairs to assist them in the performance of their duties. Periodic additions and corrections are encouraged to assist future Cabinets. **The Cabinet, at its discretion, may consider and adopt programs that are not included in this manual, as long as they do not contradict the constitution and by-laws of Lions International.**

### Distribution of Manual

The Manual will be made available to all Lions and club officers on the District 10 website for download and copying. It can be modified by the Constitution and Bylaws Committee upon request of the Governor during his/her year.

### Membership Dues

**Each Lions Club in District 10 pays membership dues directly to the District and Lions Clubs International, which is determined by each organization. The dues structure is as follows:**

**Lions Clubs International:** Paid semi-annually on a per capita basis by the club treasurer to Lions International: Currently \$46.00 annually.

**District 10:** Paid semi-annually on a per capita basis by the club treasurer to the District 10 Treasurer. Currently \$10.00 annually.

**Lions of Michigan:** Paid semiannually by the District to the Lions of Michigan on a per capita basis. \$ 1.68 (Administration) \$ .50 (Restricted Fund) \$ .40 (International Convention) – Total: \$ 2.58

### Voting Members of the Cabinet

The following are considered valid voting members of the Cabinet: District Governor; 1<sup>st</sup> Vice District Governor; 2<sup>nd</sup> Vice District Governor; Immediate Past District Governor; Cabinet Secretary, Cabinet Treasurer; Zone Chairs; Committee Chairs; and Region Chairs.

### Duties and Responsibilities

The International Association of Lions Clubs document titled “Constitution and By-Laws Standard District” defines the duties of Cabinet members as follows:

#### By-Laws Section

District Governor .....	Article III, Sec. 1 p. 18-19
1 <sup>st</sup> Vice District Governor.....	Article III, Sec. 2 p. 19-20
2 <sup>nd</sup> Vice District Governor.....	Article III, Sec. 3 p. 20-21
Cabinet Secretary – Treasurer.....	Article III, Sec. 4 p. 21-22
Region Chairs.....	Article III, Sec. 5 p. 22
Zone Chairs.....	Article III, Sec. 6 p. 22-23
Cabinet .....	Article III, Sec. 7 p. 23-24

The additional duties (not included in "Constitution and By-Laws Standard District") of Sergeant-at-Arms and Committees will be found in the Committee Section of this Policy Manual.

This Policy Manual defines additional duties (not included in "Constitution and By-Laws Standard District") for the District Officers, the Cabinet Secretary and the Cabinet Treasurer.

### **Additional Duties of the Cabinet Secretary**

- **Maintain a library** of the Constitution and Bylaws of Lions International and District 10, the Policy Manual and such other reference materials as requested by the Governor and/or Cabinet.
- **Prepare and mail/e-mail meeting notices** to all Cabinet members three weeks prior to the meeting. Said notice will include the meeting date, time and location, as well as a reminder to carpool with other members, if possible.
- **Distribute a sign-in sheet** to attending Cabinet members.
- **Prepare minutes** of each Cabinet meeting, including the pre-convention Cabinet meeting as well as the Annual Convention (in the event of absence of the MD-11 Executive Secretary, or an alternate, at said convention. The completed minutes are submitted to the District Governor for edit/approval. Copies of the approved minutes are to be mailed to The Lions state Secretary and Lions International within ten (10) days of each meeting. Copies shall be made for all Cabinet members.
- **Assist the District Governor** and Cabinet in the conduct of the District's business. The Cabinet Secretary may perform additional duties as assigned by the District Governor and/or the Cabinet.

### **Additional Duties of the Cabinet Treasurer**

- **Obtain a position bond** as prescribed on page 13 of the Bylaws, Article IV, Sec. 3(7).
- **Follow audit guidelines** as provided for on page 13 of the Bylaws, Article IV, Sec. 3(6).
- **Submit a proposed budget** at the final Cabinet meeting and at the Business session of the Annual Convention. The budget shall contain a recommendation for dues increase, if needed, for consideration and approval. Notification of any proposed dues increase must be sent by the Cabinet Treasurer to all clubs no later than 30 days prior to the Annual Convention.
- **Maintain up-to-date financial records.**
- **Maintain District banking accounts.** The checking account balance should be equal to the minimum balance necessary to avoid service charges plus monies to cover any amounts disbursed. All other monies should remain in the savings

account. The Cabinet may approve other savings methods, such as short-term notes, to gain higher revenue on savings.

- **Prepare a cash journal**, or equivalent, for all cash receipts and approved disbursements. Each checking account entry must contain a check number and each canceled check must be accompanied by a receipt or invoice. The journal must be reconciled monthly with the financial institution's statements.
- **Prepare semi-annual dues statements** for each club in the District in July and January. The specific of the dues is based on the budget approved at the Annual Convention.
- **Pay Lions of Michigan dues** upon receipt of semi-annual invoices.
- **Prepare and present a financial report** at each Cabinet meeting.
- **Provide expense sheets for all Cabinet members. All expense sheets must be signed by the Treasurer and District Governor.**
- **Assist the District Governor and Cabinet** in conducting the business of the District and perform other duties as assigned by them.

## Committees

### The Role of Committees within the District

- As the representative of both the Governor and the District, committees consider and make recommendations to the Governor/District on issues, project requests, and fiscal activities.
- The Committee serves as the liaison between the Service Project and the District and is responsible for all communications between the District and the Service Project Administration.
- As the representative of the Service Project within Single District 10, the committee deliberates all requests, concerns, and issues the Service Agency presents and reports these issues, concerns or requests directly to the Governor and the cabinet.
- Serves as the coordinating group for all financial requests and distributions for the Service Project.

### The Role of the Committee Chairperson

- The chair is responsible to recommend appointments to positions on the committee as directed by the District and the District Governor.
- Geographic representation is an important aspect of seeking committee members to serve.
- The chair is responsible to orient committee members and assure that such members understand the function of the committee and the service duties assigned to the committee.
- The chair arranges for regular meetings either by phone, email, or face to face in a common meeting place.

- The chair also reports directly to the service project board or executive director regarding fiscal contributions or service activities involving the service project.
- The chair is responsible to submit a budget request for the next fiscal year to the Cabinet Treasurer, District Governor, and those deemed appropriate by the District Governor. This budget request must be submitted by the date set by the District Governor and Treasurer for the committee to have funds for the upcoming year. Budget requests must document purpose and need for requested dollars.

### **Appointments to Committees**

- All appointees must be a Lion in good standing in Single District 10
- All terms are for one (1) year unless otherwise indicated in the following specified committee descriptions.
- The seated governor of Single District 10 makes all appointments to committees for the appointment year.
- The seated SD 10 Governor may determine the number of members on a committee.
- The seated SD 10 Governor appoints all committee chairs for a one-year term unless otherwise directed by LCI.

## **Single District 10 Committees**

### **All State Band**

This committee works to ensure that the youth of SD 10 have opportunity to participate in the Band. The committee also coordinates fundraising and other activities to assure the success of SD 10 participants in the Band.

### **Bay Cliff Health Camp**

This committee serves to coordinate all SD 10 activities relative to supporting the children who attend Bay Cliff Health Camp by working to ensure the success of the camp.

### **Childhood Cancer**

This committee is represented by the U.P. Lions Serve foundation to assist families throughout District 10 dealing with Childhood Cancer.

### **Constitution & By-Laws**

This committee receives all recommendations submitted for possible changes to the present Constitution and By-Laws of SD 10.



All recommendations must be in resolution form and submitted by either the cabinet or a Lions Club.

Committee members will preview the resolution, write in proper form, and make a recommendation to the Cabinet.

The committee shall be responsible for editing and presenting the Policy Manual to the Cabinet for distribution.

The Chair serves as the Parliamentarian to the Annual Convention and presents the Rules of Order to the Annual Convention.

### **Convention**

This committee ensures the participation of district members and delegates to the annual district convention. The club host committee proposes a chair and alternative to the seated governor for appointment as Convention Chair. The District Governor may appoint additional members as needed. The club host committee plans, prepares for, and implements all convention activities.

### **Credentials**

Appointed by the seated District Governor prior to the convention, this committee reviews all candidates for office and assures that each candidate meets the respective criteria to hold that office. (Refer to Article I Section 6)

### **Diabetes Awareness**

This committee promotes a consciousness among clubs the district regarding the serious nature of diabetes and related problem areas. The committee works to inform clubs of programs in existence in their areas, which may need assistance such as the Lions Eye Health Program. The committee seeks to support individuals in the district with diabetes to ensure prevention of blindness and glaucoma, which are leading complications of diabetes.

### **Environmental**

This committee promotes clean air and water by creating and implementing public relations programs. Members encourage clean-up projects and recycling programs within district communities.

### **Eversight Michigan**

The Midwest Eye Banks, of which the Eversight is a part, is dedicated to the improvement of well-being through tissue procurement and processing with emphasis

on the restoration of sight. The SD-10 Chairman of the Eversight Committee serves as a director on the Eversight Board and is required to attend all duly called board meetings and to vote on all matters before the board. Additional duties include the disbursement of information about the eye bank operation to encourage each club to support Eversight and to distribute information regarding donations of corneas and/or organs.

Any SD-10 lion in good standing may be recommended by the SD-10 Governor to serve on the Eversight Board of Directors. The appointee will serve for a three (3) year term and is limited to two (2) consecutive three-year terms.

### **Global Action Team (GAT)**

- District Governor serves as the District Chairperson for this committee.
- Ensures the selection of qualified Lion leaders for the district's Global Action Team positions (GLT, GMT, and GST coordinators).
- Ensures the GLT, GMT, and GST support the district goals and implement the action plans.
- Facilitates regular meetings to discuss and advance initiatives established by the Global Action Team.

### **Global Leadership Team (GLT)**

- Serves as the driving force to ensure the district is strong, stable and focused on developing and inspiring quality leadership.
- Collaborates with your GMT and GST district coordinators and Global Action Team chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- Develops and executes an annual district leadership development plan.
- Communicates regularly with zone chairpersons and club vice presidents.
- Ensures they are aware of leadership development programs and resources available.
- Provides ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.
- Promotes leadership development opportunities that encourages participation all levels of the association.
- Collaborates with GMT and GST district coordinators to provide retention strategies to clubs.
- Includes diverse populations to participate in Global Action Team initiatives.
- Identifies potential and new leaders to participate in service, membership and leadership development opportunities.
- Organizes and facilitates instructor-led and web-based training in coordination with LCI.

- Confirms new members are provided an effective member orientation at the club level, in collaboration with the GMT district coordinator.
- Completes requirements and submits applications to receive district funding from LCI for leadership development activities.

### **Global Membership Team (GMT)**

- Collaborates with your GLT and GST district coordinators and the district Global Action Team chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- Develops and executes an annual district membership development plan.
- Collaborates with region, zone, and club membership chairpersons to identify communities without a club or where additional clubs can be started.
- Motivates clubs to invite new members, inspires positive club membership experiences, and ensures clubs are aware of available membership programs and resources.
- Monitors club membership reports.
- Recognizes clubs that are increasing membership and supports clubs that are losing members.
- Works with clubs in danger of cancellation by ensuring payments are submitted on time.
- Includes diverse populations to participate in Global Action Team Initiatives.
- Quickly follows up on prospective member leads provided by the GMT multiple district coordinator or LCI and provides status report on membership.
- Completes requirements and submits application to receive district funding from LCI for membership development activities.
- Confirms new members are provided an effective member orientation at the club level, in collaboration with the GLT district coordinator.
- Provides retention strategies to clubs in collaboration with GLT and GST district coordinators.

### **Global Service Team (GST)**

- Drives clubs to implement impactful service projects and raise visibility of Lions service impact in local communities.
- Collaborates with GLT and GMT district coordinators and the district Global Action Team chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- Works with region, zone, and club service chairpersons to hold clubs accountable to their service goals, ensures regular reporting in MyLCI, and encourages utilization of LCI App to increase engagement in service projects.

- Supports local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- Promotes service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- Maximizes LCIF resource utilization and fundraising engagement through LCIF coordinators.
- Monitors LCIF Grants given to district.
- Gathers club and district feedback related to service challenges, opportunities, and successes; shares with multiple district coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.

### Hearing Preservation/Awareness

This Committee assists clubs with the purpose of providing hearing assistance to those in need through Lions of Michigan Service Foundation grant assistance program.

### Hunger

This Committee is a representation of U.P. Lions Serve Foundation. The Hunger Chair and committee provide assistance to clubs in dealing with food insecurity throughout District 10.

### Information Technology

This committee develops and maintains the district website, social media accounts and may choose to prepare a district newsletter for the benefit of the district membership

### International Convention Committee

This committee serves as liaison to MD-11 Convention Committee to prepare for the International Convention.

### Leader Dog

This committee strives to continue the strong support traditionally given to this Michigan project.

### Liason

This committee is a joint committee formed by SD-10 and MD-11 to represent the State of Michigan regarding international issues and political matters. The committee members serve at the discretion of the State Joint Meeting of Governors.

### Lions Clubs International Foundation (LCIF)

This committee tells the story of Lions Clubs International Foundation and the great humanitarian work, past and present, throughout the world. The clubs within SD-10 are

encouraged to support the work of LCIF. The term of Office is three (3) years, which may be renewed for one additional term.

### **Lions of Michigan Service Foundation (LMSF)**

- LMSF is a non-profit entity that seeks to meet the needs of the citizens of the State of Michigan.
- Trustees participate in decision-making and dissemination of information to SD10 Lions Clubs.
- Trustees serve SD10 needs by processing applications for assistance and representing the applicants at LMSF meetings.
- One SD10 Lion in good standing is elected at the convention each year and serves a two (2) year term. (The two trustees serve on an alternating year basis.)
- Candidates must be an active member in good standing in SD 10 and meet any other conditions for service as a trustee required in the LMSF Bylaws.
- Candidates must have served as president or secretary of a Lions club for a full term or major portion thereof or as a member of the Board of Directors of a Lions Club for no less than three (3) years.
- Candidates must file a letter of intention to run with the Nomination Committee Chair prior to Nomination Committee Report at the District convention.

### **Nominations & Elections**

The Nominations Committee follows and executes District Bylaws, Article III, Section 1. It is important that the committee provide all clubs notice of deadlines for nomination and appropriate mechanisms for making a timely nomination. In addition, the committee oversees nominations for the LMSF Trustee election under the Bylaws of the LMSF. Membership is dictated by District bylaws, Article III

This Elections committee executes District Bylaws Article III, Sections 2, 3, 4 to elect the District Governor and Vice District Governors, and oversee the election of Trustees to the LMSF using their criteria for election. The committee chair reports election results at the Business meeting of SD 10 convention.

### **Northwoods Air Lifeline**

This committee serves on the Northwoods Air Lifeline Board of Directors and coordinates supportive Lionistic activities within SD10. This committee also coordinates the education and training of club coordinators for assisting in arranging flights. Term of Office is a 3-year appointment with the potential to be reappointed for an additional term.

### **Peace Poster & Essay Committee**

This committee encourages club participation in the International Peace Poster Contest, coordinates the SD10 poster judging with the District Governor, provides for publicity, and arranges district awards.

### Project KidSight

This committee is responsible to develop the KidSight Program to screen preschool children for visual defects and refer them for treatment.

### Sergeant at Arms

This individual is appointed at the discretion of the seated Governor and enforces Robert's Rules of Order to maintain order and decorum. Please refer to District By-Laws Article VII Section 7.

### Student Scholarship

The committee exists to award scholarship(s) to worthy SD10 students to enable them to secure financial assistance to further their educational training beyond high school graduation. The fiscal source of these scholarships is through an established fund through which voluntary contributions from Lions Clubs, and private or individual contributions.

### Trading Pins

This committee is responsible for the design and sale of the SD10 Trading Pin. The committee is responsible to design a pin to represent the District. Pins are designed each year through consultation with the incoming and seated governors. The sale price of the pin is to be high enough to cover the cost of the pin from the manufacturer and cover the loss of revenue from the 25 pins given free to the District Governor. The Committee Chair is responsible for a mailing list of prospective purchasers in other districts and locations. The chair shall oversee pin sales and maintenance of surplus pins within the District in coordination with the SD10 Treasurer.

### USA/CANADA Forum

This committee encourages participation in the annual USA/Canada forum. The 1<sup>st</sup> Vice District Governor is encouraged to attend the event, with travel reimbursement provided by the district.

### White Cane

This committee promotes the purpose, sale, and use of white cane materials at the District and club level. It also works to educate SD10 members and the public about white cane laws.

### Youth Outreach/Exchange/Leo Clubs

The committee is responsible for the promotion of programs in SD10, which enhance the development of youth, and prevention of inappropriate drug use.

Youth Exchange enhances the opportunity for youth to share the culture of SD10 both internationally through supporting exchange students and programs that provide opportunity for youth development in SD10.

Leo Clubs: Provides opportunities for service and leadership development.

## Rules Committee Report

**Order of Business:** Except as herein otherwise provided, the "Order of Business" shall be in the order given in the Business Session Agenda, a copy of which has been furnished each certified delegate and alternate.

- **Deviation from the "Order of Business":** Deviation from the "Order of Business" as adopted by the convention shall occur only when authorized by proper motion approved by a majority of the delegates duly assembled.
- **First "Order of Business":** The first "Order of Business" shall be the report of the Credentials Committee. No other business shall be transacted until the Credentials Committee shall have certified the number of delegates and alternates registered at the convention.
- **Second "Order of Business":** The second "Order of Business" shall be the report of the Rules Committee. No other business shall be transacted until the Rules shall have been adopted.
- **Parliamentary Procedure:** Except where otherwise herein provided, the "Newly Revised Edition of Robert's Rules of Order" shall govern matters of Parliamentary Procedure.
- **Quorum:** A quorum for any duly scheduled meeting shall consist one more than half of the registered delegates certified to the Convention by the Credentials Committee and present at such meetings.
- **Resolutions:** All proposed resolutions, except amendments to the Constitution and ByLaws, shall be presented to the Convention by the Chair of the Constitution and By-Laws under the conditions prescribed by the Constitution and By-Laws Committee.
- **Amendments to the Constitution and By-Laws:**
  - **Amendments:** Amendments to the Constitution and By-Laws shall be presented to the Convention by the Chair of the Constitution and By-Laws under the conditions prescribed by the Constitution and By-Laws Committee.
  - **Discussion:** Except as authorized by the Chair, discussion shall be limited to one principal speaker for and one principal speaker against, and three additional speakers each, pro and con. All discussion on any one amendment shall be limited to fourteen (14) minutes.

- **Voting:** Any vote pertaining to amendments to the Constitution and By-Laws, or resolutions requiring a vote, shall be by show of hands, except where otherwise required by the Constitution and By-Laws of District 10 and Lions International.
- **Limitations on Speakers:**
  - Subjects before the Convention: Each speaker discussing any matter, including proposed amendments or resolutions requiring a vote, shall be limited to three (3) minutes. An additional three (3) minutes shall be granted by the Chair without objection from the delegates.
  - Presentations: Presentations shall limited to the time allowed by the presiding officer.
- **Duties of the Sergeants-At-Arms:** The Sergeants-At-Arms are authorized to enforce the rules herein set forth. 11.
- **Call for Nominations:** The Call for Nominations shall be made three times before a motion to close nominations is in order.
- **Suspension of the Rules:** Suspension of the Rules may be made by a two-thirds majority vote of the delegates assembled.

### **District Projects Criteria**

The district, by a majority vote of the district cabinet, can determine district projects to be supported by the individual clubs of District 10. The following criteria must be met prior to being considered for approved as a “district project”:

- Is the project consistent with the global causes of Lions International? (optional)
- Does the project have a district-wide appeal and benefit to all communities in the district? (required)
- Can we expect a majority of clubs in the district to support the project? (required)
- Does the project have definable goals and a specific timeline in which to achieve those goals? (required)
- Does the project provide tangible results with the opportunity for the district and clubs to benefit from the promotion of participating in the project? (required)

### **Vice District Governors/DGE Travel**

The Vice District Governors in District 10 are encouraged to visit clubs throughout the district as members of the district governor team. The Vice District Governors are representatives of the District Governor and may submit for travel expenses for visiting clubs throughout the district using the District Governor Expense Form which is submitted to LCI for reimbursement under the District Governor budget. The 1<sup>st</sup> and 2<sup>nd</sup> VDG’s are encouraged and invited to attend the Council of Governors meetings in MD11, with reimbursement provided by the District 10 VDG travel budget.



The DGE (District Governor Elect) is encouraged and invited to attend the Lions International Convention with travel expenses being covered by Lions Club International. Additional fees outside the approved itinerary by LCI are at the expense of the DGE. LCI also provides a stipend of \$500 for spouse/companion air travel.

The district shall provide the necessary funding for the DGE spouse/companion in excess of the \$500 stipend provided by LCI to secure airline travel to the international convention based on the approved itinerary price for the DGE. Additional travel expenses outside the approved travel by LCI are provided by the spouse/companion.

## District Awards and Criteria

### SD10 Distinguished Service Award

#### 1. Conditions for the Award

- a. This award is designed to honor a District 10 lion by recognizing continuous and outstanding service at the club and district level through two or more of the listed activities in Section II.
- b. This award is given to an individual only once.
- c. The maximum number of awards to be given each year is one, but if there are no deserving candidates or nominations, then there will be no award given that year. Clubs may resubmit nominations each year.

#### 2. Qualifications to earn the Distinguished Service Award

- a. Nominee must be a Lion in good standing with District 10 and has not served in a leadership position above that of cabinet member.
- b. Has performed continuous and outstanding Lionistic service at the club or district level for a minimum three-year period through two or more of the following:
  - Served as a primary leader for a community project directed through one of the objectives of Lionism at the district level involving 60% or more of the clubs holding membership in District 10.
  - Effectively worked to increase the membership of individual clubs and the total membership of the District through membership and retention activities.
  - Served as a guiding or rebuilding Lion leading to that club's successful function within the district.
  - Is recognized by others for his/her unselfish, significant, and continuous contributions to the club, community, or district through Lionism.
  - Has an outstanding humanitarian achievement(s) directly related to Lionism.
  - Demonstrates outstanding Lionistic achievement(s) at the District level.
  - Outstanding Lionistic achievement at the club level.

- Contributes to the development and leadership skills of fellow lions through role modeling, educational functions, or mentorship.
- Consistently completed duties assigned by the Cabinet and District Governor with the good of the District as a personal goal.

### 3. Selection Process

- The award committee shall be composed of the IPDG, 1<sup>st</sup> VDG, 2<sup>nd</sup> VDG, and District Governor.
- Each club may make one nomination.
- The provided forms must be postmarked by the due date and mailed to the Cabinet Secretary.
- The Cabinet Secretary will assign a code to each submitted form and provide the applications in a sealed envelope to the District Governor.
- Each committee member shall have a copy of the nomination form with the code and no name attached. Names shall not be disclosed to committee members until after the awardee has been determined.
- Committee members shall review each nomination, voting until the awardee is decided.

### 4. Time Frame

- All nominations must be submitted to the Cabinet Secretary by February 1 each year. If February first falls on a Sunday, then the next Monday shall be the due date.
- The committee will review nominations prior to March 10 of each year. The award will be presented at the convention during the banquet.
- The Award shall be a medallion, which may be ordered at least 60 days prior to convention through the Lions of Michigan State Office.

### Ralph M. Sheehan Award

#### 1. Qualifications to earn the Ralph M. Sheehan Award:

- Nominee must be a Lion in good standing with SD-10.
- Nominee must have accomplished one or more of the following requirements:
  - Performed an outstanding Lionistic Achievement at the State, District, or Cabinet Level.
  - Had an outstanding record on a State, District, or Cabinet Committee and contributed significantly toward the success of that committee.
  - Made an outstanding contribution to Lionism at the Club or District Level.
  - Performed some outstanding humanitarian achievement-not necessarily related to Lionism.

2. A Lion may only receive this award once. Only one award will be given each year, however, the award need not necessarily be given every year.

3. Procedure by which a Lion is selected for the Ralph M. Sheehan Distinguished Service Award.

a. Nominations

- Each club may submit only one nominee per year. Nominees will be considered for a 5-year period. If not selected, they can be re-nominated.
- A nomination must be made on the provided form.
- No letters accompanying nominations will be read, only the form will be reviewed by the selection committee.
- The completed form should be postmarked no later than March 15.

b. Committee

- The Ralph Sheehan Award Committee shall consist of the District Governor, 1st Vice-District Governor, 2nd Vice District Governor, Immediate Past District Governor (IPDG), and IPDG once removed.
- The IPDG once removed serves as Chairperson and is a non-voting member of the committee.
- No member of this committee shall submit nominees or influence in any way the submission of nominees for this award. If a member of the committee is nominated and wishes to be considered, the Chair shall have the committee member replaced by another member of the district cabinet to be selected by the Chair.

c. Selection Process

- The Chair assigns a coded identification number to each candidate beginning as the year and number indicating the order in which the new nominations were received, (i.e. first nomination in 2018 would be 2018-01, the second 2018-02 and so on).
- Ballots will be cast by the committee until a nominee receives three-fourths, (3 out of 4 votes) of the committee in order to be selected. If no nominee receives the required votes to be selected, no award will be presented that year.

Chairperson Duties

- a. Responsible for ordering the award. Order plaque from LCI Club Supplies, Item G568-R.
- b. Keep all the information confidential until the presentation occurs at the Single District Convention. Immediate Past District Governor will present the award at the convention or may designate another individual to present the award.

**RALPH M. SHEEHAN AWARD NOMINATION FORM**

**SINGLE DISTRICT 10**

CLUB NAME \_\_\_\_\_ Identifying No \_\_\_\_\_

Club Number \_\_\_\_\_ (Do not fill in number)

NOMINEE FOR THE AWARD \_\_\_\_\_

Name of nominator (Print) \_\_\_\_\_

Signature of nominator \_\_\_\_\_

---

Identifying No \_\_\_\_\_ (Do not fill in number)

**RALPH M. SHEEHAN AWARD NOMINEE**

(Do not use the nominee's name)

Years of Service as Lion \_\_\_\_\_

Offices and committees with dates:

Local Club: \_\_\_\_\_

\_\_\_\_\_

District Level: \_\_\_\_\_

\_\_\_\_\_

**Performed an outstanding Lionistic Achievement at the State, District, or Cabinet Level.**

**(list)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Had an outstanding record on a State, District, or Cabinet Committee and contributed significantly toward the success of that committee. (list)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Made an outstanding contribution to Lionism at the Club or District Level. (list)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Performed some outstanding humanitarian achievement-not necessarily related to Lionism. (list)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Additional Support for Nominee:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CLUB NAME \_\_\_\_\_ Identifying No \_\_\_\_\_

Club Number \_\_\_\_\_ (Do not fill in number)

NOMINEE FOR THE AWARD \_\_\_\_\_

Name of nominator (Print) \_\_\_\_\_

Signature of nominator \_\_\_\_\_

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Identifying No \_\_\_\_\_ (Do not fill in number)

**SD10 DISTINGUISHED SERVICE AWARD NOMINEE**

(Do not use the nominee's name)

Years of Service as Lion \_\_\_\_\_

Offices and committees held with dates:

Local Club: \_\_\_\_\_

\_\_\_\_\_

District Level: \_\_\_\_\_

\_\_\_\_\_

**Distinguished Service Award Criteria**

Has performed continuous and outstanding Lionistic service at the club or district level for a minimum three-year period through two or more of the following:

- Served as a primary leader for a community project directed through one of the objectives of Lionism at the district level involving 60% or more of the clubs holding membership in District 10.
- Effectively worked to increase the membership of individual clubs and the total membership of the District through membership and retention activities.
- Served as a guiding or rebuilding Lion leading to that club's successful function within the district.
- Is recognized by others for his/her unselfish, significant, and continuous contributions to the club, community, or district through Lionism.
- Has an outstanding humanitarian achievement(s) directly related to Lionism.
- Demonstrates outstanding Lionistic achievement(s) at the District level.
- Outstanding Lionistic achievement at the club level.
- Contributes to the development and leadership skills of fellow lions through role modeling, educational functions, or mentorship.
- Consistently completed duties assigned by the Cabinet and District Governor with the good of the District as a personal goal.

Please provide detailed account of Award Criteria below

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## 2<sup>nd</sup> Vice District Governor Requirements

Interested Lions may review the Constitution and By-Laws of Lions International and the Policy and Procedure Manual of Single District 10. This is a one-year term leading to the position of District Governor.

To be a candidate in Single District 10, Lions must meet the eligibility criteria of Lions International. Eligibility requires that the candidate:

1. Be an active member of a Lions Club in good standing in this district; and
2. Have served or will have served at the time he/she takes office as vice district governor:
  - a. As President of a Lions Club for a full term or a major portion thereof; and
  - b. As a Member of the District Cabinet for a full term or a major term thereof; and
  - c. With none of the above being accomplished concurrently.

Interested lions must send a letter of intent with documented credentials to the Chair of the Nominating Committee no later than 30 days prior to the first day of the District 10 Convention.

**Lions of Michigan Service Foundation Trustee Requirements**



There is a need to elect a qualified member of Single District 10 for appointment as a trustee on the Lions of Michigan Service Foundation Board of Directors. The elected trustee will serve a two-year term on the Board. Terms are alternating with one member elected on odd years and one member elected on even years. Trustees may not serve more than two consecutive terms of office.

Interested candidates may review the Constitution and Bylaws of the Michigan Service Foundation by contacting a currently elected trustee from the District, the District Governor, or the chair of the District 10 nominating committee. In addition, prospective candidates are encouraged to review the Policy and Procedure Manual of Single District 10 and the District Bylaws of Lions International.

To be a candidate in Single District 10, Lions must meet the eligibility criteria of the Foundation. Eligibility requires that the candidate:

- Be an active member of a Lions Club in good standing in this District, and
- Have served as President or Secretary of a Lions Club for a full term or a major portion thereof or as a member of the Board of Directors of a Lions Club for no less than three (3) years.

Interested candidates must send a letter of intent with documented credentials and Club Nomination to the Chair of the Nominating Committee no later than 30 days prior to the first day of the District 10 Convention.

### **Single District 10 Convention Host Requirements**

There is a need to elect a qualified club(s) of Single District 10 to serve as District 10 Convention hosts. Interested clubs or groups of clubs may review the District Constitution and Bylaws of Lions International and the Policy and Procedure Manual of Single District 10.

To be a convention host in Single District 10, club(s) must demonstrate their ability to organize convention events with adequate resources. Adequate resources include the ability to:

1. Plan a convention in a frugal and fiscally responsible manner.
2. Provide housing for traveling lions' members.
3. Provide meeting rooms in a convenient configuration to facilitate the district convention.
4. Provide adequate parking/transportation for convention activities.
5. Demonstrate adequate meal and refreshment capabilities.
6. Plan and provide for the needs of spouses, significant others, and visitors.

Interested clubs must present a documented convention proposal with the above information to the seated governor no later than 30 days prior to the first day of the District 10 Convention. Members of the district cabinet will be appointed by the seated governor and vice district governor to review the site and proposal prior to presentation to the House of Delegates at convention for election. Proposals are considered one full year prior to the convention the club(s) wishes to host.

The district shall provide the host club with initial funding (\$750) in the form of a loan to be returned to the district after the conclusion of the convention and submission of a financial report.

The loan may be forgiven in the form of a district grant at the written request of the host club if it is determined that the club sustained a financial hardship as a result of hosting the district convention.

### Single District 10 Convention Guidelines

Friday

Saturday

Sunday

Cabinet Meeting  
Mix-N-Meet

Business Meeting-Elections  
Awards Luncheon  
Breakout Sessions  
Governor's Banquet

PDG Meeting  
Necrology  
Adjournment

Once the host club has been selected to host the convention, the first order of business is to select a convention chair and committee. Convention planning requires much time and effort; therefore, the following committees are suggested to aid in the planning.

Awards Luncheon, Finance & Budget, Governor's Banquet, Mix-n-Meet, Necrology, Convention Program, Registration.

### Time Line

Planning for the convention should begin about 1 year in advance. Location and venue for the convention should have the ability to host lodging, banquet facilities and provide audio/video capabilities for speakers. Be sure to set aside a block of rooms to be reserved for convention attendees.

The Chair should meet regularly with committees to coordinate all aspects of the event, meeting more regularly in the final months to finalize plans at least 30 days before the event. All convention dates and events should be cleared with the district cabinet.

### Registration Planning

- Make up hospitality books, badges, programs, etc.
- Determine place and time of registration
- Keep a total of all delegates, alternates, Lions, Lionesses, guests and a running total of attendance for each event.
- Prepare all registration forms, including certification of delegates, Necrology report and provide maps of the area with the convention events indicated.
- Mail two copies of the registration packets to each club in SD10.
- A registration table will be needed and maintained either at the convention headquarters motel/hotel and at the convention site on Saturday AM.
- During the time registrations are accepted provide space for State and District Projects to set up displays, provide coffee and rolls etc.

### Registration Packets

- They need to be in the mail by the end of January prior to the convention.
- The packet should contain the following:

- A welcome letter
- Schedule of events and location
- Registration form(s)
- Certification of Delegate(s)/Alternate(s) form
- Necrology Report of local Lions Club form
- Maps of the area
- List of motels/hotels in the area. (Special rates should be negotiated with the local motels/hotels for the convention).
- Prepare raffle tickets. (Optional – Only if your club wishes to plan for a raffle during the convention).
- Prepare hospitality books; program booklets for the Awards Luncheon, Partners Luncheon, Banquet, Necrology and Closing Brunch and any other booklets. Color coding is an attractive way to separate these various booklets. You will want to contract a printer early in the year to ensure that your printing will be ready when needed.

### **Convention Program Tips**

The Convention Booklet should include the following:

- Picture of the Honored Guest Speaker on the inside first page. (This and biographical information will be sent from Lions International.)
- Pictures of the District Governor and his/her Partner in Service if available.
- Pictures of the 1st and 2nd Vice Governors
- A list of the Cabinet and Officers.
- A schedule of convention events.
- A list of all Past District Governors and Council Chairpersons.
- A list of District 10 Committee Chairpersons.
- Secure as many paid advertisements for the convention booklet as possible to help defray the cost of printing.

### **Identity Badges**

Each person registered to attend the convention will receive an Identity Badge. ID Badges should be pre-printed prior to start of convention and organized to allow for easy distribution as attendees arrive.

- ID Badges should indicate:
  - Lion Title, Name and Nickname
  - Club Name and District
  - Meals & Options included for Attendee
  - Indication as to voting status – Delegate/Alternate

### **International Guest**

Someone is needed to transport and care for the international guest. The host and hostess will be the first to represent the club and District 10 to the guest(s) and should be available to provide all transportation needed, beginning with pickup at the airport, and ensuring timely arrival to all meetings, and ending with drop-off at the airport. It is

recommended that this couple be a Past District Governor or Past International Director if possible. When International provides information on the speaker, please pay attention to any special needs that are listed, including handicap conditions. It is appropriate to provide a nice gift for their room such as flowers, candy, liquor, mix, wine, etc. The information provided will give some idea as to their likes and dislikes.

A gift for both the honored guest and their spouse to be presented at the Banquet is also appropriate. A list will be included in the information of what not to buy as a gift. Many International guests appreciate a donation to a charity. Keep in mind that if our guest speaker is an International Director, he/she may do a lot of traveling and if the gift is too large you may have to mail to their home. Gift costs or donations are at the discretion of the Convention Committee, but a range of \$ 100 - \$200 is reasonable.

### **Convention Guests**

Every effort should be made to provide complimentary meals and accommodations for convention guests (speakers, international guest/spouse).

### **Local Dignitaries and Speakers**

Write letters to any special guests you are planning to have speak at events, keep in mind, whoever you invite to speak or entertain, eats free, i.e., plan your budget carefully.

### **Parade of Banners, Flags**

There is a Parade of Banners, traditionally on Saturday evening, immediately prior to the Governor's Banquet. Clubs should be encouraged to participate. There are also decorative Lions banners, bunting and American flags available from the previous convention for display (some of this material may need to be cleaned before use).

### **Facilities and Site Selection**

All areas where events are being held, and especially where meals are being served, should be smoke-free.

When securing a facility, make sure they have sufficient rooms available for displays, meetings and any training classes that are being planned. District Governors will be consulted concerning their requirements for rooms. The room used for the Mix 'N Meet, the Awards Luncheon, the Governor's Banquet and the Necrology Brunch should be able to seat 300.

## **Budget & Finance**

A financial statement with an accounting of income and expenses shall be submitted to the district cabinet with (45) days of the close of the convention. The district can provide

funds to be used as starter monies so that the initial costs of planning can be covered prior to receiving registration fees.

### **Select Financial Chairperson**

Set up a separate checking account to handle all monies related to the convention. There will probably be more than \$15,000 passing through this account and all expenditures should be paid through this account. A statement of income/expenses should be given on request to the Steering Committee at each meeting.

### **Convention Fees**

You should charge the appropriate fees to make sure that you can cover expenses for the event. Revenues include:

• Registration Fee	Suggested	\$10
• Late Registration Fee	Suggested	\$10
• Mix-n-Meet	Meal Price	
• Awards Luncheon	Meal Price	
• Governors Banquet	Meal Price	
• Necrology Breakfast	Meal Price	
• Convention Program Advertising	Various Ad Sizes	

Be sure to adjust the non-registration (meal) charges accordingly to cover the cost of all meals. The registration fees are customary and should remain the same.