

LIONS CLUBS
INTERNATIONAL

MULTIPLE
DISTRICT 12
TENNESSEE

POLICY MANUAL

Revised March 5, 2011

March 5, 2011

**LIONS CLUBS INTERNATIONAL
MULTIPLE DISTRICT 12 TENNESSEE
POLICY MANUAL**

***This Manual includes changes approved by the Council
of Governors as of March 5, 2011 and supersedes all previous publications.***

LIONS CLUBS INTERNATIONAL-MULTIPLE DISTRICT 12 TENNESSEE POLICY MANUAL

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CHAPTER I **INTRODUCTION**

The MD-12 Policy Manual was developed to fill a need of Multiple District 12, Tennessee Lions of Lions Clubs International and to provide guidance in the conduct of Multiple District 12 business. It is based in part on historical precedent, part on the Multiple District 12 and Lions Clubs International Constitution and By-Laws, and part on precedent as applied by State Councils.

The Policy Manual is not a substitute for the Multiple District 12 Constitution or By-Laws. It is a set of guidelines designed to cover not only applications of the Constitution and By-Laws but also situations not covered elsewhere.

SECTION 1 OBJECTS

The Objects of this Manual are to:

- A. Provide a single source whereby the MD-12 Council may find the official policies relative to the administration of all Lions activities in the Multiple District Organization as governed by the International and Multiple District, Tennessee, Constitution and By-Laws and this Manual.
- B. Provide an official guideline with up to date information for each succeeding Council of Governors of Multiple District 12, Tennessee.
- C. Provide an official document whose format will permit expeditious changes as circumstances require.
- D. Provide uniformity throughout the Multiple District on all matters of statewide Lions' concern and responsibility.

SECTION 2 CONFORMITY

In the event that the Constitution and By-Laws of Lions Clubs International or the Multiple District 12 shall be amended, in such manner as to render any part of this Policy Manual in contradiction thereof, said By-Laws shall prevail. Such changes shall not render all other chapters, sections, or paragraphs null and void.

The effective date of such changes to this Manual shall be the same as the effective date of the changes made in the International and/or Multiple District Constitution and By-Laws.

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SECTION 3 FORMAT, PUBLICATION, UPDATING, DISTRIBUTION

I. FORMAT

This Policy Manual shall be published in a loose leaf binder format allowing changes and updates to be easily incorporated. Each page shall contain the date/update at the top-left corner.

II. PUBLICATION/UPDATING

It shall be the responsibility of the State Council of Governors to monitor and present draft changes to Lions State Headquarters and Sub-Committee thereof, to prepare periodic updating when amended. It shall be the responsibility of the State Headquarters–Lions of Tennessee staff to publish these changes and updates from time to time.

III. DISTRIBUTION

The incoming Council Chairperson, District Governors-Elect and Vice District Governors will each receive a copy at DGE training school. All active members of the MD-12 International family will receive a copy. The Chairperson of the Research and Long Range Planning Committee and the Chairperson of the MD-12 Constitution and By-Laws Committee should receive a copy of this Manual which is to be passed on to their successor in office. The Incoming Council Chairperson will receive a copy at the District Governors-Elect Training School. All DGEs should receive a copy at their DGE Training School. The Vice District Governors should receive a copy.

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CHAPTER TWO

COUNCIL OF GOVERNORS-MULTIPLE DISTRICT 12

SECTION 1 POWERS, DUTIES, MEMBERSHIP

I. PURPOSE

The Council of Governors shall supervise the administration of all Multiple District 12 affairs, by the policies established and powers granted by the International Board of Directors and the International Constitution and By-Laws.

II. SPECIFIC RESPONSIBILITIES

A. The Multiple District 12 Constitution defines as Council powers:

1. Direction and control of all Multiple District activity and assets (Article V, Section 5).
2. State Convention (Article VI).
3. State Revenue (Article XIII).
4. State Activities and Projects (Article XVI).

B. The Multiple District 12 By-Laws defines Council members duties and responsibilities: Specific duties and responsibilities of members of Council (Article III).

III. MEMBERSHIP

Membership of Council shall consist of District Governors and Council Chairperson.

SECTION 2 COUNCIL CHAIRPERSON

I. ELECTION AND TERM

A. The MD-12 Constitution (Article V) states one member of the Immediate Past District Governors will be selected by the District Governors no later than fifteen (15) days after they are officially installed.

As a practical matter, the incoming Council needs to select its Chairperson by the close of their MD-12 District Governors-Elect (DGE) School. Therefore any member of the outgoing District Governors who desires to serve as Council Chairperson should make the incoming District Governors aware of this by the time their DGE school is held.

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- B. In the unlikely event no Immediate Past District Governor is a Candidate then the incoming Council should look to the Past District Governors across the State who have not served as Council Chairperson to find a leader. Consideration should be given to how recently that individual served as District Governor and the quality of that service.
- C. The term of office of the Council Chairperson is the same as the District Governors with whom he/she serves.

II. SPECIFIC DUTIES (Article III, Section 2 of MD-12 By-Laws)

Shall be the presiding officer at all official Multiple District 12 meetings (Council, Cabinet, State Convention). Perform such administrative duties as the Council desires.

SECTION 3 SPECIFIC DUTIES OF DG, VDG and 2nd VDG

Specific duties and responsibilities of DGE, VDG and 2nd VDG are detailed in Article IV, MD-12 By-Laws, Section 1 (DG) and Section 2 (VDG).

SECTION 4 STATE COUNCIL SECRETARY

SPECIFIC DUTIES: Under the supervision and direction of the State Council, the Council Secretary shall (Article III, Section 3, MD-12 By-Laws):

- A. Keep an accurate record of the proceedings of all meetings of the Council, and within ten (10) days after each meeting forward copies of the minutes to all members of the Council and the office of Lions International.
- B. Assist the State Council in conducting the business of the Multiple District.
- C. Perform such other duties as are specified or implied in the MD-12 Constitution and By-Laws or may be assigned to him/her from time to time by the Council.
- D. Issue the necessary written call for each meeting of the State Council, Cabinet, and Convention.
- E. *Deleted*
- F. Order supplies from Lions Club International, etc. as needed.

SECTION 5 STATE COUNCIL TREASURER

SPECIFIC DUTIES: Under the supervision and direction of the State Council, the Council Treasurer shall (Article III, Section 4, By-Laws (A.-F.):

- A. Have control of disbursements and receipts of the funds in accordance with Article III of the MD-12 Constitution, which shall be turned over to him/her by each District Cabinet Secretary-Treasurer or Cabinet Treasurer. (All checks drawn by the Council Treasurer shall be countersigned by the Chairperson of the State Council.)

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- B. Assist the Council Chairperson and Council in the preparation of the interim state budget for the Annual Organizational Meeting. The treasurer is responsible for preparing a preliminary administration fund budget for approval by the Council.
- C. *As directed by the Council, bill the Districts semi annually for their dues, on September 10 and March 10th of each year. (This could be changed to August 10 and February 10 since we now have the reports by these dates)*

SECTION 6 ACTIVITY TIME LINE

DISTRICT GOVERNORS-ELECT TRAINING SCHOOL INTERIM COUNCIL MEETING

Even though the new Council is not officially in office, timing requires that an Interim Council meeting be held at the MD-12 District Governors-Elect School. Some Council decisions to be made are:

- A. Date and place of next year's District Governors-Elect School.
- B. Select Council Officers for incoming year. (Vice Council Chairperson, Secretary, Treasurer, Sergeant at Arms and Chaplain.)
- C. Finalize Council's official uniform for the incoming year. Strong consideration should be given to the dress traditions of the Multiple District in the past.
- D. Make arrangements to visit International Headquarters in Oak Brook early in the fiscal year- possibly in conjunction with Leader Dogs For the Blind trip. Council Chairperson provides coordination for this trip.
- E. Set the time and place for the next years Council/Cabinet meetings to be held. Traditionally:
 - 1. State Organizational Meeting-First Saturday in August in Nashville Metropolitan area.
 - 2. Multiple District Cabinet Meeting-First Saturday in November.
 - 3. Multiple District Cabinet Meeting-State Convention in *last two weekends in April or first two weekends in May*-site rotated among districts. Location confirmed by state convention three (3) years in advance.
 - 4. Other Multiple District Council Meetings-called by Council.
- F. Order Council Chairperson and Spouse's name badges. Catalog item L-0258.
- G. Coordinate dates of District Fall Conferences, Spring Conventions, etc. with each other.

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II. STATE CONVENTION (INCOMING YEAR)

INTERIM COUNCIL MEETING

Hold another Interim Council meeting near end of the State Convention for the purpose of:

- A. Reviewing all elected incoming State Coordinators for State Activities and Projects.
- B. Appointing or confirming incoming members of State Committees.
- C. Seek bonding for the incoming Council Treasurer.
- D. Make final decision on State Trading pin for your year in office.
- E. Request a member of the MD-12 International family, at the upcoming International Convention, to seek an International VP/President/PIP to speak at the State Convention 3 years in the future.
- F. Any other business deemed necessary during this period of time.

III. STATE ANNUAL ORGANIZATIONAL MEETING (Article VI, Section 1-By-Laws)

A. TIMING

Must be held within sixty (60) days of District Governors taking office. Traditionally held the first Saturday in August. A valuable resource to help the Council with this meeting and other activities throughout the year is the staff at State Headquarters-Lions of Tennessee.

1. The Council Chairperson is completely responsible for setting up this meeting. He/she confirms the hotel accommodations, eating facilities, meeting rooms availability, and meeting agenda. He/she makes sure the written call contains all the above information plus recommended attire for the event.
2. The Council Secretary, at the direction of the Council, issues a written call to all State Committee members at least fifteen (15) days prior to the date of the meeting.
3. A tentative agenda should be included showing time allocations for the various State Committees to meet together privately.
4. Time should also be allocated for the various State Committees to present their tentative plans and budget requests to the State Council for its approval.
5. The Council Chairperson shall be the presiding officer.
6. Motions shall only be made, seconded, and voted upon by the six (6) members of the Council of Governors. No resolutions requiring delegate approval may be voted on at these meetings. This does not preclude non-binding 'straw polls' of the attending Lions sentiments on various issues.

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7. Review and vote on a preliminary state budget for state convention, international convention and administration fund for the upcoming year.
8. Have all fund accounts of last year's Council audited and report results at November Cabinet meeting and at the next State Convention.

B. WRITTEN CALL

The Council Secretary/Chairperson should include the following Lions in his/her written call for the Annual Organizational Meeting:

1. All the MD-12 International family.
2. Council of Governors.
3. Vice District Governors.
4. All members of **all** State Committees if a report is desired.
5. Tennessee Lions Charities Board.
6. Lions Clubs Volunteer Services Board.
7. Any other Lion from whom the Council wants to hear a report.

C. TENTATIVE AGENDA *Deleted*

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D. PRELIMINARY COUNCIL BUDGET

The new year budget presented by the Council Treasurer should show:

State *Revenue* Fund: Sources-\$2.60 per member per year plus account interest, plus leftover balances in State Convention Fund, International Convention Fund and State Administrative Fund turned over by last year's Council to be budgeted in total. See Article XIII (Const.) State Revenue, Sections 1, 2, 3 and 4.

State Reserve Funds: For each show: Balance, sources and uses, and projected ending balance. See Article XIII (Const.) Section 5.

1. *International Officer* Fund:

Used to finance endorsed candidate for International Director/Vice President and promote Lionism while he/she is in office. Council approves expenditures from it. Source of funds, one dollar (\$1) per Lion per year, and interest on the account and capped at \$40,000 then to SCCF.

2. *Projects* Fund:

Used to fund special projects, activities, promotions, and as a reserve account. State Convention delegates control expenditures from this fund.

Source of funds one dollar (\$1) per Lion per year, and interest on account capped at \$40,000.

3. State Council to provide for audit annually or more frequent, if necessary.

4. A financial and audit report of above accounts shall be made at the first multiple district meeting following end of fiscal year and at the next state convention.

All State Reserve Funds are to be kept in interest bearing accounts insured by the Federal Government of the United States. Treasurer to maintain separate records of this fund.

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IV. MULTIPLE DISTRICT CABINET MEETINGS

A. DEFINITION

Article VI Section 2 of MD-12 By-Laws defines a MD-12 Cabinet Meeting as a meeting of the Council of Governors with the MD-12 Cabinet as well as all the District Governors' Cabinets of the State.

B. WHEN HELD

At least one shall be held before the first day of December each year. Traditionally held the first Saturday in November. Another one is held at the State Convention.

1. The Council Chairperson has been traditionally responsible for setting up this meeting. He/she confirms the hotel accommodations, eating facilities, meeting rooms availability, and the tentative meeting agenda. He/she makes sure the written call contains all the above information plus recommended attire for the event.
2. The Council Secretary, at the direction of the Council, shall issue a written call to each District Governor and Cabinet Secretary of the State at least thirty (30) days prior to the date of the meeting. The Cabinet Secretaries shall in turn issue a written call to each member of his respective Cabinet at least fifteen (15) days prior to the date of the meeting. Don't forget the International Family and members of the Honorary Committee of each Sub-District.
3. The Council Chairperson shall be the presiding officer.
4. Time should be allocated on the written agenda to:
 - a. Receive and approve State Committee reports and other reports.
 - b. This meeting shall be strictly of an administrative and reporting nature.
5. No action requiring delegate approval shall be taken. This does not preclude a non-binding "straw-poll" of the attending Lions being taken on subjects of interest to the Council.
6. District Cabinet meeting may be held in conjunction with this meeting.

In theory, these meetings bring together all the District Cabinets, State Committees and interested Lions to report on the progress of Lionism in Tennessee.

V. STATE COUNCIL MEETINGS

In addition to the two Interim State Council meetings held (DGE School and Incoming State Convention) the Council will, from time to time, need to hold other Council meetings throughout the year. Suggested dates for these would be at the individual District Fall Conferences, and/or Spring Conventions. These meetings should be held to a minimum, one per quarter is recommended.

- A. A written agenda and fifteen (15) day written call should be issued for each of these meetings.

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- B. The State Council and State Vice District Governors should attend.
- C. All Lions from whom the Council wishes to hear reports should be invited.
- D. The MD-12 International family should always be invited.
- E. Other interested Lions should be welcome.
- F. These meetings should be scheduled at a convenient time.
- G. No action requiring delegate approval should be taken.

VI. DISTRICT GOVERNORS-ELECT SCHOOL

- A. The Council Chairperson is completely responsible for setting up this meeting. He/she confirms the hotel accommodations, dining facilities, meeting rooms availability, proper attire, and meeting agenda. He/she makes sure the written call for this meeting contains all the above information. The State Headquarters-Lions of Tennessee is a good resource to help in setting up this meeting.
- B. The Council Secretary, at the discretion of the Council, should issue a written call to the following participants at least fifteen (15) days prior to the date of the meeting:
 - 1. All six (6) Council members.
 - 2. All five (5) Vice District Governors/DGEs *and 2nd VDGs*
 - 3. All Lions who will participate in the presentation of this seminar.
- C. The Council Chairperson should use the training information from Lions International, adapting it to the needs of Tennessee Lions.
- D. The trainers for this program should be:
 - 1. Members of the MD-12 Leadership Committee because of their access to current leadership techniques.
 - 2. The sitting Council because of their familiarity with the current situations in Lionism across the state.
 - 3. The MD-12 International family because of their experiences in Lionism.
- E. During this weekend (Friday-Saturday) time should be allocated for learning seminars, socializing, interviewing of new Council Chairperson candidates and selection of same, and time for the incoming Council to hold an interim Council Meeting.

VII. STATE CONVENTION (OUTGOING YEAR) Constitution Article VI

The members of the State Council shall be the officers of the State Convention. A Multiple District Cabinet Meeting and District Cabinet Meeting are held in conjunction with the State Convention. Council should coordinate with and supervise all the activities of the various State Convention Committees. Such as:

- 1. State Nominating Committee.
- 2. Credentials Committee.
- 3. Resolutions Committee.

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4. Rules and Procedures Committee.
5. State Convention Site Committee.

Care should be taken to schedule and conduct only:

1. District activity during the optional District meetings.
2. Multi-District activity during the General sessions when certified delegates are present.
 - a). Election of State Project Coordinators.
 - b). Voting on resolutions amending the MD-12 Constitution and By-Laws.
 - c). Voting on a MD-12 International Director/VP Candidate.
 - d). Voting on special projects which require commitment of State Convention Control Funds.

VIII. STATE DIRECTORY

The State Council shall cause to be published an annual State Directory which shall contain as a minimum, Article VIII, By-Laws, items A, B, C & D.

- A. An outline of each District organization showing the names, mailing address and telephone numbers of the District Officers. This information is to be supplied by incoming District Governors.
- B. A listing of the Lions, Lioness, and Leo Clubs in each District along with date chartered, current membership level, the names, mailing addresses and telephone numbers of each Club President and Secretary and the meeting place and time of each club. Information is to be supplied by current District Governors from PU-101 forms.
- C. A listing of all District and State Committee Chairmen along with their mailing addresses email addresses and telephone numbers. District listing is to be supplied by incoming District Governors. State Committee Chairmen listed according to MD-12 Constitution and By-Laws rules (elected or appointed) by the Incoming Council.
- D. The State Lion of the Year, State Lion of the Decade and any others approved by Council in its year.

Deleted list of Melvin Jones Fellows

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- F. List with pictures, addresses and phone numbers, the current International Vice Presidents and President. Information is to be updated by Council Chairperson from Lions Clubs International files.
- G. List with pictures, addresses and phone numbers, all current and past members of the International Family in Multiple District 12 who are still active as Lions. Information is to be updated by the outgoing Council Chairperson.
- H. List of the Past District Governors by year served. Information is to be updated by the outgoing Council Chairperson.
- I. List of District Dates to remember. Information is to be supplied by each incoming District Governor.
- J. Information about MD-12 legal entities to include, name, location, function, officers and board members. Information is to be updated by the outgoing Council Chairperson.
- K. List of all Multiple District Project Chairpersons with phone numbers and addresses. Information is to be updated by the outgoing Council Chairperson.
- L. List of all Sub-District projects with the name, address and phone number of the person to contact for details. Information is to be updated by the incoming District Governors of each District in which the Sub-District project is located.

Every attempt should be made to have this directory in the hands of each District Governor by the time of his/her first District Cabinet meeting. Traditionally the third or fourth Saturday in July.

Funding for the State Directory shall be provided from the State Administrative Fund.

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CHAPTER THREE **STATE COMMITTEES**

SECTION 1 STATE RESEARCH AND LONG RANGE PLANNING COMMITTEE

I. AUTHORITY

The Multiple District 12 By-Laws, Article V, Section 1; defines the responsibilities, membership requirements, expense reimbursement and reports that this Committee is required to make.

II. MEMBERSHIP

- A. The Committee shall be composed of two members from each district, serving alternating two year terms and, in addition, shall include all current and past International Officers and Directors who are active members of a Lions Club in Multiple District 12.
- B. Each District shall appoint one new member to a two year term no later than fifteen (15) days after the close of the International Convention at which the District Governor takes office.
- C. The members of this Committee may be any Lion in good standing.

III. ACTIVITY TIME LINE

A. ANNUAL STATE ORGANIZATIONAL MEETING

- 1. Meet and select a Chairperson (approval of Council not required), Secretary and other officers for the upcoming year.
- 2. Review the status of any ongoing special projects, surveys, etc.
- 3. Discuss any new projects on the planning horizon.
- 4. Set date and time for next meeting.
- 5. Chairperson should make report to Council of Governors when directed by Council.

B. STATE CONVENTION

Hold a meeting during the State Convention for the purpose of collecting and voting on recommended changes to the Tennessee Policy Manual to be submitted to the new State Council 30 days prior to the State Annual Organizational Meeting.

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SECTION 2 INTERNATIONAL CONVENTION COMMITTEE

I. AUTHORITY

The Multiple District 12 By-Laws, Article V, Section 2; defines the responsibilities, membership requirements, expense reimbursement, and reports required of this committee.

II. MEMBERSHIP/EXPENSES

- A. Individual members of the International Committee are appointed by each District Governor, one from each District.
- B. Council shall select an overall Chairperson.
- C. MD-12 By-Laws (Article VI, Section 2.) states that any active Lion who has attended at least one State and International Convention may be appointed to this Committee.
- D. MD-12 By-Laws (Article VI, Section 2) states that reimbursement for Chairperson's expenses shall be the same rate as for the District Governor-Elect by Lions International. This is a maximum figure, and MD-12 Lions normally cannot receive this full amount due to budget limitations.

III. ACTIVITY TIME LINE

A. ANNUAL ORGANIZATIONAL MEETING

1. *The State Council at the Multiple District Organizational Meeting shall report the name of the individual or entity contracted to be the International Convention Chairman, the activities to be covered, and a budget approved for completing them.*
2. If Tennessee has an endorsed candidate or sitting officer or director, coordination will be needed with them or their Committee to prepare a budget for period involved.
3. The items to be budgeted are generally:
 - a). *Deleted*
 - b). A Hospitality room to be operated at various times on different days at the Tennessee delegate hotel, if required.
 - c). Delegate caucus traditionally scheduled Wednesday afternoon around 3pm. There may be some setup expenses associated with this.
4. *District Governors are encouraged to appoint non-reimbursed International Convention Committee members to provide and to encourage Lions in their district to attend the LCI Convention.*

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5. Final budget following organizational meeting.
6. Council shall not incur additional expense in excess of final budget.

B. MD-12 CABINET MEETINGS/STATE CONVENTION

The Chairperson should report on the progress of the International Committee. The ongoing budget status, registration results to date, activities scheduled at the International Convention, etc. Always mention the official parade uniform described in E. Below.

C. ONGOING EFFORTS

1. By early March the International Committee Chairperson must send to Lions Clubs International a form telling of the meeting space and food service requirements needed from the delegate hotel:
 - a). Hospitality room size, dates, etc.
 - b). Caucus room size, date, time, equipment needed.
2. Only after confirmation from Lions Clubs International, generally late March, can the International Committee Chairperson contact the hotel directly.
3. The Multidistrict International Chairperson must finalize the dates and times that hospitality room will be open and food to be served.
4. By early May the International Committee Chairperson must send in a list of the marching units from Tennessee that will be participating in the parade.
5. Then the Multidistrict International Convention Chairperson will need to contact Lions International, often, finalizing the participants' requirements.

D. UPON ARRIVAL AT INTERNATIONAL CONVENTION

1. Confirm all items listed in C.,1. Above.
2. Multidistrict International Convention Chairperson contact the parade office for final details. Make sure all parade units know where to be and at what time.
3. Multidistrict International Committee Chairperson confirm room arrangements, food situation and hours of operation.
4. Keep all Tennessee Lions informed by handouts or signs posted in the delegate hotel lobby.

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E. PARADE DAY

1. Normally starts with the Tennessee Lions gathering at the delegate hotel. When the International Convention is outside the United States this meal may become a noon or evening affair.
2. The OFFICIAL parade uniform(s) will be:
 - a). White slacks, belt, socks, shoes and orange golf shirt with Tennessee Lions logo on back and front.
 - b). The Council may wear a dress shirt with a Lions tie and their official blazer in lieu of the orange golf shirt.
 - c). The International family may wear business suits in lieu of a).
3. The Multidistrict International Convention Chairperson is responsible for getting the marching units lined up in the right location at the right time and all banners, etc. to be used in the parade.

F. REPORTS

Article V, Section 2, MD-12 By-Laws states;

1. The Multidistrict International Convention Chairperson will prepare a written report of the work of this committee, which must be read at the next State Convention and made a part of the State Convention minutes to be distributed to each Lions Club within 60 days after Convention.
2. By the end of the fiscal year an itemized financial report for auditors shall be presented to the State Council and the new MD-12 Cabinet Meeting and at the next State Convention.

SECTION 3 STATE CONVENTION COMMITTEES

I. AUTHORITY

Article VI, Section 3 of the MD-12 Constitution defines the logistics involved in holding a State Convention, resolutions requirements, meetings to be held, delegates and voting requirements and reports that must be made. Article V, Section 3 of the MD-12 By-Laws defines the responsibilities of Committee, membership requirements, expense reimbursement and reports to be made.

II. APPOINTMENT

- A. The members of this committee shall be any Lion in good standing.
- B. Each District Governor shall appoint one member as soon as possible after the State Convention each year but not later than fifteen (15) days after the close of the International Convention at which the District Governor takes office.
- C. For stability reasons and the long lead time needed to prepare for a State Convention, consideration should be given to appointing the same District Lion for the last 3 years leading up to the State Convention being held in their District.
- D. Select a Chairperson subject to Council confirmation

III. OTHER COMMITTEES ASSOCIATED WITH STATE CONVENTION

- A. State Nominating Committee
 1. Members of the Nominating Committee shall be any Lion in good standing who holds no elected office at the District, State, or International level.
 2. Places in nomination duly qualified International Director and International Vice-President candidates.
- B. Credentials Committee
 1. Composed of the current District Governors and their Cabinet Secretary - Treasurer and the Chairperson shall be the Council Chairperson.
 2. Certifies delegates at the State Convention.
- C. Resolutions Committee

Makes sure all Resolutions brought to a vote meet the timing requirements outlined in the MD-12 Constitution. Committee & Chairperson appointed by Council.
- D. Rules and Procedures Committee

Published Roberts Rules of Order latest edition to be used at the State Convention. Committee & Chairperson appointed by Council.
- E. State Convention Site Nominating Committee

Presents proposal to hold Convention three (3) years hence, and is responsible for all the site logistics needed to hold the State Convention.

IV. ACTION TIME LINE

- A. Three years prior to the State Convention the State Convention Chairperson will:
 1. Establish location of the State Convention. The date is *last two weekends in April or first two weekends in May.*

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2. Council Chairperson works with the International Family through the Council of Governors to find a speaker for that State Convention. (This action is by Council Chairperson covered Section II A.(5) Chapter 2, Page 4)
3. Secure a place to meet that has Grade "A" rooms and can seat at least 500 in a business session. Should be heated and air conditioned with the ability to subdivide into at least six (6) rooms with seating, etc. for 75.
4. Lock down room rates if possible.
5. Contact Lions Clubs International to add your speaker choice to the LCI calendar. Ask for pictures and a biography of the speaker.
6. Begin choosing members of Host Committee.

B. Two years prior to the State Convention the State Convention Chairperson will:

1. Keep a running dialog with your speaker. Ask all the MD-12 District newsletter editors to place the speaker on their mailing list.
2. Meet with the hotel(s) and discuss basic layout and planning for the State Convention.
3. Decide on the final Host Convention Team and assign duties such as:
 - a). Entertainment - Golf, regular and miniature; Tennessee Night; etc.
 - b). Registration.
 - c). Decorations.
 - d). Necrology Service.
 - e). Prize acquirer.
 - f). International Speaker host.

C. Nine months prior to the State Convention the State Convention Chairperson will:

1. Make arrangements for the meals including cost.
2. Prepare a tentative budget and tentative events schedule and have approved by the current State Council at the August Organizational Meeting.
3. Secure enough funds from Council to set-up a MD-12 State Convention bank account. The account should require, at least, the signature of the Host District Governor and the Host State Convention Chairperson.
4. Have registration forms available to hand out at PDG annual Fall Meeting in early October.
5. Have the Host Team meet with the hotel people, going over scheduled events, etc.
6. Give each member of the Host Team their budgeted allotment with a cost event recording sheet to assure good accounting of all expenditures.
7. Begin collecting pictures and biographical data on the current State Council and State International Family to put in the State Convention Program.

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- D. Six months prior to the State Convention the State Convention Chairperson will:
1. Send letters to potential individuals/groups who may want to set-up display booths at the State Convention.
 2. Send letters to District Governors asking for a list of deceased Lions for the Necrology Service.
 3. Order estimated number of badges, ribbons, etc. needed for registration.
 4. Reserve specific rooms for the International speaker and the State International Family.
 5. Send events update information, meetings' dress code, and registration forms to each State District newsletter editor.
 6. Secure Convention Secretary.
 7. Send letter to speaker with all available information including the name of the Host Lion(s) who will meet speaker at the airport.
 8. Meet with the hotel staff and Host team to clear up any problems, etc.
 9. Select gift for the International Speaker if it is unique in nature.
- E. Three months prior to the State Convention the State Convention Chairperson will:
1. Send out letters to the State District newsletter editors with any last minute information they need to publish.
 2. Design tickets, programs, official Program, etc.
- F. One month prior to the State Convention the State Convention Chairperson will:
1. Finalize all programs.
 2. Send letters to golf participants with necessary information.
 3. Have Official Programs, Necrology Service Program, etc. printed.
 4. Meet with the hotel staff to finalize seating and display requirements.
 5. Have all gifts in place.
 6. Have event tickets and registration badges printed.
 7. Send refunds for Lions who registered but canceled out, with reasons.
 8. Send letters to the State Council inviting them to the PDG breakfast meeting held at the State Convention.
- G. Post Convention the State Convention Chairperson will:
1. Write thank you letters to all who helped to make the State Convention a success.
 2. Send regrets and refunds for all registered non-participants.
 3. Pay all bills, invoices.
 4. Prepare final financial report to give to auditor.
 5. Go to the State Annual Organizational Meeting in August following the State Convention to make a final report and return remaining funds to the Council Treasurer.

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SECTION 4 STATE CONSTITUTION AND BY-LAWS COMMITTEE

I. AUTHORITY

The Multiple District 12 By-Laws, Article V, Section 4, defines the responsibilities, membership requirements, expense reimbursement and reports required of this Committee.

II MEMBERSHIP

- A. Members of the committee shall be any Lion in good standing.
- B. Each District Governor shall appoint one member as soon as possible after the State Convention each year but never later than fifteen days (15) after the close of the International Convention at which the District Governor takes office.

III. REPORTS

- A. The Chairperson of the State Constitution and By-Laws Committee shall report by proposed amendments to the State Convention those amendments to be voted upon.
- B. The State Constitution and By-Laws Committee shall make other reports as directed by the State Council.

IV. ACTIVITY TIME LINE

A. STATE ORGANIZATIONAL MEETING

- 1. All members of the State Constitution and By-Laws Committee should meet during the breakout session.
- 2. Select a Chairperson subject to approval of the Council of Governors.
- 3. Discuss any ongoing amendments to the MD-12 Constitution and By-Laws that need to be made.
- 4. The Chairperson should make a brief status report during the State Organizational Meeting.

B. MULTI-DISTRICT CABINET MEETING

- 1. The members of this Committee should meet and discuss any proposed changes to the MD-12 Constitution and By-Laws for the upcoming year.
- 2. The Committee Chairperson should brief Council on any changes on which they are currently working.
- 3. Any changes approved at the last International Convention to the International Constitution and By-Laws may require changes to the MD-12 Constitution and By-Laws. The Committee Chairperson should order the latest edition of the International C&B and furnish a copy to each Committee member.
- 4. The Committee Chairperson should keep all members of this committee informed and maintain regular contact with them, especially if all members are not able to attend the Annual Organizational Meeting and/or the Multiple District Cabinet Meeting.

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C. ONGOING

1. The Committee Chairman should maintain an ongoing dialog with the members of this Committee. A final decision on changes to be recommended should be received by the Committee by February 1, preceding the State Convention.
2. The Council Chairperson shall send a copy of all proposed resolutions to the clubs or various district editors for prompt publication in their newsletters and must be in the hands of club members at least 30 days in advance of State Convention.

D. STATE CONVENTION

The MD-12 C&B Committee Chairperson should insure that a proper vote is taken on each resolution at the State Convention.

E. POST STATE CONVENTION

1. The Committee Chairperson should update the current MD-12 Constitution and By-Laws to reflect any changes approved at the State Convention. He/she should forward changes to the State Headquarters-Lions of Tennessee for publication and distribution.
2. Administrative expenses such as copying, mailing and telephone, directly related to doing this Committee's work should be submitted to the Council Treasurer for reimbursement from the State Administrative Budget.

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SECTION 5 STATE CONTEST AND AWARDS COMMITTEE (C&A)

I. AUTHORITY

The Multiple District 12 By-Laws, Article V, Section 5 defines the responsibilities, membership requirements, expense reimbursements and reports required of this Committee.

II. MEMBERSHIP/EXPENSES

- A. The members of this committee may be any Lion in good standing.
- B. Each District Governor shall appoint one member as soon as possible after the State Convention each year but never later than fifteen (15) days after the close of the International Convention at which the District Governor takes office.
- C. The Sub-District expenses for Sub-District awards shall be budgeted and paid through District Convention funds.
- D. State expenses for the State winners awards shall be budgeted and paid through State Convention funds.

III. ACTIVITY TIME LINE

A. ANNUAL STATE ORGANIZATIONAL MEETING

The five members of this Committee should make every attempt to attend this meeting. During the breakout session of this meeting the Committee:

1. Select a Chairperson subject to Council approval.
2. Review any changes to C&A recommended by last year's Committee, Council, or interested Lion.
3. Review any changes to awards or new awards to be considered.
4. Determine time lines for the Contests and Awards this year.
5. The Chairperson presents the Committees recommendations to Council during the reports section of the Annual Organization meeting.
6. Establish who will be responsible for updating the Contest and Awards Rules, etc., and getting master copies to each District C&A Chairperson. Normally the State C&A Chairperson is assigned this responsibility.

B. ONGOING EVENTS

1. No later than two weeks after the State Annual Organization Meeting the State C&A Chairperson, or responsible member, should have an updated master copy of the Contest Rules in the hands of each District C&A Chairperson for IMMEDIATE mailing to his/her Clubs, etc.

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2. Thirty (30) days after the State Annual Organizational Meeting, the State C&A Chairperson should have an updated master copy of the official application, district rating and summary for distribution to each District C&A Chairperson.
3. By the end of August, the State C&A Chairperson should prepare a one page summary of changes to the C&A Rules, summation of award requirements, and application deadlines, suitable for publishing in each District newspaper, the State Lions paper in September or October, or mailing to other interested Lions.
4. By the end of August, the State C&A Chairperson should mail out to each active member of the MD-12 International Family, past or current, the complete packet defined in B, 1-3 above.
5. By *opening day of the State Convention*, the State C&A Chairperson should be in receipt of each District's Lion of the Year, Lion of the Decade. Copies of all District winners' official nominations should be mailed to each District C&A Chairperson for their ranking. The State C&A Chairperson should provide a ratings sheet for them to use. These rankings should be returned to the State C&A Chairperson by *last two weekends in April or first two weekends in May*.

C. STATE CONVENTION

1. By opening day of the State Convention, last weekend prior to Memorial Day, the State C&A Chairperson must have made and delivered to the State Convention the following plaques, awards:
 - a). State Lion of the Year
 - b). State Lions of the Decade
2. A written report of these winners should be placed in the official minutes of the State Convention.
3. The last act of the State C&A Committee is to compile a list of recommended changes to next year's C&A to be considered by next year's State Committee and State Council.

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SECTION 6 STATE TRADING PIN COMMITTEE *Under Review by the Long Range*

Planning Committee

I. AUTHORITY

Article V, Section 6, of the MD-12 By-Laws defines the responsibilities, membership requirements, expense reimbursement and reports required of this committee.

II. MEMBERSHIP

- A. The members of this Committee may be any Lion in good standing who has attended at least one International Convention within the last 10 years.
- B. Each District Governor shall appoint one member as soon as possible after the State Convention each year, but not later than fifteen days after the close of the International Convention at which the District Governor takes office.
- C. The Chairperson of this Committee shall be the member representing the District in which the next State Convention is planned to be held.

III. ACTIVITY TIME LINE

- A. In August, the State Pin Committee in collaboration with the State 2nd Vice District Governors (2nd VDGs) will collect and select appropriate pin design for the pin year for which VDGs will be District Governors.
- B. At the State Annual Organizational Meeting give the projected expenses and revenue from this year's pin sales for inclusion in this year's State Budget. Show the pin design for the next Lions (2nd VDGs) year if final selection has been made.
- C. At the District's first Cabinet meeting distribute trading pin orders for this Lion year.
- D. By early fall, get design approval for next year's pin from the 2nd VDGs with the State Councils' approval. Make this year's pin available for sale at each fall meeting of Lions across the State, including Official District Club visits if the District Governor wishes to have the pins available.
- E. Late fall and early spring, secure samples of next Lions' year pin. Color changes, number of pins in the set and exact size of each pin will need to be considered in collaboration with the 2nd VDGs and approval of the State Council.
- F. By State Convention, have final design, number in set, color, and number of each to be ordered. Present this to the State Council for their approval and order pins. The goal is to have these pins in the hands of the new District Governors at their first Cabinet Meeting in July.

III. REPORTS

The Chairperson of the State Pin Trading Committee will:

- A. Prepare a written report of the work of this Committee to be given to the State Council at the Annual Organizational Meeting.
- B. By the end of the fiscal year, prepare a financial report to be provided to the State Council Treasurer for inclusion in the State Council Treasurer's annual report.

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CHAPTER FOUR **STATE ACTIVITIES**

SECTION 1 AUTHORITY

Article XVI, Section 1, of the MD-12 Constitutions provide for the election of a State Activity Coordinator for each activity, his duties, funds usage, review and declaration.

SECTION 2 STATE MINT SALES

The goal of this activity is to coordinate the mint purchases of the various Lions Clubs across the State of Tennessee. Through this coordination the Multiple District can receive rebates that add money to the State Administrative fund.

SECTION 3 TENNESSEE LIONS CHARITIES, INC.

I. AUTHORITY

The delegates of the Lions of Tennessee at the State Convention in 1996 authorized the creation of the statewide fund raising activity Operation KidSight. The original goal was to raise \$4 million over five years to fund Tennessee Lions Eye Center at Vanderbilt Children's Hospital.

II. CONTROL

All fund raising endeavors of Operation KidSight were delegated to Tennessee Lions Charities (TLC) Inc. a 501(c)(3), not-for-profit organization of the Lions of Tennessee which operates under its own Charter and By-Laws.

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CHAPTER FIVE **STATE PROJECTS**

SECTION 1 AUTHORITY

The MD-12 Constitution Article XV, Section 2; and MD-12 By-Laws Article VI, Section 2 provides for:

1. Designation and declarations of State Projects and brief history of each.
2. Election and duties of State Project Coordinators.
3. Sources of funding for the State Projects.
4. Review and Re-declaration procedures.

SECTION 2 PROJECT COORDINATORS FOR STATE PROJECTS **(Article VII, Section 2)**

I. STATE PROJECT

- A. Tennessee School for the Blind
- B. Recording for the Blind and Dyslexic
- C. Leader Dogs for the Blind
- D. Lions World Services for the Blind
- E. Tennessee School for the Deaf

II. ACTIVITY TIME LINE

A. STATE CONVENTION

1. The Project Coordinators are elected by a simple majority of delegates.
2. Each District Governor on the Council of Governors appoints a Lion from his/her District to serve with the elected State Project Coordinator and form this State Committee.
3. As per Article XVI, Section 1 and Section 2, State Constitution, the outgoing State Coordinator will present an audit of the Project Funds to the State Council, Convention Secretary and other specified parties at the State Convention and will normally present a written/oral report to the delegates and Council at the State Convention.

B. STATE ORGANIZATIONAL MEETING

The State Committee/Coordinator presents to the Council of Governors plans for this Lion year and secures approval of the budget and programs for the current year.

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C. ONGOING

The State Coordinator for the Project should:

1. Provide support to the Sub-District Chairperson.
2. Provide updated reports of activities across the State to the MD-12 Cabinet Meetings.
3. Coordinate visits of Field Representatives to the State Convention and other Lion functions.
4. Set up an information booth at the State Convention, at Lions fund raising events and at community or county fairs.
5. Provide programs for Lions Clubs or other organizations upon request.
6. Encourage Districts and Clubs across the State to increase their financial support of the Project.
7. For details of each project, history, etc. see State Constitution Article XVI, Sections 1 and 2.

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CHAPTER SIX **STATE ENTITIES**

SECTION 1 LIONS CLUBS VOLUNTEER SERVICES (LCVS), INC.

I. AUTHORITY

The delegates of the Lions of Tennessee at a State Convention held in 1989 authorized the creation of a Lions entity to be known as Lions Clubs Volunteer Services, Inc. It is a 501(c)(4) corporation, organized for the purpose of establishing a MD-12 Lions state headquarters to provide services to the Lions Clubs of Tennessee through the standard organizational structure of the Council of Governors.

II. OPERATION

The LCVS organization operates under its own Charter and By-Laws. All active International Family as well as two (2) elected Lions from each District in the state serve as its board and officers.

SECTION 2 TENNESSEE LIONS CHARITIES (TLC), INC.

I. AUTHORITY

The delegates of the Lions of Tennessee at the State Convention held in 1996 authorized the creation of a Lions entity to be known as Tennessee Lions Charities, Inc. It is a 501(c)(3) public benefit foundation organized for the purpose of collecting and distributing charitable funds for certain charitable projects of Multiple District 12. This organization is currently supervising the Operation KidSight fund raising project.

II. OPERATION

The TLC organization operates under its own Charter and By-Laws. All active members of the International Family as well as three (3) Lions from each district in the state serve as its board and officers.

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CHAPTER SEVEN PROTOCOL

SECTION 1 DEFINITION

Protocol is merely a "salute" to those whom we have elected or appointed as our representatives for leadership. By recognizing them properly, we are saying "Thanks; thanks for everything you have done, and are doing, in representing us in this movement called LIONISM."

The level of protocol used depends upon:

1. The type of Lions function/meeting.
2. The Lion's specific role at this function/meeting.
3. The level of Lions leadership this Lion holds or has held.

In general, Protocol relates to many things:

1. Proper respect and recognition of offices held by Lions.
2. Reception and entertainment of Lion dignitaries, especially international officers and past officers of the association.
3. Introduction of dignitaries at meetings and special occasions.
4. The District Governor's official visit.
5. Seating arrangements at conventions, charter nights, banquets and other occasions.

SECTION 2 INTERNATIONAL DIGNITARIES - The Official Visit

I. INVITATION

Lions International Board Policy allows one speaker per district each year from the CURRENT officers of the Association for the official visit. It is the responsibility of the District Governor to submit a Speaker Request form to schedule your district's choice. The District Governor should make use of the MD-12 International Family to assist him/her in the selection and invitation process. It has been the custom for each district to schedule the official visit during its district convention with the invited International officer or director being the main speaker at the banquet. The Council Chairperson will invite the speaker for the MD-12 State Convention and perform the various functions above.

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The order of priority for inviting a speaker to the State Convention is: International First Vice President at time of that State Convention, other International Vice Presidents, Past International Presidents, current International Directors. International officials receive invitations to numerous events. A written invitation should be sent as soon as the District/State event is scheduled to insure availability of the official.

II. ADVANCE INFORMATION

Two to three weeks prior to the scheduled visit, the District Governor/Council Chairperson or State Convention Chairperson should write the visiting speaker and speaker's spouse finalizing the following details:

1. Phone number of the District Governor/Council Chairperson or State Convention Chairperson.
2. Name and phone number of host and hostess.
3. Confirmation of location of meeting.
4. Information about hotel reservations.
5. Topic of the program or special event.
6. Schedule of events including events for spouses.
7. The type of dress required for each occasion (formal, casual).
8. Scheduled television, newspaper or radio interviews.

III. HOST AND HOSTESS

- A. The District Governor and spouse or Council Chairperson and spouse will be very busy during the speaker's official visit. Therefore, it is proper to assign a host and hostess to the visiting international officer or director. One of the district's/state's past international officers or the immediate past district governor and spouse are usually asked to assume this responsibility.
- B. The host and hostess are responsible for meeting the guests at their arrival point (airport, train), escorting the guests to the hotel or meeting location, and accompanying the guests to their departure point.
- C. Prior to the guests' arrival, the hosts will confirm the arrival schedule and where they will meet the guests. Be as specific as possible.
- D. The hosts are to accompany the guests to and from their room to all events, including meals. If there are no planned activities for the spouses, it is appropriate to assign others from the district/state to entertain the speaker's spouse while the speaker is attending to official duties.

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IV. ARRIVAL & DEPARTURE

- A. It is the responsibility of the hosts to meet the invited international officer or director and spouse at the arrival point, to escort them to their hotel, and to escort the invited officer and spouse to the point of departure. If the hosts are unable to meet this obligation, the Lion is to assign another Lion to this responsibility. The invited international officer or director and spouse should never arrive at the hotel or meeting location unescorted.
- B. Wear your Lions lapel pin. The guests will be looking for your pin or name badge to identify you upon their arrival.
- C. Always assist guests with their luggage.
- D. Arrange with the guests an appropriate time to leave the hotel for their departure. Prior to leaving the hotel, call the airline, etc., to check if departure time is on schedule. Accompany guests to the flight or other transportation departure area as applicable.

V. HOTEL ACCOMMODATIONS, MEALS AND EXPENSES

- A. Definite hotel reservations are to be made for the invited international guests prior to their arrival. If possible, pre-register the guests. Always get two room keys so that the speaker and the spouse have a room key. Check the room to be sure it is clean. Additional courtesies and favors should be provided for your guests such as flowers, soft drinks, filled ice bucket, pitcher of water, current newspaper, and a program of scheduled activities. These should be delivered to the guests' room prior to their arrival.
- B. Specific plans are to be made for each meal. The international guests should be accompanied to each meal by the host and hostess and/or other persons from the district/state.
- C. International board policy requires that room and meal expenses incurred during the official visit of an invited international officer or director and spouse be provided by the district/state. Transportation costs are provided by Lions Clubs International.

VI. SCHEDULE OF APPOINTMENTS

Individual appointments with local Lions officials and community leaders may be scheduled for the invited speaker; however, consideration should be given to periods of relaxation.

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VII. PUBLICITY

Publicity arrangements such as television, radio or newspaper interviews and photographs should be made in advance. Information concerning the speaker's honors and awards may be obtained from Lions International.

VIII. OFFICIAL WELCOME

An official welcome to the speaker given by the mayor or other leading citizen of the community is an effective addition to the program.

IX. PROGRAM ARRANGEMENTS

- A. The official visit by an international officer or director is an important event. The speech by the international speaker during the scheduled program is to be the main part of the program. Always be considerate of timing when planning the program. Avoid having a time consuming toastmaster or lengthy entertainment which takes away from the speaker's time.
- B. At the beginning of the program, the master of ceremonies is to recognize each person seated at the head table by name and title only, including spouses. Immediately before the international guest's speech, the Lion designated as introducer is to introduce the speaker. See section entitled Recognition and Introduction in this chapter.
- C. Arrange seating at the head table according to protocol. Always seat past international officers, past international directors and their spouses at the head table. Some acceptable seating arrangements are included in this chapter.
- D. The officers and other special guests seated at the head table will appreciate a table skirt covering the front of the table especially if the head table is on a level above the audience.
- E. The master of ceremonies should invite the audience to briefly greet the speaker and spouse at the conclusion of the program. If a reception is planned, ask the audience to remain seated while the guests are escorted to the reception area to form the receiving line.

X. INTRODUCTIONS

Refer to Recognition & Introduction Section of this chapter.

XI. EXPRESSIONS OF APPRECIATION

- A. Following the international officer or director's official visit, the district governor/council chairperson or state convention chairperson is to write a thank you note expressing appreciation for the international guest's contribution to the event.

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- B. It is correct to present a gift to the international speaker and spouse at the conclusion of the program. When selecting a gift consider space and travel restrictions. Offer to mail large gifts to the guest's home.

SECTION 3 PAST INTERNATIONAL DIGNITARIES OF MD-12 TENNESSEE

Past international presidents and past directors of Multiple District-12 are always happy to be a guest at any event, schedule permitting. The following guidelines will be helpful when inviting these dignitaries to an event.

- A. It is a matter of courtesy to invite all past international dignitaries of MD-12 to the state, district, and special club functions, but it is not a requirement.
- B. When inviting past international dignitaries of MD-12, remember that these individuals take part in many Lion functions each year. Every effort should be made to provide complimentary housing and meals for these guests especially if they have an official role at this Lion function.
- C. Send an invitation to each dignitary clearly stating the date, location, time of the event, suggested dress, etc.
- D. Be specific about the request. Indicate what is expected of the dignitary, especially if the dignitary is to take part in the program, present awards, etc.
- E. State clearly in the invitation any complimentary services that will be provided such as housing and meals. If the hotel room is not complimentary, include room charges. Indicate if the dignitary is responsible for making his/her own hotel reservations.
- F. Mail invitations early to allow time for responses to be received and appropriate arrangements to be made.
- G. When planning seating arrangements for banquets, anniversary and charter nights, remember that past international presidents and directors and their spouses are always seated at the head table.

SECTION 4 CHAIRPERSON OF THE COUNCIL OF GOVERNORS

The Chairperson of the Council of Governors, a constitutional office since 1977, is to be elected by the Vice District Governors normally at the DGE Training School.

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The Council Chairperson is moderator of all Council of Governors' meetings and is charged with the responsibility of calling and arranging such meetings and other duties designated by the council. It is important that the Council Chairperson be a team player and make every effort to carry out the philosophies and wishes of the Council.

The Council Chairperson should be invited to all districts functions across the state. Expenses for the council Chairperson are outlined in Article XIII, Section 4 (b) of the Constitution of MD-12. The invitation should specify what expenses the district/club will pay and what expenses the Council Chairperson will be responsible, as well as all other pertinent information about the event.

The following criteria should be considered in the selection process:

1. Team player.
2. Dedication to Lionism.
3. Compatibility with Council Members.
4. Time availability.
5. Organizational skills.
6. Willingness to serve.

Once the Council Chairperson has been selected, each District Governor should dedicate himself/herself to be a team player and strive for unity and harmony during the year.

SECTION 5 RECOGNITION AND INTRODUCTION

I. RECOGNITION OF GUESTS SEATED AT THE HEAD TABLE

- A. At the beginning of the program, a designated Lion, usually the master of ceremonies, is to recognize each guest at the head table, including spouses.
- B. The recognition consists of title, first and last name of Lion member or special guest, and spouse's name. (Example: Past International President John Doe and his wife Jane.) Order of recognition may vary across Lionism due to local customs.
- C. Lions of Tennessee custom of recognition:
The Master of Ceremonies should begin by recognizing the guest speaker seated to the immediate right of the podium; then the speaker's spouse; and continuing until all guests seated on the right side of the podium are recognized. The MC then recognizes the guest seated to his immediate left on the podium, continuing until all guests seated on the left side of the podium have been recognized. The MC is always seated at the immediate left of the podium as viewed from the podium position.

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- D. Lions Clubs International Official Protocol for Recognition:
Recognition of guests seated at the head table begins with the meeting chairperson or presiding officer, then continues from the person with the lowest rank on the order of precedence to the person with the highest rank.
- E. Hold applause until all guests at the head table have been recognized.

II. INTRODUCTION OF THE GUEST SPEAKER

- A. The Lion dignitary chosen to introduce the speaker is to be seated at the head table next to the guest speaker or the guest speaker's spouse, if the spouse is present.
- B. The speaker is to be introduced only once - immediately before his/her speech.
- C. The introduction should include:
 - 1. Speaker's name
 - 2. Position in Lionism
 - 3. Business or profession
 - 4. Home city and state
 - 5. Speaker's background in Lionism (brief summary)
 - 6. Subject of speaker's program
- D. Avoid long introductions.

SECTION 6 PROTOCOL RECOGNITION OF LION DIGNITARIES

Protocol recognition of Lion dignitaries, also called roll call recognition, is the process of beginning an address by stating the title and name of every dignitary present beginning with the highest ranking officer.

- A. According to Lions Clubs International Official Protocol, only the principal speaker is required to acknowledge all dignitaries present. At official meetings and banquets, reserve protocol recognition for the principal speaker. It is time consuming and unnecessary for others to recognize all dignitaries present.
- B. All other Lions addressing the audience are to make blanket recognitions. "Lions and distinguished guests" is an acceptable blanket recognition for others addressing the audience.
- C. Protocol recognition is not required in a business meeting or before giving committee reports. This is extremely time consuming.

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- D. For a function other than the International level, the highest ranking officer of that level is recognized first (Example: District Governor at a District Meeting). Then the recognitions proceed in protocol order beginning with the International President.

SECTION 7 SEATING ORDER - MULTIPLE-DISTRICT CABINET MEETINGS

Location conditions may dictate the size of a head table that can be used at MD-12 Cabinet Meetings. As a minimum the head table should have seating for the 5 District Governors, the Council Chairperson, the Lion speaker if in attendance, and any current Tennessee International dignitaries. A podium, flag set and American Flag should be properly displayed. Tables/seats immediately in front of the head table should be reserved for the remaining Tennessee International Family. Spouses may be seated at the rear of the room so they may exit easily.

Introductions should be made by the Council Chairperson only at the beginning of the first session following general rules of protocol.

SECTION 8 SEATING ORDER - HEAD TABLE-CHARTER NIGHT

The following is an example of the seating order according to protocol for guests seated at the head table for CHARTER night. The same format can be used at any special event.

From left to right as seated at the head table facing the audience:

1. Minister
2. District Governor
3. Club President
4. Master of Ceremonies
(Podium here)
5. Guest Speaker
6. Introducer of Guest Speaker
7. Charter President
8. Past District Governor who chartered the club
9. A representative Charter Member
10. Program Chairperson

Spouses, if present, are to be seated to the member's left if seated on the left side of the podium, or on the member's right if seated on the right side of the podium. However, never place a female at either end of the head table.

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SECTION 9 SEATING ORDER - DISTRICT BANQUETS

A podium with a flag set or floral arrangement in front will be placed in the center of the head table. The American Flag will be placed to the seated right at the end of the head table and slightly behind it. Tables will be reserved immediately in front of the head table for special guests. The following is an example of a seating order starting from the podium to seated right in order:

1. Guest
2. Guest's spouse
3. Introducer
4. Introducer's spouse
5. Responder
6. Responder's spouse

From podium to seated left in order:

7. Master of Ceremonies
8. MC's spouse
9. District Governor of the Host District
10. Host District DG's spouse
11. Chairperson of event
12. Chairperson's spouse

Do not seat a female at either end of the head table. Reverse the order of Seats 5 and 6 or Seats 11 and 12 if responder's spouse and/or chairperson's spouse are female.

SECTION 10 SEATING ORDER – MULTIPLE DISTRICT BANQUET

A three-tiered raised head table should be used with a podium, microphone, and flag set centered on the top tier of tables. The speaker and spouse, Council Chairperson and spouse, and Tennessee International dignitaries and spouses should be seated in protocol order on the top tier.

The second tier should contain the current District Governors and spouses. The lowest tier should contain the District Governors-Elect and spouses.

Tables on the main floor immediately in front of the head table should be reserved for the Vice District Governors-Elect and spouses as well as any other special guests.

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LIONS CLUBS INTERNATIONAL-MULTIPLE DISTRICT 12 TENNESSEE POLICY MANUAL

CHAPTER EIGHT AMENDMENTS

SECTION 1 VOTING REQUIREMENTS

This Policy Manual may be amended only by majority vote of the Council.

SECTION 2 EFFECTIVE DATE

This Policy Manual is effective immediately upon acceptance by the current Council of Governors and may be reviewed, edited, corrected or items deleted provided it does not result in conflict with the International Constitution and By-Laws and/or the MD-12 Constitution and By-Laws.

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**LIONS CLUBS INTERNATIONAL-MULTIPLE DISTRICT 12
TENNESSEE POLICY MANUAL**

AMENDMENT I

Procedure relating to International Director Endorsements

1. The MD-12 International Family, after after the International Conention and before the MD-12 Organizational Meeting in August, will be in consultation with each other and make a joint decision on whether to recommend that the Lions of Tennessee support a candidater for International Director the current Lionistic year. The decision will be based on conversations they have had with the current International leaders in Lionism, the quality of potential candidates in our multiple, the location of the International Convention, and the financial situation of the multiple.

2. The Tennessee International Family wil then jointly make a recommendation to the current MD-12 Council to make an announcement at the MD-12 Organizational Council Meeting that the multiple will/will not support a candidate for International Director this Lionistic year.

3. At the Organizational Meeting the Council will make the appropriate announcement. If the Council announces MD-12 will support a candidate then the following procedure applies.

4. At the Organizational Meeting Council will announce that all potential qualified candidates must formally announce their candidacy at the MD-12 meeting the first weekend in November. No formal campaigning will be done prior to that official announcement.

5. Between the Council's Organizational meeting and the November MD-12 meeting, all potential candidates must first contact all International Family members within their district, and then all those within the multiple, and discuss their upcoming campaign plans.

6. At the November MD-12 Meeting all candidates must announce their intention to seek the International Director position and then the formal campaigning begins.

7. The International Family will take no formal part in the process until a candidate is endorsed at the MD-12 State Convention.

8. After a candidate is endorsed at the State Convention all the Lions of Tennessee will do everything they can to ensure our candidate's election to the LCI International Board. Finances to help support their campaign will be made available from the MD-12 appropriate financial account.

Adopted by Council Meeting held November 6, 2009 in Nashville, TN.