POLICY MANUAL
Multiple District 5M Lions Clubs International
(Rev. October 31, 2026)
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MULTIPLE DISTRICT 5M
POLICY MANUAL

The purpose of this Policy Manual shall be to assure uniformity of policy within Multiple District 5M (MD5M) of the International Association of Lions Clubs.

Section I. Distribution

A. This Manual shall be printed and distributed as directed by the Council of Governors.

Section II. Adoption and Amendments

A. This manual shall be adopted and can only be amended at Regular or Special Council Meetings by two thirds vote of the Council of Governors (8 affirmative votes).

Section III. Upkeep and Expenses

A. This manual shall be maintained by the MD5M Legal Consultant. The expense of revision, printing, and distribution shall be a proper expense of MD5M.

Section IV. Supremacy

A. This Policy Manual shall in no way supersede or contravene the Multiple District Constitution and By-laws and, in all matters, affecting same, the Multiple District Constitution and By-laws shall prevail.

Section V. Incorporation

A. Any District within MD5M has the authority to incorporate, subject to the jurisdiction of the International Association of Lions Clubs and MD5M.

Section VI. Organization

A. This Policy Manual shall include the Sections and Chapters set out in the Table of Contents and any other Section(s)/Chapter(s) that may be adopted according to Section II above.

CHAPTER 1
TABLE OF ORGANIZATION

A. Committees - The Council of Governors, consisting of twelve Governors and the Council Chair, shall establish individual responsibility by assigning two or more Governors to special Committees to reduce expenses and minimize the need for special Council Meetings. The Committees shall consist of the following committees, and any other Committee(s) that may be established according to Section II of this Policy Manual.

1. District Organization
    a. The District Organization Committee shall serve as an advisory body to the Council of Governors and may be empowered by majority vote of the Council of Governors to act on its behalf. The Committee may be assigned such other duties by the Council of Governors as are not within the responsibility of another standing committee. The District Organization Committee shall, commencing in 1998 and at four-year intervals, thereafter, consider the number of Districts and the advisability of changing the number of Districts and/or relocation of the boundary lines between Districts. (See Article III of MD5M Constitution and Article IX of MD5M By-Laws).

2. Headquarters and Finance
    a. The Headquarters and Finance Committee shall serve as an advisory body to the MD5M Council of Governors. It may also become an administrative body when empowered by majority vote of the Council of Governors to act on its behalf. The Headquarters and Finance Committee shall review and make recommendations to the Council of Governors regarding Multiple Office operation. Its duties shall include but are not limited to**:**
        - Reviewing office leases and employment, office equipment, MD5M directories and qualifications of candidates for the office of MD5M Executive Secretary.
        - Yearly review of the MD5M due's structure and the MD5M Policy Manual.
        - Review the subsequent year's budget as prepared by the MD5M Executive Secretary and to make recommendations to the Council of Governors at its meetings.
        - Regarding bonds, approve the surety company, set the amount of corporate surety bonds, and purchase the same for the Council Chairperson, Council Vice Chairman, Council Treasurer, and Executive Secretary. Procure surety bonds for officers of the Districts and the Clubs of MD5M and provide for the billing of costs.

3. Legal
    a. The Legal Committee shall serve as an advisory body to the MD5M Council of Governors and may become an administrative body when empowered to take specific action by majority vote of the Council of Governors to act on its behalf. It shall investigate actions proposed to be taken by the Council of Governors. It shall consider and present recommendations on questions of legal nature to the Council of Governors. Such recommendations shall be made in accordance with the Constitution and By-Laws of Lions Clubs International, MD5M and any other applicable statutes, regulations and policies. The Legal Committee shall monitor actions taken by the Council of Governors, District Office, Committees and members, Districts, Lions Clubs and individual Lions and shall bring to the attention of the Council of Governors any that are believed to require further consideration and/or

action. This committee shall semiannually review and recommend appropriate changes in the MD5M Policy Manual to the MD5M Council of Governors. Also, this Committee shall annually review the Constitution and By-Laws of MD5M and shall submit to the Constitution and By-Laws Committee Chair any suggested changes for review by that Committee. See also Chapter 3 of this Policy Manual.

4. Conventions
    a. The Convention Committee shall serve as an advisory body to the Council of Governors and may become an administrative body when empowered by majority vote of the Council of Governors to act on its behalf. The host committee shall attend the two (2) Governors' Council meetings prior to the convention to receive the Council's wishes and to present the proposed agenda of events for the Convention. The Convention Committee, having the authority to make changes in the Convention, shall work in cooperation with the host committee to ensure that all events are designed for maximum Lionistic impact and spirit and in keeping with proper protocol. All contracts to be made by the host committee with third parties, such as hotels and other vendors, for conduct of a Multiple Convention shall be presented to the MD5M Legal Consultant for review and approval prior to being signed. Also see guidelines on Convention, Chapter 9 of this Policy Manual.

5. Service Activities
    a. The Service Activities Committee shall serve as an advisory body to the Council of Governors and may become an administrative body when empowered by majority vote of Council of Governors to act on its behalf. This Committee shall develop and present programs to the Council of Governors to promote Leo organizations within MD5M. See also Section VI Chapter 12 of this Policy Manual.
    b. This committee shall also advise and make recommendations to the Council of Governors on such programs as Lions Clubs International Foundation, Minnesota Lions Hearing Foundation, Inc., Can Do Canines, Minnesota Lions Vision Foundation, Inc., MD5M Lions KidSight Foundation, Inc., Leader Dogs for the Blind, Minnesota Lions Diabetes Foundation, Inc. Lions Foundation of Canada/Dog Guides, Lions Foundation of Manitoba & NW Ontario, Inc., Lions Hearing Foundation of Canada, Minnesota Lions Childhood Cancer Foundation, Inc., Canadian Lions Childhood Cancer Foundation Inc. and other programs or projects.
    c. This Committee shall also advise and make recommendations to the Council of Governors on Youth Outreach, which includes MD5M Lions International Youth Exchange Foundation, Lions Quest, Leos and Peace Poster.
    d. This Committee shall evaluate and examine all other requests made to the Council of Governors and shall, as requested, recommend appropriate actions and responses.

6. Marketing

    The marketing committee serves as district advisory body to the MD5M Council of Governors. The committee's two primary focuses will be to develop an MD5M marketing plan and to provide guidance to the districts about their marketing plans.

    a. The MD5M marketing plan should consider:
        - Lions International and sitting District Governor's membership and growth goals
        - Target audience
        - Marketing strategies such as social media, traditional media, email platforms, websites
        - Budget recommendations based on available resources such as grants and other funding options

- Measurement functions to track and monitor success rates and maximize return on investment
- Serving as a guide to ensure all districts' marketing activities are focused and strategic
- Working collaboratively with the multiple district marketing chair, technology chair, multiple district GAT, district marketing chairs, executive secretary, and other district governor committees as needed.

b. The guidance to the district should consider or include:
   - Marketing:
     i. resource options
     ii. funding options
     iii. plan structure
     iv. message points
     v. measurements
     vi. content ideas
   - Suggest training

c. Miscellaneous considerations:
   - At least one committee member should be a seated DG from Canada
   - Meeting to be opposite (TBD) committee

B. Special Rules - The MD5M organization shall be set up according to Articles V and VI of the MD5M Constitution, with the following additional provisions:

1. MD5M Governors shall be allowed no more than two special Council Meetings to be paid under Lions International Rules of Audit.

2. MD5M Governors shall be allowed expenses under Rules of Audit if they attend a meeting when an officer from Lions Clubs International is in attendance at a special Lions function in MD5M, if approved by the Council of Governors.

3. In the event that a District Governor is unable to attend a Governors' Council Meeting, the District Governor shall authorize the Vice District Governor to attend the Council meeting and to participate in business and committee meetings on behalf of the absent District Governor; the Vice District Governor shall not be entitled to vote at the Council or committee meetings.

4. Any person or entity requesting to come before the Council of Governors to request support, endorsement or funding of any new or proposed project or activity shall submit an application in writing to the Executive Secretary at least 30 days prior to the Council Meeting at which the proposal is to be considered and shall remain throughout the meeting and Committee meetings to answer questions and provide input as requested by the Governors. The Executive Secretary and the Legal Consultant shall prepare a standard form to be used for such requests. See Appendix 30.

5. The District Governors may have work sessions, and that no business may be decided but may be discussed.

C. Other appointments by the Council of Governors.

1. There shall be one District Governor appointed as Liaison between the Council of Governors and Minnesota Lions Vision Foundation, Inc.

2. There shall be one District Governor appointed as Liaison between the Council of Governors and the Lions Minnesota Lions Hearing Foundation, Inc.

3. There shall be one District Governor appointed to serve as liaison between the Council of Governors and the Minnesota Lions Diabetes Foundation, Inc.

4. There shall be one District Governor appointed to serve as liaison between the Council of Governors and the MD5M Lions KidSight Foundation, Inc.

5. There shall be one District Governor appointed to serve as Political Liaison Committee Chair.

6. There shall be one District Governor appointed to serve as liaison between the Council of Governors and MD5M Lions International Youth Exchange Foundation.

7. There shall be one District Governor appointed to serve as liaison between the Council of Governors and T.E.A.M Sheehan Charitable Foundation.

8. There shall be one District Governor appointed to serve as liaison between the Council of Governors and MN Lions Missions, Inc.

9. There shall be one District Governor appointed to serve as parliamentarian, to advise and assist the Council Chair at regular and special meetings of the Council of Governors.

D. International Relations Policy

1. MD5M, being in both the USA and Canada truly is an International Multiple District. MD5M shall promote and encourage the "Hands Across the Border Theme" and adopt the emblem to be used on all MD5M Publications, Stationery, and promotions.

2. It is recommended and encouraged that at all District and Multiple District functions both the American and Canadian national anthems be sung and the proper toasts be given. Person making the toast raises glass and says, “To the President of the United States.” Response is, “To the President.” Person making the toast raises glass and says, “To her majesty, the Queen (or King).” Response is, “To the Queen (or King).”

E. District Governor Appointments

1. Each District Governor is responsible for appointing District Chairs to serve as representatives to the various MD5M Lions supported service organizations and activities. For a summary of these appointments, terms and reference to the relevant MD5M Constitution, By-Laws or Policy Manual Section, see Appendix 1.0

2. Some of these appointments are multi-year, which means that each District Governor shall not be appointing all new chairs every year. Multi-year appointments are intended to provide continuity and to allow time to gain sufficient knowledge and experience to function effectively in the positions. Although the power to appoint necessarily implies the power to remove an appointee, this should be exercised midterm in only the most extreme cases such as when the chair is physically or mentally unable to perform his/her duties or refuses to perform his/her duties. Personal preference by the District Governor should not be the basis for this decision.

CHAPTER 2
CONSTITUTION & BY-LAWS

A. Refer to Constitution and By-Laws (available on the Multiple website)

B. Committee for Constitution and By-Laws. Refer to MD5M Constitution Article IX and By-Laws Article IV Section 4.

CHAPTER 3
LEGAL

A. MD5M Constitution and By-Laws are available on the MD5M website.

B. Complaint and Dispute Resolution - Complaints or disputes involving the Multiple District shall be resolved by using the Multiple District Dispute Resolution Procedure set forth in Chapter XXV of the International Association of Lions Clubs Board Policy Manual.

C. An Association of Past District Governors in MD5M is hereby authorized but in no event shall dues be assessed for membership.

D. The Constitution and By-Laws of each District shall be consistent with that of MD5M and the International Constitution and By-Laws; in matters of interpretation or questions of consistency, the Lions Clubs International Constitution and By-Laws shall control.

E. Records and Record Retention.

1. District Records
    a. Newsletters - A copy of each District's newsletter shall be mailed or electronically delivered to the MD5M Office each month.
    b. Copies of each District's Constitution & By-Laws shall be retained by the MD5M Executive Secretary.

2. MD5M
    a. Council of Governors Meetings - The minutes shall be kept on file by the MD5M Executive Secretary for five (5) years.
    b. Committee Meetings - The minutes shall be kept on file by the MD5M Executive Secretary for five (5) years.
    c. MD5M Convention - The minutes shall be kept on file by the MD5M Executive Secretary for five (5) years, along with programs, etc., relating to said Convention.

3. Tapes or other Recording Devices
    a. The only official tapes or recordings are those made by the Executive Secretary of MD5M. This includes tapes or recordings of meetings of the Council of Governors, and MD5M Convention.
    b. Use of Tapes
        1) Requests for copies of tapes or recordings described in this Chapter and Section shall be in writing to the Governor of the District in which the Lion is a member, with a copy to the MD5M Executive Secretary. The District Governor shall not unreasonably withhold approval for release of the requested information.

2) If there is no response to the request within 10 working days of the date the request was posted, permission shall be considered to have been given. Permission shall be by letter, phone or in person to the Lion requesting same.
3) From the date a request is posted, the yearly provision for erasing the tapes shall be suspended, and if the request is denied the suspension shall stay in effect until the complaint is resolved, or for six (6) months, whichever is longer.

4. Proposed Resolutions and Proposed Constitution & By-Laws Amendments. These shall be destroyed ninety (90) days after the minutes have been published.

5. MD5M
   a. Paid bills - Destroy after three (3) years.
   b. Canceled checks and Bank Statements - Destroy after seven (7) years.
   c. Miscellaneous Correspondence, etc., to or from Lions International, any District Governor, Governor's Council, Multiple Activities Committee, etc. Destroy after two (2) years.
   d. Insurance Policies - Destroy after new or renewal policy is received, unless a claim is pending or anticipated on the old policy.
   e. Tax records shall be kept for a minimum of ten (10) years.
   f. Employment records shall be kept for seven (7) years.

6. Routine Miscellaneous Correspondence - This can be destroyed at the discretion of the MD5M Executive Secretary.

7. Minnesota Lions Vision Foundation, Inc.; Lions Foundation of Manitoba & NW Ontario, Inc.; Minnesota Lions Diabetes Foundation, Inc.; MD5M Lions International Youth Exchange Foundation; MD5M Lions KidSight Foundation Inc. and Minnesota Lions Hearing Foundation, Inc.; Minnesota Lions Childhood Cancer Lions Foundation Inc, Canadian Lions Childhood Cancer Foundation Inc. These records shall be maintained by the respective corporate officers and provision shall be made to store and/or file them in the MD5M Office, if the corporate officers choose to maintain them there. A copy of all minutes and a copy of the Annual Audit shall be furnished to the MD5M Office.

8. MD5M Family Tree of Lionism - This shall be maintained by the MD5M Executive Secretary, to be updated every year. A copy shall be included in the electronic directory published on an annual basis.

9. Past District Governors - The MD5M Executive Secretary shall establish and maintain a file on every Past District Governor in MD5M, whether from MD5M or presently residing herein. The files shall include but not be limited to the following;
   a. Occupations while a Lion
   b. Date they became a Lion and Club or Clubs names
   c. Date served as President and Club's name
   d. Dates they served as Zone Chair, Vice District Governor(s), Region Chair,
   e. Cabinet Secretary and/or Treasurer and Governor Presidents Award, Ambassador of Good Will Award, Special Awards presented by any International President, L.C.I.F. Honors, etc.

10. Constitution and By-Laws - Copies of currently amended Constitutions and By-Laws of every District, MD5M and Lions International shall be maintained at the MD5M Office along with Standard Form Constitution and By-Laws for Districts and Multiple Districts.

11. Campaign literature, etc., on every candidate from MD5M for International Director or International Office, shall be maintained indefinitely.

CHAPTER 4
HEADQUARTERS

A. Multiple District Office
A Multiple District Office to be used by the Executive Secretary and Council Chair shall be maintained in a convenient location to be determined by the Council of Governors.

The MD5M Office lease shall be approved by the Council of Governors, and the lease shall be signed by the Chair of the Council of Governors. An Executive Secretary to be employed on a part or full-time basis shall be financed by MD5M. The Executive Secretary shall be hired by a majority vote of the Council of Governors. The MD5M Executive Secretary shall interview, hire and fire office staff and recommend salary and cost of living increases subject to approval of the Council of Governors.

The normal office hours of the MD5M Office shall be from 9:00 a.m. - 4:00 p.m. Monday through Friday.

If time permits, the Executive Secretary or the Council Chair may authorize work to be performed by the MD5M Office for the official Committees of MD5M. No work shall be performed unless the above approval has been granted. The budget approved by the Council of Governors is the financial plan for the year. The MD5M Executive Secretary is not authorized to disburse funds in excess of those contained in the approved budget, unless authorized by resolution to amend the budget by majority vote of the Council of Governors.

B. Supplies
A supply of the following items is to be stocked at the MD5M Office. All saleable items require payment on delivery.

MD5M Shirts	MD5M Trading Pins
Proposal for Membership Forms	Decals
Certificates of Appreciation	Lions Pins

CHAPTER 5
EMPLOYMENT POLICY

A. Employment at Will. MD5M strives to provide continuing and stable employment but all employees are at-will employees, which mean that the employees enter employment with MD5M voluntarily, and may resign at any time for any reason or no reason. Similarly, MD5M may end its employment relationship with an employee at any time for any reason or no reason.

B. Equal Employment Opportunity. It the policy of MD5M to provide equal opportunity for employment to all individuals regardless of race, creed, color, religion, national origin, sex, disability, age, pregnancy, genetic information (including family medical history), marital status, veteran status, sexual orientation, familial status, status with regard to public assistance, or any other protected status in accordance with applicable federal, state, or local laws.

C. Employee Benefits. MD5M employee benefits shall be only those benefits detailed in the employment agreement. These benefits cannot be in excess of the benefits provided to employees with similar work duties who are employed by Lions Clubs International.

D. Independent Contractors. MD5M contracts with several independent contractors. The terms of the work ordered and the compensation to be paid to the contractor is described solely in the written agreement between MD5M and the contractor. Contractor is not entitled to any additional compensation not listed in the written agreement. The compensation paid to the contractor cannot be in excess of the compensation provided to contractors providing similar work to Lions Clubs International.

CHAPTER 6
FINANCE

A. Exchange Rates - Exchange rates shall be made at the respective U.S. currency equivalent rate in effect at the time of payment.

B. Collect Calls - No collect calls shall be accepted by the MD5M Office.

C. Rules of Audit - Rules of Audit shall be those as prescribed in the International Policy Manual to be followed to the extent funds are available as determined annually by the Council of Governors in their budgeting process, with the following modification: meal expenses are limited to $50.00 per day.

D. Geographical Area Assistance Funds

1. History-GAAF was originally adopted to provide assistance to those districts with large land areas and resultant long travel distances for district officers in order to provide service to clubs. Some districts objected to the method of allocation because some of the northern districts had large undeveloped areas with no clubs, therefore these areas did not add to the travel costs for the district. In 1998, an Operating Resolution was passed by the delegates to the Annual Meeting with a new formula for calculating the allocation per district and specifying that the funds were to be used to promote growth at the club level.
    a. In 2000, a bylaw amendment which incorporated the language and reasoning of the Operating Resolution was adopted. (Bylaws Article VIII, Section 2, Subsection C)

2. Rationale-The concern was that a number of districts were using the GAAF funds to supplement the district budget for travel by the District Governor and district officers to annual meetings and other multiple district events, rather than using them to provide training to club officers and members.

3. Criteria-Since that time, GAAF funds have been uniformly applied for and distributed for training activities by district chairs to train club presidents, officers and members on subjects which promote “Lions growth at a club level”. This has been interpreted to mean training in membership, extension, retention, orientation, and club officer training. GAAF is not to be used to pay District Governor’s or Vice District Governor’s expenses for visitations or other travel and is not to be used as a travel fund for travel unrelated to the above objectives.
    a. Examples of activities that would be subject to GAAF reimbursement:
        i. District Global Leadership Coordinator giving a presentation at a club meeting.
        ii. District Global Leadership Coordinator giving an orientation presentation at a district zone meeting.
        iii. District Global Leadership Coordinator giving a presentation on new club development at a district midwinter convention.

iv. District officer training event for new club officers.

b. Examples of activities that would not be eligible for GAAF reimbursement:
   i. District Governor travel to annual meeting.
   ii. Multiple district chairs attending midwinter conventions, even if they do put on seminars.
   iii. District chairs attending training as students, such as GLT/GMT training.

c. These examples are not intended to be a complete list but are only to illustrate the dividing line for GAAF funding. As noted in the bylaw, all expenses, if approved, are subject to the limitations of Lions Clubs International Rules of Audit.

E. Budgets - Each Committee Chair shall submit a budget request for the following Lions' year, to be submitted to the Executive Secretary in writing at least 10 days prior to the March Council Meeting. For those chairs that are newly appointed, the Executive Secretary shall include the budget amount for the previous year, and the newly appointed chair shall have the opportunity to submit an amended proposed budget, to be acted on by the Council of Governors at its meeting during the scheduled Annual Meeting of MD5M.

F. Budget Preparation Process

1. Following the selection of the incoming Council Chair by the District Governors Elect following the third Council of Governors meeting, a Budget Committee shall be established consisting of the following:
   a. Current Headquarters and Finance Committee Chair
   b. Incoming Headquarters and Finance Committee Chair
   c. Council Chair
   d. Council Chair Elect
   e. Immediate Past Council Chair
   f. Financial Consultant
   g. Executive Secretary
   h. Current Treasurer
   i. Incoming Treasurer

2. Between the March (third) and Spring (fourth) Council of Governors' meetings and prior to the MD5M Convention, the budget Committee shall meet, either in person, by conference call or electronically, and prepare a Preliminary Budget.

3. At the Spring (fourth) Council of Governors' meeting, the Preliminary Budget shall be presented to the Council of Governors and the District Governors Elect for review and discussion. District Governors Elect need only be recognized by the Council Chair to speak. Revisions to the Preliminary budget may be made as deemed necessary by the Council of Governors with the advice of the District Governors Elect. The Preliminary Budget shall be adopted by the Council of Governors pending approval of the incoming District Governors following the International Convention.

4. At the July (first) Council of Governors meeting:
   a. The Council of Governors shall be presented with the Preliminary Reports of the Year End MD5M Combined Balance Sheet and the MD5M Council of Governors Profit and Loss Statement for the council's review.
   b. The Council of Governors shall adjust the Preliminary Budget as needed, based on the Preliminary Year End reports described in (a) above.

5. At the October (second) Council of Governors meeting:
    a. The Council of Governors shall be presented with the Final Reports of the MD5M Statement of Revenues and Expenditures-Operating Fund, the MD5M Combined Balance Sheet and the MD5M Council of Governors Profit and Loss Statement.
    b. The Preliminary Budget shall be reviewed and discussed based on the review of the Statements set forth in (a.) above with revisions to the Preliminary Budget made as necessary.
    c. The Final Budget for the Lions fiscal year is approved by the Council of Governors.

G. Recommended Minimum Record Keeping

1. The following minimum record keeping requirements can be utilized by Districts, clubs and special accounts as well as MD5M.
    a. Receipts journals-a detailed receipt journal shall be maintained that contains the following data, summarized by month:
        1) Date of transaction
        2) Source of receipt (name of individual organization)
        3) Type of receipt (dues, pin sales, convention meals, etc.)
    b. Disbursements journal-a detailed disbursement journal shall be maintained that contains the following data, summarized by month:
        1) Date of transaction
        2) Payee
        3) Check number or memo if bank debit
        4) Type of expenditure

2. At a minimum a statement of activity shall be presented (month, quarterly or other) that shows total receipts broken down by type, and total expenditures broken down by type, resulting in a net increase or decrease in cash. The amount of detail shall be determined by the user and the preparer of the information.

3. The maintenance of a balance sheet shall be required by the Multiple and optional as needed by Districts and Clubs.

4. Utilization of software- the preparers of the information shall use any form of accounting software or spreadsheet software that they are familiar with. Generally, personal finance software such as Quicken is not acceptable.

5. The preparer of the financial statements shall also maintain statistics as needed to be able to reconcile revenues and expenditures. Examples are meal hospitality books sold, individual meals sold, members billed and others, as needed.

6. Checking accounts shall be reconciled on a monthly basis and shall be reviewed by an independent party (someone not having signature on the account). Documentation of this review shall be by initialing and dating by the reviewer.

H. Audit - The following funds and accounts maintained by MD5M are subject to audit under US Generally Accepted Auditing Standards. Compilation audit for a period not to exceed 5 years with a full audit done at the end of those series of audits.

1. MD5M Administrative Fund

2. Leadership Institute

I. Agreed Upon Procedures Engagements

1. Accounts or funds not subject to audit requirements shall be subject to Agreed Upon Procedures engagements.

2. The following funds shall fall under this area:
   a. Campaigns, International Director and International 3rd Vice President, 2nd Vice President, 1st Vice President and President.
   b. Multiple Convention and International Convention (MD5M portion).
   c. Any funds held by separate committees if those funds are not under the control or signature of the Executive Secretary and Council of Governors.

3. The person or persons responsible for the account shall follow the recommended record keeping requirements as outlined in Chapter 6 Section G. Also, a separate account for the activity shall be maintained and funds cannot be commingled with any district, club or other account of funds.

4. The agreed upon procedures are as follows:
   a. ALL FUNDS
      1) Bank account reconciliations-bank accounts shall be reconciled monthly. The independent accountant shall review 2-3 bank reconciliations selected at random. The selections shall always include the last reconciliation prepared.
      2) Reconcile total revenues shown in the Statement of Activities to total bank deposits. This shall apply also to convention funds where a separate account is maintained (primarily MD5M).
      3) Verify transfers (if any) from other Lions sources (primarily International MD5M and District).
      4) Review that expenditures are properly classified and supported by invoices. Invoices shall show approval by a responsible person. A sample of 25 disbursements shall be appropriate. Include in the sample expenditures that are determined under the "Rules of Audit" standards established by Lion Clubs International.
      5) Reconcile total expenditures on the statement of activity with checks and charges in the bank statements.
   b. CONVENTION FUNDS
      1) Using statistical data for hospitality books and meals sold, recomputed revenue that should be generated from hospitality books and meals. If advertising is sold, obtain literature with all advertising and trace 25% of ads displayed to the receipts journal noting the receipt for the ad. Take total advertising revenue divided by the number of ads sold to determine the reasonableness of the average revenue per ad.
      2) Convention meal expense-do a mathematical proof of meals paid to the convention center or hotel facility by using the same statistical data used to reconcile revenues and the charge per plate.
   c. DISTRICT FUNDS
      1) Mathematically verify dues revenues based on number of members billed times the semi -annual billing for each billing period.

5. Reportable findings shall be as follows:

a. Bank reconciliation-failure to reconcile the bank account timely.
b. Unresolved reconciliation variances.
c. Computation of revenues/expenditures and total tie out of revenues to deposits and expenditures to bank statement cleared checks-reconciliation differences in excess of $150 shall to be reported as a finding.
d. Expenditure review-improperly classified expenditure and lack of supporting invoice.

CHAPTER 7
EXECUTIVE SECRETARY AND COUNCIL CHAIR

A. Executive Secretary

1. Primary function: To direct and coordinate the various administrative and promotional services activities and services for the Lions of MD5M.

2. Reports to Council Chair with direction from the Council of Governors (COG).

3. Qualifications:
   a. Shall become familiar with the protocol of Lions Clubs International, MD5M, District and Club level so upon request, they can properly advise the Council Chair and District Governors.
   b. Shall become knowledgeable on the framework of the "International Association of Lions Clubs" so that they can properly advise and assist the Council of Governors on proper procedures, LCI departments or LCI staff to contact when the Council or Districts are in need of advice or support for the LCI Office.
   c. Shall become knowledgeable of the LCI awards and qualifications so that upon request they can properly advise all Lions who seek such information.
   d. Shall become knowledgeable on the International Constitution and By-Laws, the MD5M Constitution and By-Laws and the MD5M Policy Manual.
   e. Shall become knowledgeable of all Foundations which are supported by MD5M.
   f. Shall be knowledgeable of office procedures and proficient with computer systems and other office equipment.

4. Specific tasks and duties: The Executive Secretary shall perform such duties as specified or implied in the Constitution and By-Laws of MD5M and such duties as may be assigned by the Council of Governors or the Council Chair. These duties shall include but are not limited to:
   a. Receive all correspondence and other detailed matters which require his/her attention.
   b. Shall be an ex-officio member of all standing and appointed committees of the Council of Governors (except Committees controlled by a separate Board of Directors such as Hearing, Vision, KidSight, Childhood Cancer and Diabetes) and shall generally assist the Council of Governors and the standing and appointed committees in conducting the business of MD5M. While serving in this role, they shall have no vote.
   c. Appropriate bonding shall be provided by the Council of Governors to cover potential losses incurred in the performance of these duties.
   d. Shall preserve the records of MD5M and be responsible for a summary of statistics acquired in MD5M from year to year including information on all phases of Lionism available in MD5M. Wherever practical, records shall be maintained electronically.
   e. The Executive Secretary shall provide a quarterly and annual financial statement to the Council of Governors either by him/her or by the MD5M financial Consultant.
   f. The Executive Secretary shall bill semi-annually each Cabinet Secretary of each of the Districts of MD5M for dues and assessments that shall be fixed under the MD5M Constitution and By-Laws.
   g. All business sessions of the MD5M Convention shall be recorded, transcribed, and printed in the MD5M Annual directory. Each Club, the District Governors, Past District Governors, current International Director and Past International Directors listed in MD5M directory shall receive a copy.

h. The Executive Secretary at the direction of the MD5M Council Treasurer shall receive and deposit MD5M funds directed to him/her in writing by said Treasurer and may prepare such checks as are required for the conduct of MD5M business. Checks shall be counter signed by the Council Chair and the Council Treasurer of MD5M. The Vice Chair of the Council shall sign in the absence of one of the aforementioned officers. If the Council Chair, Vice Council Chair or Treasurer is a citizen of Canada, the third signer will be the chair of the Headquarter and Finance Committee.
i. The Executive Secretary shall maintain the accounts, books and records of MD5M which shall at all times be open to the inspection of Council Treasurer, MD5M Council of Governors and any auditors named by the Council of Governors.
j. The Executive Secretary shall promote interest in and attendance at MD5M and International Conventions.
k. Shall assist the Council Chair in providing guidance and support for the Governors, Council Chair-Elect, and Governors-Elect at the International Convention. Assist the foregoing in attendance at same by making arrangements for transportation, registration, and other amenities as needed.
l. Assist the MD5M Host Convention Committee in organizing the MD5M Convention
m. At the direction of the Council of Governors shall secure appropriate gifts for visiting officers and International Directors of Lions Clubs International and other special guests.
n. Shall provide information as requested in organizing Charter Night programs.
o. Shall prepare and distribute the MD5M directory at the direction of the Council of Governors.
p. Under the direction of the Council of Governors, shall order, store, and distribute MD5M merchandise.
q. Shall assist the MD5M Global Leadership Coordinator in setting up of the Governor's elect Training School and Regional Leadership Institute.
r. Shall serve as a resource for the District Governors and MD5M committee chairs.
s. Shall assist 1st Vice District Governors in visitation to Leader Dogs for the Blind home site.
t. Working with MD5M Financial Consultant, shall assist in the preparation of a preliminary budget.
u. Be responsible for ordering and distribution of MD5M trading pins, supplies and Lion merchandise

5. The budget and salary of the Executive Secretary shall be as follows:
   a. The Executive Secretary shall operate the MD5M office within budget as approved by the Council of Governors.
   b. All expenses incurred by the Executive Secretary for travel and meals to attend Council Meetings, Conventions or other authorized (by the Council) expense shall be approved by the Council of Governors. Approval for lodging shall be actual expense.

B. Council Chair

1. The duties of the Council Chair of MD5M shall be to:
   a. Chair all regular and special meetings of the Council of Governors and the Multiple Convention.
   b. Shall, working with the Executive Secretary, distribute a proposed agenda including the date, time, and location to all MD5M District Governors 10 days prior to each such meeting, for their actions and shall strive to keep each COG meeting moving within the framework of the approved agenda.

c. If in attendance at the International Convention, shall be available to support and guide the MD5M delegation.
d. Serve with a vote and shall not participate in any discussions or deliberations of the Council of Governors unless requested and shall not act in any capacity outside of the Council of Governors' meetings upon Council business unless directed to do so by the Council of Governors and then shall act under its direction and control.
e. It shall be the Council Chair's responsibility to see that the MD5M GLT Coordinator conducts a Governors Elect School prior to the first Council meeting after their election. MD5M GLT Coordinator is in charge of the curriculum, the organization and presentation of training. See Appendix 4.0. This school shall be reviewed and updated annually.
f. In the event that the Executive Secretary is unable to fulfill his/her employment contract, the Council Chair shall see that the duties of Executive Secretary are performed. Council Chair shall activate the Executive Secretary selection committee.

2. The expenses for the MD5M Council Chair shall be as follows:
   a. The approved budget for MD5M shall include sufficient funds to enable the Council Chair to attend all meetings of the Council of Governors, the MD5M Convention, the USA/CANADA Leadership Forum, and such other meetings as are authorized in the MD5M budget. All reimbursements shall be governed by Lions Clubs International General Reimbursement Policy with the exception of Lodging which shall be at actual expense.

C. Council Chair Elect

1. The expenses for the MD5M Council Chair Elect shall be as follows:
   a. The approved budget for MD5M shall include sufficient funds to enable the Council Chair Elect to attend the International Convention. Reimbursement shall be governed by Lions Clubs International General Reimbursement Policy with the exception of lodging, which shall be actual expense.

CHAPTER 8
Global Action Team

A. MD5M Global Action Team (GAT)

1. The council chairperson will serve as the multiple district chairperson of the Global Action Team.

2. The MD5M GAT will be comprised of the MD5M Chairperson and the MD5M Global Leadership Team (GLT), MD5M Global Membership Team (GMT), MD5M Global Service Team (GST) and MD5M Global Extension Team (GET) coordinators.

3. The GAT will collaborate and implement plans to develop skilled leaders, strengthen membership, and expand the district's humanitarian service.

4. See appendix 2.0 for duties and job description.

B. District Global Action Team (GAT)

1. The District Governor will serve as the district chairperson of the Global Action Team.

2. The District GAT will be comprised of the District Governor and the District Leadership Team (GLT), District Global Membership Team (GMT), District Global Service Team (GST)and District Global Extension Team (GET) coordinators.

3. The District GAT will collaborate and implement plans to develop skilled leaders, strengthen membership and expand the district's humanitarian service.

C. MD5M Global Membership Team (GMT)

1. The MD5M GMT collaborates with your MD5M GLT, MD5M GST, and MD5M GET coordinators and the MD5M Global Action Team chairperson (council chair) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.

2. The GMT develops and executes an annual MD5M membership development plan.

3. The GMT shall report to the Council Chair with direction from the Council of Governors (COG).

4. The term of the MD5M GMT Coordinator shall be appointed by the Council Governors for a term of one year. See appendix 3.0 for duties, job description and qualifications.

5. MD5M GMT Team shall include the Council Chair, MD5M GMT Coordinator and may also include MD5M specialists (2) that focus on:
   a. Membership and New Club Growth Team
   b. Club Success Team

D. District Global Membership Team (GMT)

1. The District GMT team shall include the District Governor, First Vice District Governor, Second vice District Governor, District GMT Coordinator and Region/Zone Chairs.

2. The District GMT Coordinator shall be supported by specialists that shall focus on:
   a. Membership and New Club Growth Team
   b. Club Success Team

3. The District GMT Coordinator shall be appointed for a term of three years with approvals from District Governor, 1st Vice District Governor, 2nd Vice District Governor.

4. District Coordinators and District Team shall work closely with MD5M GMT Coordinator to achieve District and Multiple District goals.

E. MD5M Global Leadership Team (GLT)

1. The MD5M GLT collaborates with the MD5M GMT, MD5M GST and MD5M GET coordinators and Global Action Team chairperson (council chairperson) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.

2. The GLT develops and executes an annual MD5M leadership development plan.

3. The GLT shall report to the Council Chair with direction from the Council of Governors (COG).

4. The term of the MD5M GLT Coordinator shall be appointed by the Council Governors for a term of one year. See appendix 4.0 for duties, job description and qualifications.

5. MD5M GLT Team shall include the Council Chair and MD5M GLT Coordinator.

F. District Global Leadership Team (GLT)

1. The District GLT team shall include the District Governor, First Vice District Governor, Second Vice District Governor, District GLT Coordinator and Region/Zone Chairs.

2. The District GLT Coordinator shall be appointed for a term of one year.

3. District Coordinators and District Team shall work closely with MD5M GLT Coordinator to achieve District and Multiple District goals.

G. MD5M Global Service Team (GST)

1. The MD5M GST collaborates with MD5M GLT, MD5M GMT and MD5M GET and the MD5M Global Action Team chairperson (council chair) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.

2. The GST develops and executes an annual MD5M service development plan.

3. The GST shall report to the Council Chair with direction from the Council of Governors (COG).

4. The term of the MD5M GST Coordinator shall be appointed by the Council Governors for a term of one year. See appendix 5.0 for duties, job description and qualifications.

5. MD5M GST Team shall include the Council Chair and MD5M GST Coordinator.

H. District Global Service Team

1. The District GST team shall include the District Governor, First Vice District Governor, Second Vice District Governor, District GST Coordinator and Region/Zone Chairs.

2. The District GST Coordinator shall be appointed for a term of one year.

3. District Coordinators and District Team shall work closely with MD5M GST Coordinator to achieve District and Multiple District goals.

I. MD5M Global Extension Team (GET)

1. The MD5M GET collaborates with MD5M GLT, MD5M GMT, MD5M GST and the MD5M Global Action Team chairperson (council chair) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.

2. The GET develops and executes an annual MD5M new club development plan.

3. The GET shall report to the Council Chair with direction from the Council of Governors (COG).

4. The term of the MD5M GET Coordinator shall be appointed by the Council Governors for a term of one year. See appendix 6.0 for duties, job description and qualifications.

5. MD5M GET Team shall include the Council Chair and MD5M GET Coordinator.

J. District Global Extension Team

1. The District GET team shall include the District Governor, First Vice District Governor, Second Vice District Governor, District GET Coordinator and Region/Zone Chairs.

2. The District GET Coordinator shall be appointed for a term of one year.

3. District Coordinators and District Team shall work closely with MD5M GET Coordinator to achieve District and Multiple District goals.

CHAPTER 9
CONVENTIONS

A. International Conventions

The District Governors and Cabinet Members shall, throughout their term, promote attendance at the International Conventions, as should every Lion.

1. International Parade
   a. If a band is to be used as part of the MD5M parade unit, bands should be contacted at least two years prior to the convention to determine if they have an interest in performing at the International Convention parade.
   b. The CC at the MD5M Annual Meeting will remind participants of the official parade uniform as found in Chapter 13 of this policy manual.
   c. Marchers shall assemble and march in formation, organized by the MD5M Parade Consultant, or CC, or CCE. If neither the MD5M Parade Consultant, CC, or CCE are available, a Lion will be selected who understands parade marching procedure. The objective is for the parade marching unit to achieve a uniform appearance and to convey a positive and professional image of the MD5M at the international parade.
   d. Parade equipment may include flags, MD5M banner, MOM snowman balloon, and snowman banners.

B. MD5M Conventions

The District Governors and Cabinet Members shall, throughout their term, promote MD5M Conventions, as should every Lion.

1. The MD5M Annual Convention shall be held prior to the International Convention. Beginning with the 2026 MD5M Convention, the IPID will set the dates for the Multiple Convention. The city shall be determined by the delegates voting at the third preceding MD5M Convention. The MD5M Convention dates should not fall on the dates of Memorial Weekend, Mothers' Day, MN Opening fishing or Canada's Victoria Holiday Weekend (3rd weekend of May). The Host Club shall mail registration forms and promotional materials for the upcoming Multiple District Convention no later than the first week of January in the year of the Convention, or such other date as shall be set by the Council of Governors.

2. The first business session of the Convention shall be held on Friday afternoon, to convene no later than 7:00 p.m. and shall be designated as the official opening session of the Multiple District 5M Annual Convention, at the business meetings of the Convention, the MD5M Council Chair shall be the presiding officer. If they are unable to preside, the Council Vice-Chair, if available, or a Lion designated by the Council of Governors, shall conduct the meetings.

3. The Canadian and American Flags shall be properly displayed at all official functions of the Convention. The President of the United States and the King/Queen of England shall be properly recognized. The respective National Anthems, "Oh, Canada", and "The Star-Spangled Banner" shall be printed in the program.

4. The Host Lions Club shall appoint a Convention Committee. The Committee Chair shall assign responsibilities to members to be in charge of Reservations, Housing, General Meetings, Publicity, Decorations, Signs, Secretary, Treasurer, Memorial Services, Banquet, Breakfasts, Entertainment, Lunches, Printing, and Church information. The MD5M Convention Procedures manual shall be adhered to so that these items are completed in an orderly and timely fashion.

5. The Council Chair shall meet with the host Convention Committee to approve programs and finances. The Council of Governors shall approve or disapprove the Convention budget. A complete and detailed financial report by the host shall be presented to the Council of Governors within sixty (60) days after the conclusion of the Convention.

6. It shall be the policy of the host(s) or District to set costs for the various events at a price which shall reach the break-even point after all bills are paid at the conclusion of the Convention. See Article VI Section 2 of the MD5M By-Laws for rules covering reimbursement of the host club. A contingency fund shall be established by the MD5M Council of Governors to cover losses in emergency cases. This is limited to $3,000.00.

7. A member of the International family shall be invited as the banquet speaker and guest.

8. Any candidate for International office shall be given every courtesy and an opportunity to speak at District and Multiple Conventions.

9. Each District Governor shall name one Lion from his/her District to the following committees: Convention City, Elections, Nominations, Resolutions, Rules, and Sergeant-at-Arms. A qualified parliamentarian shall be appointed by the Council Chair and shall attend every MD5M Convention Meeting; a Credentials Committee shall be appointed in accordance with Article VI of the By-Laws. The duties of these committees are:
    a. Convention City Committee: Shall receive bids from a Lions Clubs(s) for potential convention cities for the site of the MD5M Convention three years hence. It shall inform each bidding club(s) or District of the requirements and the time of the convention and the bidding club(s) of their obligations. When called upon, report to the convention, the city or cities who are qualified and are bidding.
    b. Credentials Committee: The committee shall be prepared to report during the convention at specified times the following:
        1) The total number of delegates registered and certified and

2) The total number of Alternate Delegates registered and certified from MD5M and from each Sub District. Certification of credentials shall be conducted in accordance with Appendix 1 in the Convention Packet.

c. Elections Committee: Shall supervise the balloting at the convention, count and certify the ballots and report the results to the convention. As soon as nominations for an International office and for the convention city are closed, prepare the ballots for voting. Arrange and supervise the polling location. During balloting, assure that only voting delegates, an observer for each candidate, the Elections and Sergeant-at-Arms Committee members are in the voting area.

d. Nominations Committee: Shall receive the names of candidates for International Office and determine if they are qualified candidates in accordance with the International Constitution and By-Laws.

e. Resolutions Committee: Shall receive in writing, analyze and re-write (if necessary) all resolutions turned in for presentation and consideration at the convention. These resolutions are to be presented to the committee 30 days prior to the convention, during which period the committee shall review all resolutions presented to determine the advisability of each prior to their being presented to the convention. It shall notify any delegate immediately if his/her resolution is not being presented. It shall prepare resolutions of gratitude to the Host City, the Mayor, the Host, and any other person or group that has assisted in making the convention a success. An Operating Resolution is defined as any resolution that would affect the day-to-day work of the Multiple District, the Districts or any of the Lions Clubs located within MD5M. Also included shall be any requests for changes in operations or policies of Lions Clubs International. A current resolution is defined to include resolutions of appreciation, recognition or such other resolution not affecting the operations of the Multiple Districts, Districts or clubs.

f. Rules Committee: To outline the rules that shall govern the convention. The chair of the committee shall present them at the opening session, move for adoption after which the presiding officer shall obtain the vote for approval. In the absence of proposed convention rules from the committee, Roberts Rules of Order shall govern. The rules shall include:
   1) The Order of Business (printed program, if possible)
   2) Procedure on Resolutions
   3) Speakers time limit and number of times they may speak
   4) Only Certified Delegates or Alternates shall vote. Voting shall be done by showing of delegate cards except in the case of secret ballot voting.
   5) Ballots- for election or endorsement of a candidate. When there is only one candidate, the ballot shall include a voting box for "no".

g. Sergeant-At-Arms Committee: Shall see that all is prepared in the convention hall prior to the business sessions. The chair of the committee and/or his/her appointed assistants shall assist the presiding officer in calling the session to order, and in closing the session. Committee members shall work with the Elections Committee during balloting, supervise all ushers, receive all messages and deliver them to the intended recipient, and maintain order throughout the convention at all times.

10. An annual Convention Program shall be printed and presented to each delegate.
11. A meeting and dinner for Past District Governors in MD5M may be held on the opening day of the MD5M Convention.

12. The dates and times of the business meetings for Lions, Leos, and Spouse/Companions shall be printed in the program.

13. A Memorial Service for Lions, and Leos deceased during the year shall be held at every Convention. No banners or other campaign materials encouraging delegates to vote for a particular candidate shall be displayed or distributed at the entrance area or in the room during the flag and memorial service.

14. During the MD5M Convention efforts shall be made to promote MD5M programs and goals as well as Lions Clubs International Foundation. Leo members shall be recognized at registration and on their name badges; the convention committee and host club are encouraged to provide instructional programs and seminars for Leo members and other interested persons.

15. It shall be the policy of MD5M to discourage club fund raising projects, other than by the Host Club, during the Convention.

16. A Melvin Jones Fellowship luncheon may be held at the MD5M Convention.

17. The MD5M Convention shall conclude at the close of the final business session or at the conclusion of the Sunday brunch business session.

18. A written agreement shall be prepared between the Council of Governors and the host Lions Club(s) or District as soon as possible after the convention city has been chosen. The agreement shall be reviewed by the Legal Consultant. This shall be done prior to the first meeting of the Council of Governors in the new fiscal year, at which time the agreement shall be presented and approved.

C. District Conventions

1. Each District in MD5M shall hold a Mid-Winter Convention in the months of November, December, January, February or March. The Convention shall be at least thirty (30) days prior to the MD5M Convention.

2. When the Mid-winter Convention dates are set, the District Governor shall immediately notify the Executive Secretary.

3. The most recent International Director from MD5M, after the dates for the Mid-Winter Conventions are set, shall make arrangements for guest speakers from Lions Clubs International.

4. It shall be the duty of the District Governor to provide an escort, provide transportation, and serve as hosts, for any International Officer or Past International Officer who is a guest speaker of any District. Proper care and attention shall also be paid to the guest speaker's Spouse/Companion should they attend the convention.

CHAPTER 10
OTHER ACTIVITIES

A. Minnesota Lions Vision Foundation Inc.

1. Each District in MD5M, except the Canadian portion of District 5M10 and District 5M11 & 5M13, shall appoint one and not more than two Lions members as trustees to the Minnesota Lions Vision Foundation, Inc.

2. Sight Conservation has been a major service activity of Lions Clubs International since 1925, and Lions of MD5M are to be encouraged to continue their generosity to this important program. Sufficient publicity relating to these programs shall be given so that as many as possible may be reached and afforded the services these programs provide by MD5M.

3. Any donation to the Minnesota Lions Vision Foundation of $1,000 (US$) or more is eligible for a Helen Keller Award.

B. Lions Minnesota Lions Hearing Foundation, Inc.

1. Each District in MD5M shall appoint one and not more than two Lions members as Trustees to the Lions Minnesota Lions Hearing Foundation Inc.

2. Lions Clubs and Districts, under the auspices of the Hearing Conservation Program, shall be encouraged to cooperate with local health organizations and the medical profession so that as many as possible may be reached and afforded the services these programs provide by MD5M.

C. Minnesota Lions Diabetes Foundation, Inc.

1. Each Minnesota District in MD5M shall appoint one and not more than two Lions members as Trustees to the Minnesota Lions Diabetes Foundation, Inc.

2. Minnesota Lions Clubs and Districts shall be encouraged to cooperate with local health organizations and the medical profession so that as many as possible may be reached and afforded the services these programs provide.

D. MD5M Lions KidSight Foundation, Inc.

1. Each District in MD5M, shall appoint one and not more than two Lions member as Directors to the MD5M Lions KidSight Foundation, Inc.

2. All Lions Clubs and Districts shall be encouraged to cooperate in the primary purpose of this foundation to provide early childhood vision screening to children through recruiting and training volunteers to do the screening.

3. Any donation to the MD5M Lions KidSight Foundation Inc, of $1,000 USD or more will qualify for a Sight Saver Award.

E. Lions Clubs International Foundation

Lions Clubs International Foundation (LCIF) is an officially adopted and incorporated activity of Lions Clubs International, designed to serve the needs of distressed people throughout the world. The MD5M Council of Governors shall annually appoint a MD5M LCIF Chair; for job description, duties and qualifications, see Appendix 10.0.

1. Every District Governor is encouraged to:
   a. Appoint a District LCIF Chair for 3 years.
   b. Encourage participation of all District Lions Clubs on an annual basis.
   c. Encourage all Lion Clubs International Members to personally contribute on an annual basis.
   d. Include an article on LCIF in at least one issue of the District Newsletter.
   e. Publicize special awards available.

2. Melvin Jones Fellows
   a. The greatest honor L.C.I.F. can bestow is its recognition of an individual as a Melvin Jones Fellow. Honored in the name of Lions founder, this worthy individual may be a Lion or non-Lion, man or woman, living or deceased. Required for this honor is a U.S. $1000.00 or more undesignated donation to L.C.I.F. made either at one time or cumulatively in increments of $100.00 or more within a five year period. Here also, the donation may be made by the individual, by a Club, District or by another sponsor.

F. MD5M Lions International Youth Exchange Foundation

1. A MD5M Chair shall be appointed to promote Lionism and International understanding through MD5M Lions International Youth Exchange Foundation For job description, duties and qualifications, see Appendix 11.0.

2. The MD5M Lions International Youth Exchange Foundation shall function on a committee system with a chair appointed by the Council of Governors. The Chair shall appoint country coordinators and airport coordinators as needed.

3. The MD5M Lions International Youth Exchange Foundation Chair shall prepare a budget annually and present it to the Council of Governors for review. Upon approval of the revised or proposed budget, the MD5M Lions International Youth Exchange Foundation Chair shall be required to stay within said budget.

4. Each District in MD5M shall appoint one, but not more than two, Lions Members to serve on the MD5M Lions International Youth Exchange Foundation.

G. Constitution & By-Laws Committee

1. Each District in MD5M shall appoint one Lions Member to serve on the Constitution and By-Laws Committee. See By-Laws Article IV Section 4 for appointment procedure.

2. The MD5M Chair shall be appointed in accordance with By-Laws Article IV Section 4 and shall not succeed themself as Chair. For job description, duties and qualifications, see Appendix 24.0.

3. The Constitution & By-Laws Committee shall receive proposed amendments to the MD5M Constitution and By-Laws in proper format from the Council of Governors during the fiscal year in sufficient time for the Constitution & By-Laws Committee to prepare amendments for

voting at the MD5M Convention. See article IX of the MD5M Constitution and Article X of the MD5M By-Laws.

4. The Constitution & By-Laws Committee shall review all amendments for proper wording and reference before submitting them to the MD5M Convention. All substantive amendments are to be submitted to Lions Clubs International Legal Department for review prior to being submitted to the Convention for voting.

5. The Council of Governors shall review all proposed amendments prior to presentation to the MD5M Convention for voting.

H. Long Range Planning Committee

1. The Long-Range Planning Committee shall consist of:
   a. A Lion from each District in MD5M. Appointment shall be made for two-year terms. District Governors from odd numbered Districts shall appoint in odd numbered years and District Governors from even numbered Districts shall appoint in even numbered years.
   b. A Lion may not serve more than six consecutive years on this committee and may not be reappointed without a two-year lapse.

2. A Chair shall be named in accordance with the By-Laws Article IV Section 4. For job description, typical duties and qualifications, see Appendix 12.0.

3. Long Range Planning Committee shall establish a MD5M Strategic Plan out to five years. The plan shall include:
   a. Input from all Operations and Service Program committees.
   b. Vision statements to inspire and guide the future of MD5M Lions.
   c. A plan description to outline goals/objectives to accomplish the vision statements.
   d. An action plan to set forth the specific action steps, responsibilities, time frame/milestones, and resources needed to accomplish the action steps.

4. Bi-annually review and provide to the Council of Governors a draft Strategic Plan at the annual October Council of Governors meeting.

5. Annually solicit input from all Operations and Service Program Chair to the Strategic Plan so as to receive input before the first Long Range Committee meeting. The input must include a status of planned action steps.

6. Communicate a review of the MD5M Strategic Plan and related planning efforts to District Governor Cabinets, Mid-Winter Conventions, Leadership Training Sessions and such other training as may be requested.

7. As requested by the Council of Governors, conduct an analysis of MD5M operations and such other tasks as may be required.

I. Can Do Canines

Can Do Canines is an officially endorsed program of MD5M, designed to serve the needs of disabled persons throughout MD5M. For job description, duties and qualifications of the MD5M Can Do Canine Chair, See Appendix 13.0. Each District Governor and District is encouraged to:

1. Appoint one and not more than two District Can Do Canine Chair(s) at the beginning of his/her year as governor.

2. Encourage participation by all Lions Clubs in his/her District by properly educating the Lions through the informed Chair program.

3. Make the Lions Clubs aware of the service the program offers. Each committee member shall be available to assist clubs in getting financial help to the program and assist them in receiving Dogs for hearing impaired persons.

4. The MD5M Chair shall submit immediately at the end of the year, audits of services, goals, and financial records to the Districts through the Council of Governors on his/her achievements and needs. These reports may be called for at other times at the request of the Council of Governors.

5. The Multiple District shall make available adequate information to the District Chairs so they may effectively promote the program.

J. Leader Dog for the Blind and Lions Foundation of Canada/Dog Guides

The Leader Dog for the Blind Program and Lions Foundation of Canada/Dog Guides are officially adopted activities of MD5M and are designed to serve the needs of visually challenged people throughout MD5M and the World. For job description, duties and qualifications of the MD5M Leader Dog for the Blind Chair, see Appendix 14.0. Every District Governor is encouraged to:

1. Appoint a District Leader Dog for the Blind and Lions Foundation of Canada/Dog Guides Chair(s) at the beginning of his/her year as governor.

2. Encourage participation by all Lions Clubs in his/her District by properly educating the Lions through the informed Chair program.

3. Make the Lions Clubs aware of the service the program offers. Each committee member shall be available to assist the club.

4. Assist the Clubs in directing assistance and financial help to their desired programs.

5. The MD5M Chair shall submit immediately at the end of the year, audits of services, goals, and financial records to the Sub-Districts through the Council of Governors on his/her achievements and needs. These reports may be called for at other times at the request of the Council of Governors.

6. The Multiple District shall make available adequate information to the District Chairs so they may effectively promote the program.

K. Minnesota Lions Childhood Cancer Foundation, Inc. & Canadian Lions Childhood Cancer Foundation, Inc.

1. Each District in MD5M, except the Canadian portion of District 5M10 and District 5M11 & 5M13, shall appoint one and not more than two Lions members as trustees to the Minnesota

Lions Childhood Cancer Foundation, Inc. For job description, duties and qualifications of the Childhood Cancer Foundation Chairs, see Appendix 15.0.

2. The Canadian portion of District 5M10, and Districts 5M11 & 5M13 shall elect or appoint 2 members to serve on the Canadian Lions Childhood Cancer Foundation.

3. Minnesota Lions Clubs and Districts shall be encouraged to cooperate in the primary purpose of this foundation. To support research by providing funds to such organizations that engage in research and/or treatment or care of childhood cancer as the Board of Directors may approve. To provide services for the support of families of childhood cancer patients and to the siblings of such patients. To provide services and research for survivors of childhood cancer and their families.

4. Any donation to the Canadian Lions Childhood Cancer Foundation or Minnesota Lions Childhood Cancer Foundation of $1,000 in their respective currency or more is eligible for a Believe Award.

L. Public Relations

1. The MD5M Council of Governors shall appoint a MD5M Public Relations Chair; for job description, duties and qualifications, see Appendix 16.0.

M. Youth Outreach and Youth Outreach Fund

1. The MD5M Council of Governors shall appoint a Youth Outreach Chair; for job description, duties and qualifications, see Appendix 17.0.

2. An MD5M Youth Outreach Fund has been established by the Council of Governors to provide funding for Youth Outreach Programs, including but not limited to Youth Outreach, Lions-Quest, Leo Clubs, and the Lions International Peace Poster Contest.

3. For Lions Youth Outreach Fund Articles and Procedural Guidelines, see Appendix 18.0.

N. Webmaster and Information Technology (IT) Consultants

1. The MD5M Council of Governors shall appoint a Webmaster Consultant. For Job Description, duties and qualification – see Appendix 21.0.

2. The MD5M Council of Governors shall appoint an Information Technology Consultant. For Job Description, duties and qualification – see Appendix 22.0.

O. Awards-MD5M

1. Al Jensen Leadership Award---For description of Award, criteria and application form, see Appendixes 25.0 and 26.0.

2. Hall of Fame Award---For description of Award, criteria and application forms, see Appendixes 27.0 and 28.0.

3. Awards that the Multiple District may qualify for (Foundations, Leader Dog for the Blind, Can Do Canines for example) shall be considered by the Al Jensen Leadership Committee.

Applications, review, selection. No more than one such award shall be presented yearly. For application form see appendix 30.0.

P. Snowman Pins and Logo Policy

1. Snowman Pins-Multiple District "Snowman" pins for the international convention shall be designed under the direction of the Vice District Governors for the convention at which they shall be incoming District governors, subject to approval by the sitting District Governors.

2. Logo Policy-The use of the MD5M Snowman design or MD5M logo on District, Club, or Governor's pins, banners or other paraphernalia is discouraged, except that the MD5M logo may be used on the Past District Governors patch, pins and letterhead.

3. The "prestige" pin designed by the MD5M Pin Traders Association shall be consistent with the design of the MD5M snowman pin.

Q. Multiple District Supported Entities

1. For complete list of Multiple District Supported Entities, Organizations and Activities, see Appendix 34.0.

CHAPTER 11
COMMITTEES

A. Executive Secretary Search / Interview committee

1. The Committee shall be composed of the following individuals:
   a. Chair of the Council of Governors. (Chair of the Committee)
   b. Vice Chair of the Council of Governors.
   c. Treasurer of the Council of Governors.
   d. Treasurer of the incoming District Governors
   e. Immediate Past International Director.
   f. CCE- Chair of the incoming Council of Governors
   g. MD5M Financial Consultant.
   h. Headquarters and Finance Committee Chair of the incoming District Governors

2. The Committee once activated by the Council Chair or the COG shall be the committee until the hiring process is completed. Vacancies on the Committee can be filled by appointment of the current Council Chair at the time of vacancy.

3. The Committee shall meet as soon as possible and will be tasked with the following duties.
   a. Decide the ES Job description and minimum requirements of candidates to be included in the job posting.
   b. Where to advertise the job posting.
   c. Advertise the Job Posting for 30 days or until the Committee finds a pool of qualified candidates.
   d. Shall review applications and conduct interviews of the candidates.
   e. Any other tasks that the Committee finds necessary to complete the process of finding and employing a candidate for Executive Secretary.
   f. The Committee shall strive to complete their work within 90 days

4. After the Committee has selected a Candidate for the position of Executive Secretary the Committee shall contact the MD5M Legal Consultant for assistance in negotiating the employment with the Candidate.

5. The Committee shall present the Candidate and the terms of employment to the Council of Governors for final approval.

B. Executive Secretary Performance Review Committee

1. The Committee shall be composed of the following individuals:
   a. Current MD5M International Director or (Most) Immediate Past International Director
   b. Chair of the Council of Governors
   c. MD5M GLT Chair
   d. MD5M Financial Consultant
   e. (Most) Immediate Past Council Chair
   f. Council Chair Elect or Vice Council Chair if no Council Chair Elect
   g. Chair of the Headquarters and Finance Committee of the Council of Governors

   In the event two positions are held by one person the Treasurer of the Multiple District will be a member of the committee.

2. The Performance Review shall be completed annually, prior to the October Council of Governors meeting.

3. The Performance Review process will be conducted as follows:
   a. The Council Chair shall call and preside over a closed-session Review Committee meeting.
   b. Committee members will be provided, or have made available, the three most recent annual Performance Reviews of the current executive secretary prior to the committee meeting.
   c. Committee members may seek advice or input from non-committee MD5M Lions.
   d. District Governors may provide input or advice to committee members but beyond that shall not be a part of the review process until the completed review is presented for approval.
   e. The review is conducted by the committee, and the recommendation and findings are reviewed with the Executive Secretary.
   f. The results of the review and recommendation of the Review Committee will be presented to the District Governors for discussion at a closed portion of the next available Council of Governors meeting.
   g. A signed original review document (Appendix 32.0) will be kept by the Council Chair, and a copy will be made available to the Executive Secretary. All other copies and work papers will be destroyed.
   h. At the start of the Lions year the Immediate Past Council Chair will tender to the Council Chair all signed original review documents.

C. Political Liaison Committee - Responsibilities:

1. To promote better understanding of political aspects of Lionism on the International level.

2. To be aware of all present and future candidates for the office of International Director and Third Vice Presidents.

3. The Chair of the Committee shall be elected from the Governors elect at the Spring DGE training and shall begin their term at conclusion of the LCI Convention.

4. This Committee shall be composed of but not limited to any current International Director, Past International Directors and all current District Governors and the Council Chair.

5. This Committee shall meet during the Council of Governor's Meetings.

D. Environmental Committee

1. Recognizing that MD5M includes vast areas with inherent natural beauty and aesthetic value, all clubs within MD5M should be encouraged to establish a Committee along with each District appointing a District Environmental Committee Chair to support initiatives of Lions Clubs International.

E. Other Committees

1. The Council of Governors shall establish such Committees as shall enhance International goals and objectives.

2. All requests requiring immediate Council action shall be made in writing to the Council Chair/Executive Secretary at least thirty days prior to the next scheduled Council meetings.

F. Committee Reports

1. All MD5M Committee Chairs are required to submit reports to the Executive Secretary at least 15 days prior to the Council of Governors meeting so that the Executive Secretary can place in Council packets plus send out to the Council prior to Council meeting.

G. Restrictions

1. The Council Chairman shall not serve as chair or as a member of a MD5M Committee (other than the Long-Range Planning Committee); they may serve as a consultant (e.g. insurance, technology, public relations, legal) at the request of the Council of Governors.

2. Sitting District Governors and Vice District Governors shall not serve as chairs or as a members of an MD5M standing committee; they may serve as a consultant (e.g. insurance, technology, public relations, legal) at the request of the Council of Governors.

CHAPTER 12
LEO CLUBS

Leo Clubs provide youth with an opportunity for development and contribution – individually and collectively – as responsible members of their local, national and international communities.

Lions Clubs International encourages the formation of Leo Clubs in all Districts. The MD5M Council of Governors shall appoint annually a MD5M Leo Club Chair. For job description, duties, and qualifications of the Leo Chair, refer to Appendix 20.0.

A. As Leo Clubs help to ensure the continual growth of Lionism and expansion of Lion services, every District Governor is encouraged to:

    1. Appoint a District Leo Chair, at the beginning of his/her year.

    2. Encourage and assist the District Leo Chair to form a District Leo Advisory Team comprised of Advisors from existing Leo Clubs.

    3. Promote Leo Club service and activity in the District Newsletter.

CHAPTER 13
ATTIRE

The Council of Governors (COG) has determined a professional, consistent wardrobe promotes the image and objectives of MD5M and adopts the following policy for apparel:

A. District Governor (DG) 1st and 2nd Vice District Governors (VDG) Standard Uniform:

1. The standard uniform (blues) for DGs and VDGs and spouse/companion shall consist of:
   a. Navy blue blazer with lapel
   b. White dress shirt, or blouse
   c. Black dress pants, or medium/long black skirt
   d. Appropriate matching tie, pocket square (optional), or scarf
   e. Black shoes

Note: Regarding the matching tie, pocket square (optional), and scarf. If the 2nd VDG team wants to have these, they are selected at the MD5M October training. These can also be worn for your 1st VDG and DG year. As a DGE you along with the CC will be gifted the International Presidents tie and scarf at the LCI Convention. You can utilize the IP tie and scarf for your DG year; you wear these when the IP is present. For example, at the MD5M Convention. If you choose to utilize this as your DG tie and scarf you should also purchase one for the ES.

If you chose to have a DG year tie and scarf, it is then customary to purchase a set for the CC, ES, ID or IPID and their spouse/companion. You can ask the CC, ES, ID or IPID if they would like one for their spouse/companion.

2. The DGs and VDGs shall wear the LCI DG/VDG patch on the left breast pocket with the tip of the patch touching the bottom of the stitch line across the top of the pocket. If there is no stitch line, the patch should be placed ½ inch below the top of the pocket. Alternatively, women may wear the patch on the lower left pocket. If the pocket should have a flap, the patch should be placed ½ inch below the flap. This patch shall be provided by the Multiple ES and paid for by the multiple/district to be worn on the standard uniform after the close of the MD5M Multiple Convention and prior to the LCI Convention.

3. The 2nd VDGE should order the standard uniform from the designated supplier prior to the start of their 2nd VDG year. If there is a DGE or 1st VDGE who does not have the standard uniform, they should order prior to the start of the Lions year as well.

4. The DG and VDG standard uniform shall be worn at all COGs, district conventions, and when representing their district at other semi-formal functions or meetings where they are asked to attend.

5. The DG shall also purchase a white jacket. The whites are worn during the Saturday night banquet of the MD5M Multiple Convention. The spouse/companion, if a PID, PCC, or PDG may wear whites; otherwise, the spouse/companion shall wear business or formal attire. Whenever the DG wears whites, the spouse/companion shall be formally dressed, unless they are a VDG and then they may wear their standard uniform.

6. The DGE and VDGs spouse/companion shall wear the DG team standard uniform during the Saturday night banquet at the MD5M Multiple Convention with the appropriate VDG patch.

They shall also wear their uniform at the LCI DGE School and at all functions of the International Convention unless other provisions are set by LCI. They shall have their DG patch on their jacket for the LCI Convention and any training immediately preceding the Convention, see section A number 2 above. The DGE shall be required to wear whites to the DGE Celebration Banquet, and the spouse/companion shall dress in formal wear unless other provisions are provided by LCI.

7. LCI Convention: The DG shall wear the standard uniform at the LCI Convention the year they finish their DG term. Any VDGs attending should also wear the standard uniform, this uniform shall be worn at the caucus breakfast and for Plenary Sessions. The standard uniform, business suit or whites can be worn to International Hospitality events. These are typically by invitation only.

B. Designated Suppliers

1. To promote a unified branding of MD5M, the use of a designated supplier(s) for jackets is essential to ensure a common dye lot. The designated supplier is Uniformal Warehouse:

   www.uniformalwarehouse.com.

2. The designated supplier should have selections for both men and women available.

3. In the event a change of supplier is required, it should be identified and communicated to the COG prior to the October meeting, so it can be adopted at that time.

C. Uniform Change Procedure

1. The DGs, in consultation with the VDGs, are responsible for any change in uniform to ensure the branding of MD5M is consistent. If a change is being considered, this should be brough to the October COG meeting.

D. Alternate Uniforms:

1. DGs and VDGs may select an alternate, Lions business casual, uniform. As a 2nd VDG you can choose a shirt, and you can utilize it for all three years. This is typically done at the October training and is the same shirt for all.

2. The alternate uniform is typically dress polo, or similar Lions approved apparel and must include the MD5M “Hands Across the Border” logo on the shirt.

3. The standard uniform should be worn at functions for officer installations, new member inductions, award presentations, and other such events and/or ceremonies.

4. The alternative uniform may be worn when representing their district at less formal functions they are asked to attend. It is at the discretion of the club or zone to provide direction on which uniform should be worn to events.

5. It is customary for the DGs to purchase a shirt for the CC and ES and inquire if they would like one for their spouse/companion.

E. International Parade Dress

1. Plan A – Parade Attire - If the weather is favorable, the parade attire shall be as follows:
   a. The Council Chair (CC), DGs, DGEs, and spouse/companion, shall wear their:
      - DG Uniforms
      - Optional, approved hat (MD5M White Bucket Hat)
   b. The Official Parade Uniform for the MD5M parade marchers shall be as follows:
      - Blue MD5M shirt
      - Khaki pants and women an additional option of khaki capri pants, or knee length skirts.
      - Black belt.
      - Comfortable black shoes and black socks or black sandals (no stockings).
      - Optional, approved hat (MD5M White Bucket Hat)

2. Plan B – If weather is extremely hot, the parade attire shall be as follows:
   a. The CC, DGs, DGEs, and their spouse/companions, shall wear the MD5M official parade uniform.

3. PDGs, their spouse/companion and all other MD5M Lions, shall wear the MD5M official parade uniform designated at 2.b, above.

4. International parade participants shall be notified by the MD5M Parade Consultant, CC, CCE, or designated Lion before parade day whether Plan A or Plan B shall be implemented.

5. Accessories may include an umbrella, or other display items approved by the Sitting DGs.

F. Council Chair

1. The MD5M CC uniform policy will match the sitting MD5M DGs. The CC shall wear a CC patch purchased from LCI, paid by MD5M.
2. The Past Council Chair (PCC) may wear the standard uniform of the sitting DGs with a PCC emblem purchased from LCI. The PCC patch shall be purchased at their expense.

G. Past DGs

1. The official jacket emblem for all PDGs shall be the Past PDG patch with the Lions logo which can be purchased at the PDGs expense from LCI.

2. An optional PDG patch that may be purchased at their expense is the Hands Across the Border PDG patch.

CHAPTER 14
MULTIPLE DISTRICT 5M PRIVACY POLICY

Collection and Use of Personal Membership Data by Multiple District 5M

Purpose*:* Multiple District 5M (MD5M) recognizes the importance of protecting the private information of our members. MD5M is dedicated to preventing the unauthorized data access, maintaining data accuracy, and ensuring the appropriate use of information.

Access to private information collected by MD5M is limited to Lions, Lions Clubs, and

authorized organizations that will use the information to further Lions' causes.
Access to information requires the agreement and compliance with the Lions' privacy policies and practices.

This privacy policy shall apply to all information maintained by MD5M in whatever format, physical or electronic.

A. Privacy Policy:

1. MD5M collects personal information about Lions Club and Leo Club members to facilitate communications with and between our members. This information is used solely to further MD5M's Purposes including that "to unite the clubs in bonds of friendship good fellowship and mutual understanding" and to conduct its necessary operational activities including:
    a. Dues and other billings
    b. Distribution of membership/officer information and updates
    c. Compilation of membership profiles and trends to support membership growth, extension and retention programs
    d. Meeting planning as to facilitate MD5M events and training
    e. Furtherance of Public Relations activities and Cooperative Alliances
    f. Support of Lions Clubs International Foundation and other adopted service programs
    g. Special advertising, non-dues revenue programs or other purposes in accordance with the Purposes and Objects as determined by the MD5M (e.g.: Midwest Breakfast, ID banquet, other events)
    h. Disclosure of information as required by law or that is pertinent to judicial or governmental investigations

2. MD5M protects personal information by using password-protected member only areas and by restricting access to such information. It is expected that you will exert due diligence in your password security.

3. Any payment information collected shall be protected by software during transmission, which encrypts all your personal information so that it can be safeguarded over Internet channels. We reveal only a limited part of your credit card number when confirming an order. At the present time, MD5M uses PayPal.

4. MD5M has a yearly information opt in form distributed by the Executive Secretary to all District Governors and COG chairpersons, for completion by all district cabinet members/chairpersons and submission back to MD5M. No member information will be posted or distributed until written authorization is received.

5. You should be aware that when you are on the website, you could be directed to other websites beyond our control. If you visit a website that is linked to our website, you should consult the privacy policy of that website before providing any personal information.

6. The content of this website may not be retrieved, displayed, modified, copied, printed, sold, downloaded, hired, reverse engineered or transmitted in any way without the prior written permission of MD5M. The content of our website including without limitation all information, text, photographs, and graphics are protected by copyright, trademarks or other proprietary rights of others or ourselves. An exception is specifically granted to all Lions and Lions Clubs that will use the content absent any contact information to further Lions' causes.

7. MD5M shall establish a list of authorized organizations, listed in Appendix 34 in the Policy Manual reviewed annually and approved by the Council of Governors. Organizations requesting authorization will complete a written request for approval to solicit as per Mailing List requirements.

8. Mailing Lists
    a. MD5M prohibits furnishing any list of Lions' contact information to any person/organization for personal advantage or gain.
    b. The COG will review requests from organizations and allow the furnishing of mailing lists by the Multiple Office to individuals or groups using the lists for approved fundraising or informational purposes.
    c. List Requests must include the following:
        1) Name, address, phone number and email of person or organization requesting the list
        2) Purpose for which the mailing list is to be used
        3) Written assurance that the list will be used one-time only for the stated purpose and will not be given or sold to others
        4) An exact copy of the material being mailed
        5) Requests for lists not conforming to the above minimum standards will be returned to the submitter noting that COG action will not be taken on incomplete requests.

    d. The following do not require COG approval to receive available contact information for Club Presidents and Secretaries:
        1) Clubs bidding for statewide events
        2) Individuals seeking International office
        3) Multiple District Projects or Programs
        4) MD5M Convention
        5) Available Information - Only contact information listed in the MD5M Directory is available and will only be provided electronically. Any approved requests for lists not obtainable from the MD5M Directory will be referred to the organization that, in the COG opinion, has the information available.
        6) Request Fulfillment - Multiple Office Staff will download the most recent contact information and supply it electronically to the requestor within 15 days of the request being approved.

9. In compliance with the Children's Online Privacy Protection Act of 1998(COPPA), site operators should never knowingly request personal information from anyone under the age of 13. If such personal information is inadvertently collected, it will be deleted from the systems.

10. Lions/Leo, District, Multiple District and/or Foundation should consider your privacy practices and follow similar guidelines when using the personal information of members, donors, recipients of your humanitarian assistance, or that of other individuals obtained in the course of conducting your activities. You should consider obtaining written permission before disclosing any personal information including names, addresses, email addresses, telephone numbers, medical information, financial information, etc. You should also be cautious when posting any personal information on the Internet or sharing email addresses with third parties.

11. It is recognized that MD5M is an international district and acknowledges the privacy policies of Ontario and Manitoba however this Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

Any legal action concerning this Agreement shall be brought exclusively in a court of competent jurisdiction nearest the head office of Carver County, Minnesota. Any cause or claim must be commenced within one (1) year after the cause or claim arises. MD5M's failure to insist upon or enforce strict performance of any provision of this Agreement shall not be construed as a waiver of any provision or right. Neither the course of conduct between the parties nor trade practice shall act to modify any provision of the Agreement.

MD5M may assign its rights and duties under this Agreement to any party at any time without notice.

If you have any concerns or questions about these policies, please contact MD5M: executivesecretary@lionsmd5m.org

CHAPTER 15
MD5M Technology Assets Policy

Scope: This policy covers all technology assets of MD5M including, but not limited to computer hardware and accessories, and digital assets including software packages and subscriptions and online services such as website hosting, cloud storage, audio/video conferencing, email routing, event management, survey services, etc.

Principles: The goal of this policy is to ensure adequate security and privacy while allowing sufficient access to Lions who may use these assets in legitimate conduct of association business.

Digital Assets can be divided into two categories. Some assets are intended to be used by only a few lions. These closely held assets include web hosting, email forwarding, and cloud storage services. Other assets are intended to be used by many lions in the course of performing the duties of the offices and positions they hold. These widely shared assets include Zoom and SurveyMonkey.

All digital assets should be linked to LionsMD5M.org email addresses, and not to any individual email address or "generic" email address (such as Gmail) that is then linked to an individual's email address. Email addresses such as Technology@LionsMD5M.org, Webmaster@LionsMD5M.org and ExecutiveSecretary@LionsMD5M.org have been constructed for this purpose.

1. Security:
    - All closely held digital assets are to be protected by complex passwords randomly generated at least 12 characters long and including upper- and lower-case letters, numbers and special symbols.
    - Closely held digital assets are to be protected by two factor identification where available.
    - All passwords will be stored only in encrypted files in a LastPass Vault.
    - All closely held asset passwords will be changed annually and when a change in any position with access to the passwords occurs. Technology consultant will update & communicate changes.
    - Widely shared passwords such as Zoom and SurveyMonkey will be changed and then shared with the appropriate lions as necessary to prevent abuse.

2. Accessibility:
    - All Passwords to closely held digital assets will be shared in a secure manner through LastPass sharing among the following:

        - Technology Consultant(s)
        - Webmaster(s)
        - Council Chair
        - Council Chair Elect
        - Executive Secretary
    - Passwords for Zoom and SurveyMonkey will be shared among the following:
        - All District Governors
        - All 1st Vice District Governors
        - All 2nd Vice District Governors
        - All MD5M Committee Chairs and Consultants
    - All District Technology Chairs. It is expected that the District Technology Chairs will share the passwords with clubs upon request.
    - Administration of Cloud Storages services will be closely held. Editing privileges will be provided only to the Technology Consultant(s), Webmaster(s), Council Chair, Council Chair Elect, and the Executive Secretary. Read Only access will be provided to District Governor Teams, Committee Chairs and Consultants as needed.

3. Data Protection and Backup:
    - All official Multiple District Files and Documents shall be saved to a cloud storage system with security and access as described by this policy.
    - All official Multiple District Files and Documents shall be backed up to an online cloud storage service on a regularly scheduled basis with security and access as described by this policy.

Appendix 1.0
MD5M Chairs and Consultants

Position or Organization	# of Chairs	Term	Remarks	Reference
Can Do Canines	1	1 yr.		P.M. Chapter 10
Childhood Cancer	1	1 yr.		P.M. Chapter 10
Constitution and By-Laws	1	1 yr.	Chair must be a District C & BL Chair and cannot succeed themself as chair	MD5M By-Laws Article IV, Sec. 2
Diabetes – MN Lions Diabetes Foundation	1	1 yr.	Per Foundation	P.M. Chapter 10
Diabetes (Canada)	1	1 yr.	Per Canadian Districts	
Environment	1	1 yr.		P.M. Chapter 11
Global Leadership Team	1	1 yr.		P.M. Chapter 8
Global Membership Team	1	1 yr.		P.M. Chapter 8
Global Service Team	1	1 yr.		P.M. Chapter 8
International Essay Contest	1	1 yr.		
Leader Dog	1	1 yr.		P.M. Chapter 10
Leo Clubs	1-2	1 yr.		P.M. Chapter 12
Lions Clubs International Foundation (Canada)	1	3 yr.	Appointed by LCI	P.M. Chapter 10
Lions Clubs International Foundation (US)	1	3 yr.	Appointed by LCI	P.M. Chapter 10
Lions Foundation of Canada/Dog Guides of Canada	1	1 yr.		P.M. Chapter 10
Lions Foundation of Manitoba & Northwestern Ontario	1	1 yr.		
Long Range Planning	1	1 yr.	IPCC alternating with Policy Manual	B.L. Article IV, Sec. 4
Policy Manual	1	1 yr.	IPCC alternating with Long Range Planning	B.L. Article IV, Sec. 4
Minnesota Lions Hearing Foundation	1	1 yr.	Per Foundation	P.M. Chapter 10
MD5M Lions KidSight Foundation	1	1 yr.	Per Foundation	P.M. Chapter 10
Project New Hope	1	1 yr.		
Public Relations	1	1 yr.		P.M. Chapter 10
Special Olympics	1	1 yr.		
USA/Canada Forum	1	1 yr.	Immediate Past International Director	
MN Lions Vision Foundation	1	1 yr.	Per Foundation	P.M. Chapter 10
Youth Exchange	1-2	1 yr.		P.M. Chapter 10
Youth Outreach (Canada)	1	1 yr.		

Youth Outreach (US)	1	1 yr.		P.M. Chapter 10
Consultants:				
Financial	1	1 yr.		
Insurance	1	1 yr.		
Legal	1	1 yr.		
Parade & Band	1	1 yr.		
Protocol	1	1 yr.		
Technology	1	1 yr.		P.M. Chapter 10
Webmaster	1	1 yr.		P.M. Chapter 10
MD5M Convention:				
Convention City	1	annual		Chapter 9-B.9
Elections	1	annual		Chapter 9-B.9
Nominations	1	annual		Chapter 9-B.9
Resolutions	1	annual		Chapter 9-B.9
Rules	1	annual		Chapter 9-B.9
Sergeant-at-Arms	1	annual		Chapter 9-B.9

Appendix 2.0
MD5M GLOBAL ACTION TEAM (GAT) COORDINATOR
Job Description
1 Year Appointment

SUMMARY:

As the MD5M GAT Coordinator, you are the leadership development expert ensuring districts achieve their goals. Under the direction of the Council of Governors, you work with Districts in MD5M to improve membership, leadership and service. Act as a resource to the Council of Governor, District Governors Elect and Global Action Team.

RESPONSIBILITIES:

1. The GAT Chair ensures the selection of qualified Lion leaders for the MD5M's Global Action Team positions (GLT, GMT, GST and GET coordinators).

2. The GAT Chair ensures the GLT, GMT, GST and GET support the multiple district goals and implement the action plans.

3. The GAT Chair facilitates regular meetings to discuss and advance initiatives established by the Global Action Team.

4. The GAT supports local community service projects that create a sense of belonging and pride to the Lions and Leos in the multiple district.

5. The GAT collaborates with the area's Global Action Team and other council chairpersons to further initiatives focused on leadership development, membership growth and expanding humanitarian service.

6. Shares successes, opportunities and needs with the area and district Global Action Team members and LCI staff.

QUALIFICATIONS:

An Immediate Past District Governor chosen by District Governor for their leadership skills to serve as the Council Chair.

Appendix 3.0
MD5M GLOBAL MEMBERSHIP TEAM (GMT) COORDINATOR
Job Description
1 Year Appointment

SUMMARY:

The MD5M GMT coordinator is the membership expert ensuring districts achieve their goals. Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M to increase membership and improve retention. Act as a resource to the Council of Governors, District Governors Elect and District Global Membership Team Chairs.

RESPONSIBILITIES:

1. Annually develop the MD5M Membership/Retention goals and objectives and a proposed budget which is to be delivered to the Council of Governors at their July Council Meeting
2. Will submit a Membership Plan for MD5M to Lions Clubs International.
3. The MD5M GMT coordinator is the membership expert ensuring districts achieve their goals.
4. Report Plan progress and accomplishments to the Council of Governors at each Council Meeting.
5. Report to the Council of Governors on membership/retention developments from Lions Clubs International and from within the Multiple District and Districts.
6. Coordinate and conduct a workshop for District GMT Chairs.
7. Motivate District Membership/Retention Chairs to set District goals and objectives and develop a plan that increases membership and improves retention.
8. Will inspire and empower districts to be successful in strengthening membership Educate, coach and mentor coordinators while removing barriers that impede progress.
9. Communicates regularly with GMT district coordinators. Ensures they are aware of available membership programs and resources available.
10. Monitors each district's progress towards membership goals. Follows up with districts who are
11. behind on their goals and offers motivation and support.
12. Encourages GMT district coordinators to include diverse populations to participate in Global Action Team Initiatives.
13. Contacts prospective member leads, provided by LCI, in a timely manner and provides status updates on membership.
14. Completes requirements and submits application to receive multiple district funding from LCI for membership development activities.
15. Provides retention strategies to districts in collaboration with MD5M GLT, MD5M GST and MD5M GET coordinators.
16. Motivates districts to charter specialty clubs.

QUALIFICATIONS:

A Lion with prior experience in holding a position at the Multiple District and/or District level. Demonstrated success in membership/retention efforts.

Appendix 4.0
MD5M GLOBAL LEADERSHIP TEAM (GLT) COORDINATOR
Job Description
1 Year Appointment

SUMMARY:

As the MD5M GLT coordinator, you are the leadership development expert ensuring districts achieve their goals. Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M to improve leadership. Act as a resource to the Council of Governors, District Governors Elect and District Global Leadership Team Chairs.

RESPONSIBILITIES:

1. Annually develop the MD5M leadership development plan and a proposed budget which is to be delivered to the Council of Governors at their July Council Meeting.
2. Will submit a Leadership Plan for MD5M to Lions Clubs International.
3. Be responsible for the MD5M Governor Elect Training and all curriculum of the Governor Elect Training.
4. Involve previous Multiple District GLT Coordinators and trainers in the development of the leadership programs.
5. Coordinates the MD5M Vice District Governor Elect Training to be held in conjunction with the MD5M convention.
6. The MD5M GLT coordinator is the leadership expert ensuring districts achieve their goals.
7. Report Plan progress and accomplishments to the Council of Governors at each Council Meeting.
8. Report to the Council of Governors on leadership developments from Lions Clubs International and from within the Multiple District and Districts.
9. Assemble, organize existing materials or create new leadership development materials that are required.
10. Coordinate and conduct a workshop for District GLT Chairs.
11. Motivate District Leadership Chairs to set District goals and objectives and develop a plan that increases leadership.
12. Assist District GLT Coordinators in conducting workshops.
13. Inspire and empower districts to be successful in leadership development.
14. Educate, coach and mentor coordinators while removing barriers that impede progress.
15. Communicates regularly with GLT district coordinators. Ensures they are aware of leadership development programs and resources available.
16. Monitors each district's progress towards leadership goals. Follows up with districts that are behind on their goals and offers motivation and support.
17. Provides ongoing motivation to and monitors progress of GLT district coordinators, zone chairpersons and club leadership to achieve leadership development goals.
18. Encourages GLT district coordinators to include diverse populations to participate in Global Action Team Initiatives.
19. Provides retention strategies to districts in collaboration with GMT, GST and GET multiple district coordinators.
20. Identifies potential and new leaders to participate in service, membership and leadership development opportunities.
21. Promotes leadership development opportunities that encourages

participation at all levels of the association.

22. Organizes and facilitates instructor-led and web-based training in coordination with LCI.
23. Completes requirements and submits application to receive multiple district funding from LCI for leadership development activities.
24. Advise the GLT Area Leader and LCI Leadership Division of any MD5M leadership or training needs.
25. Member of the Executive Secretary Review Committee.

QUALIFICATIONS:

A Lion with prior experience in holding a position at the Multiple District and/or District level. Demonstrated success in leadership development efforts. Helpful if a graduate of LCI Faculty Development Institute, MD5M Train the Trainer, or have previous teaching or training experience. Effective presentation skills (i.e., public speaking, workshop presenters, etc.). Time available to develop and assist with leadership initiatives.

Appendix 5.0
MD5M GLOBAL SERVICE TEAM (GST) COORDINATOR
Job Description
1 Year Appointment

SUMMARY:

As the MD5M GST Coordinator, you are the service activities expert ensuring districts achieve their goals. Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M to improve service activities. Act as a resource to the Council of Governors, District Governors Elect and District Global Service Team Chairs.

RESPONSIBILITIES:

1. Annually develop the MD5M service goals and objectives, which is to be delivered to the Council of Governors at their July Council Meeting.
2. Will submit a Service Plan for MD5M to Lions Clubs International.
3. The MD5M GST coordinator is then service program expert ensuring districts achieve the distinct goals of their area.
4. Report Plan progress and accomplishments to the Council of Governors at each Council Meeting.
5. Report to the Council of Governors on service developments from Lions Clubs International and from within the Multiple District and Districts.
6. Coordinate and conduct a workshop for District GST Chairs.
7. Motivate District Global Service Team Chairs to set District goals and objectives and develop a plan that increases service activities.
8. Educate, coach and mentor coordinators while removing barriers that impede progress.
9. Communicates regularly with GST district coordinators. Ensures they are aware of available LCI and LCIF service programs, partnerships, and grants.
10. Monitors each district's progress towards membership goals. Follows up with districts that are
11. behind on their goals and offers motivation and support.
12. Provides ongoing motivation to and monitors progress of GST district coordinators.
13. Encourages GST district coordinators to include diverse populations to participate in Global Action Team Initiatives.
14. Collaborates with GLT and GMT multiple district coordinators and the MD5M Global Action Team chairperson (council chair) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
15. Supports local community service projects that create a sense of belonging and pride to the Lions and Leos in the multiple district.
16. Encourages GST district coordinators to promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
17. Provides retention strategies to districts in collaboration with MD5M GMT, MD5M GLT and MD5M GET coordinators.
18. Increases LCIF Coordinator collaboration at multiple district/district level in order to maximize LCIF resource utilization and fundraising engagement.
19. Monitors LCIF Grants given to multiple district.

QUALIFICATIONS:

A Lion with prior experience in holding a position at the Multiple District and/or District level. Demonstrated success in service activity development.

Appendix 6.0
MD5M GLOBAL EXTENSION TEAM (GET) COORDINATOR
Job Description
1 Year Appointment

SUMMARY:

The MD5M GET coordinator is the membership expert specializing in new club formation ensuring districts achieve their goals. Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M to charter new clubs. Act as a resource to the Council of Governors, District Governors Elect and District Global Extension Team Chairs.

RESPONSIBILITIES:

1. Annually develop the MD5M new club development goals and objectives and a proposed budget which is to be delivered to the Council of Governors at their July Council Meeting
2. Will submit a Club Development Plan for MD5M to Lions Clubs International.
3. The MD5M GET coordinator is the membership expert in new club development ensuring districts achieve their goals.
4. Report Plan progress and accomplishments to the Council of Governors at each Council Meeting.
5. Report to the Council of Governors on new club development from Lions Clubs International and from within the Multiple District and Districts.
6. Coordinate and conduct a workshop for District GET Chairs.
7. Motivate District GET Chairs to set District goals and objectives and develop a plan that increases new club development.
8. Will inspire and empower districts to be successful in strengthening new club development educate, coach and mentor coordinators while removing barriers that impede progress.
9. Communicates regularly with GET district coordinators. Ensures they are aware of available new club development programs and resources available.
10. Monitors each district's progress towards club chartering goals. Follows up with districts who
11. are behind on their goals and offers motivation and support.
12. Encourages GET district coordinators to include diverse populations to participate in Global Action Team Initiatives.
13. Provides retention strategies to districts in collaboration with MD5M GMT, MD5M GLT and MD5M GST coordinators.
14. Motivates districts to charter specialty clubs.

QUALIFICATIONS:

A Lion with prior experience in holding a position at the Multiple District and/or District level. Demonstrated success in new club development efforts.

Appendix 7.0
NEW CLUBS GROWTH CHAIR
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M to promote the organization of new Lions Clubs.

JOB DESCRIPTION:

1. Promote organization of new Lions Clubs.
2. Motivate District extension Chair to set goals for establishment of new clubs.
3. Educate District extension Chair on procedures and methods of establishing new clubs.
4. Assist District extension Chair developing a rebuilding team for clubs.
5. Develop an annual MD5M Extension Plan and Budget Proposal and deliver it to the Council of Governors prior to their July/August meeting.
6. Report plans, plan progress/accomplishments and budget status to the Council of Governors to each Council of Governors meeting.

QUALIFICATIONS:

A Lion with prior experience holding positions at the Multiple District and/or District level.

Appendix 8.0
Minnesota Lions Diabetes Foundation Chair
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M for the promotion of the Minnesota Lions Diabetes Foundation.

DUTIES:

1. Chair all regular and special meetings of the Board of Directors of the Minnesota Lions Diabetes Foundation.
2. Distribute a proposed agenda to all directors of the Minnesota Lions Diabetes Foundation 10 days prior to and at each meeting and strive to keep each meeting moving within the framework of the approved agenda.
3. Forward any necessary reports to the MD5M Council of Governors herein after “the Council.” Attend the Council meetings to give a verbal report and answer questions.
4. Serve with a vote but not participate in the discussions or deliberations on any committee of the Minnesota Lions Diabetes Foundation, unless requested by members of the committee.
5. The Chairperson or his/her selected replacement shall receive full reimbursement for lodging and meals, up to two nights, for attending the MD5M Governors Council meetings and MD5M Multiple Convention. The rest of the expenses shall be rules of audit.

QUALIFICATIONS:

A Lion with a dedicated interest in promoting the Minnesota Lions Diabetes Foundation.

Appendix 9.0
MD5M LIONS KIDSIGHT FOUNDATION AND CHAIR
Job Description

SUMMARY:

The job of the District Vision Screening Coordinators and Foundation Board Members will be to act as the District lead for the MD5M Lions KidSight vision screening program as well as a resource and support for Clubs in the District. In this capacity the designated Lions will have the following duties and responsibilities.

DUTIES:

1. Using the Lions KidSight Training manual and the training manual for the designated vision screening device arrange for and oversee the training of select Lions in the proper protocols and procedures to effectively and efficiently conduct vision screening in the pre-school environment.
2. Ensure that all Lions Clubs providing screening use the approved forms and notifications.
3. Act as a custodian for the District vision screening equipment.
4. Arrange for equipment to be conveyed to a participating club, retrieved after the screening event and returned to storage.
5. Identify locations that would benefit from the MD5M Lions KidSight program
6. Contact the above-mentioned locations to explain the MD5M Lions KidSight program
7. Provide support to the Club chairperson to facilitate efficient vision screening sessions.
8. Keep a record of all screening in the district to include the following elements:
    a. Date and time of screening
    b. Location
    c. Number of children screened broken down by age and gender
    d. Number of referrals
    e. Reasons for referral
    f. Results of follow-up
9. Arrange for follow up with all referrals to determine course of action taken.
10. Provide complete screening reports to the MD5M Lions KidSight Foundation Board chairperson.
11. Be available to speak at club, zone, region meetings and district conventions regarding the MD5M Lions KidSight program
12. Prepare materials to be shared with District PR chairperson to create awareness of MD5M Lions KidSight program
13. Provide reports to the District Leadership Team on a monthly basis detailing MD5M Lions KidSight activity
14. Provide Quarterly summary reports containing the above listed information to the District Cabinet
15. Complete and provide to the MD5M Lions KidSight Foundation Board Chair the KidSight Readiness Report on a quarterly basis. Attend two meetings in person and two meetings by telecom/webinar of the MD5M Lions KidSight Foundation.
16. Work in conjunction with your other District board member to facilitate the MD5M Lions KidSight program in your district.

Qualifications:

1. Ability to communicate orally and in writing in a clear and concise manner.
2. Ability to provide reports using Excel.
3. Organizational skills.

Appendix 10.0
LCIF Coordinator
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M to facilitate grants from LCIF (Lions Clubs International Foundation), encourages contribution to LCIF from Lions Clubs in MD5M and (in the event of a major disaster) assist in administrating major catastrophic grants provided by LCIF to more than one District.

DUTIES:

1. Works closely with District LCIF Coordinator and the individual Lions Clubs in MD5M to actively assist in the preparation of grants for submission to LCIF.
2. Helps Districts and Lions Clubs understand the criteria and application process for the various kinds of grants made by LCIF, reviews grants prior to submission to LCIF and makes suggestions for improvement as needed. Helps ensure that progress and final reports are sent to LCIF as projects are completed.
3. Through the District Coordinator, promotes contributions to LCIF from Lions Clubs in MD5M.
4. Maintains reports of grants in process, submitted, and received by Districts in MD5M through LCIF emails.
5. Through pro-active education, helps Lions Clubs and Districts receive recognition (Contributing Members Honor Roll, Melvin Jones Fellowships, etc.) For contributions made to LCIF.
6. In the event of a major disaster affecting more than one District, assist in developing a process to develop administrative budget, distribute, and account for major catastrophe grants received from LCIF.
7. Give updates on the Multiple, acknowledge the Districts/LCIF Coordinators that have reached their goals and present a brief summary of what grants have been awarded.

QUALIFICATIONS:

Lion with prior experience holding positions at the Multiple District and/or District level; analytical skills and attention to detail.

Appendix 11.0
MD5M LIONS INTERNATIONAL YOUTH EXCHANGE FOUNDATION CHAIR
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M for the promotion of MD5M Lions International Youth Exchange Foundation (YE) and for public relations to Lions organizations within the Multiple District.

DUTIES:

1. Establishes programs and activities to promote YE in MD5M.
2. Coordinates YE activities and works with District Chair to promote YE in the Districts.
3. Visits Lions Clubs and conducts YE programs.
4. Helps District Chair understand the outgoing student application.
5. MD5M YE Chair shall work with the District YE chairs that have been appointed by the District Governors.

6. MD5M YE Chair is to hold a workshop during the MD5M Convention, for all District YE chairs. At this time duties, obligations and responsibilities would be reviewed.
7. MD5M Chair shall send the invitations to countries and give date of exchange and date of camp week.
8. MD5M Chair shall receive all applications, screen the applications, and distribute the applications to all District Chairs. MD5M YE Chair shall keep a log of all youth in the program and keep the District chairs informed as to who is placed and who is not placed.
9. MD5M YE Chair shall process all outgoing applications.
10. Responsible for assuring that MD5M Lions International Youth Exchange Foundation camp be available for summer campers.
11. Goals and plan shall be submitted to the Council of Governors at the July/August Council of Governors meeting.

QUALIFICATIONS:

Lion with a dedicated interest in the MD5M Lions International Youth Exchange Foundation program and who has excellent communication skills.

PROCEDURE:

1. It shall be the responsibility of the MD5M Lions International Youth Exchange Foundation District Chair or representative to personally interview each host family. At the time of the interview, the family is to be told of all duties, obligations and responsibilities that are required to be a host family.
2. Airport Coordinators or representatives shall meet each plane that arrives with youth being hosted in the Minneapolis/St Paul area or with youth passing through to another airport. The Country coordinators have the responsibility to get the flight information to the Airport coordinators. The airport coordinators shall also be available at departure time. Youth arriving at any other airports shall be met by the local Chair. The local Chair shall also be available at departure.
3. The MD5M Chair shall send the invitations and shall instruct the countries as to their coordinator. All further dealings with the countries shall be handled by the coordinators. The MD5M Chair shall handle the day to day answering of Letters, Training of the Youth Exchange Chairs, Public Relations and Seminars. The MD5M Chair shall keep a master log of all youth.
4. The coordinators shall receive, screen and distribute the applications. The coordinators shall keep a log of all youth in the program and shall keep the Chair informed as to who is placed and who is not placed so that the master log is always up to date. The coordinators shall distribute the applications on a first come, first served basis
5. Applications for the summer program shall be taken from January 1st thru April 1st. All youth shall be placed by May 1st and should have flight information by June 1st. Districts wishing to guarantee for the summer program must have their guarantees to the MD5M Chair by October 1st.
6. Applications for the winter program be taken from September 1st thru December 1st. Districts wishing to guarantee for the winter program must have their guarantees to the MD5M Chair by August 1st.
7. Only official MD5M Lions International Youth Exchange Foundation applications with pictures, along with an indemnity form and a letter of introduction shall be accepted. Only youth aged 16-20 years, inclusive, shall be considered as candidates for this program.
8. As many MD5M Lions International Youth Exchange Foundation Camps as are necessary shall be conducted to accommodate all youth coming to MD5M.

Appendix 12.0
LONG RANGE PLANNING CHAIR
Job Description and Duties

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M to establish MD5M Strategic Planning.

DUTIES:

1. Conduct all committee meetings.
2. Provide a meeting agenda to the Committee members, Council Chair and Executive Secretary at least 20 days before each meeting.
3. Convene the Committee at least two (2) times a Lions year and each meeting shall be scheduled at least 30 days before the October and March Council of Governors meetings.
4. Select the meeting site and coordinate all details so as to minimize costs.
5. Ensure that minutes are recorded at every meeting.
6. Prepare an annual budget for Council of Governors' approval at the October Council of Governors' meeting. The budget may not be exceeded without prior Council Chair's approval.
7. Submit expense reports and reimbursement requests to the Executive Secretary at least 30 days after each committee meeting.
8. Submit Committee Reports to the Council Chair and/or Executive Secretary at least 20 days before a scheduled Council of Governors' meeting.
9. Annually publish and distribute to the Council of Governors, Operations/Service Program Chairs, and Committee members not later than March 30th the Council of Governors approved Strategic Plan.

QUALIFICATIONS:

Immediate Past Council Chair.

Appendix 13.0
CAN DO CANINES CHAIR
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M for the promotion of the Hearing Dogs Program and for public relations to Lions.

DUTIES:

1. Establishes programs and activities to promote Hearing Dog in MD5M.
2. Coordinates hearing dog activities to and works with District Chairs to promote Hearing Dog activities in the Districts.
3. Visits Lions Clubs and conducts Hearing Dog programs.
4. Conducts information programs to increase the number of Hearing Dog graduates and puppy raisers in MD5M.
5. Helps District Chair understand the student application.
6. Actively supports fund raising activities in support of Hearing Dogs.
7. Acts as liaison with Hearing Dogs and MD5M related to Lions activities.
8. Coordinates Hearing Dog speakers at MD5M activities to include District and multiple District conventions and club visits.
9. Honors speaking requests with professional and community service organizations to promote Hearing Dog and Lionism.
10. Arranges for TV, radio, and newspaper interviews to promote Lionism and Hearing Dog.
11. Holds meeting with District Chairs during MD5M Convention.
12. Annual report of contributions from MD5M.
13. Goals and plan shall be submitted to the Council of Governors at the July/August Council of Governors meeting.

QUALIFICATIONS:

Lion with a dedicated interest in Can Do Canine Program. Excellent communication skills

Appendix 14.0
LEADER DOG CHAIR
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M for the promotion of the Leaders Dogs for the Blind and for public relations to Lions organizations within the Multiple District.

DUTIES:

1. Establishes programs and activities to promote Leader Dog in MD5M.
2. Coordinates Leader dog activities to and works with District Chair to promote Leader Dog activities in the Districts.
3. Visits Lions clubs and conducts Leader Dog programs.
4. Actively supports fund raising activities in support of Leader Dogs for the Blind.
5. Acts as liaison with Leader Dogs and MD5M related to Lions activities.
6. Coordinates Leader Dog speakers at MD5M activities to include District and multiple District conventions and club visits.
7. Honors speaking requests with professional and community service organizations to promote Leader Dog and Lionism.
8. Arranges for TV, radio, and newspaper interviews to promote Lionism and Leader Dog.
9. Holds meeting with District Chair during MD5M Convention.
10. Goals and plan shall be submitted to the Council of Governors at the July/August Council of Governors meeting.

QUALIFICATIONS:

Lion with a dedicated interest in Leader Dog Program. Excellent communication and organizational skills.

Appendix 15.0
CHILDHOOD CANCER FOUNDATION CHAIRS
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M for the promotion of the Childhood Cancer Foundations.

DUTIES:

1. Chair all regular and special meetings of the Board of Directors of the Childhood Cancer Foundations.
2. Distribute a proposed agenda to all directors of the Childhood Cancer Foundations prior to and at each meeting and strive to keep each meeting moving within the framework of the approved agenda.
3. Forward any necessary reports to the MD5M Council of Governors herein after "the Council." Attend the Council meetings to give a verbal report and answer questions.

QUALIFICATIONS:

Lion with a dedicated interest in promoting the Childhood Cancer Foundations.

Appendix 16.0
PUBLIC RELATIONS CHAIR
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M to enhance the growth and stability of Lionism in MD5M, to keep Lions and non-Lions informed of current events and efforts.

DUTIES:

1. Provide to the District Public Relations Chair a recommended list of LCI promotional materials.
2. Assist Districts to maintain and promote continuous public relations programs.
3. Provide advance notice to the media on Council of Governor's meetings and other events conducted at the multiple level.
4. Conduct public relations training/seminars at the Multiple convention.
5. Coordinate with the Chair for membership and extension the public relations for membership development in the formation of new clubs.
6. Compile an annual MD5M Fact Sheet.
7. Compile one page report for District newsletter following each Council meeting.
8. Develop an annual MD5M Public Relations Plan and Budget Proposal and deliver it to the Council of Governors prior to its July/August meeting.
9. Report plans, plan progress/accomplishments and budget status to the Council of Governors to each Council of Governors meeting.

QUALIFICATIONS:

Lion with prior public relations experience holding positions at the Multiple District and/or District level.

Appendix 17.0
YOUTH OUTREACH CHAIR
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M to promote more youth program support through financial support as well as personal involvement with youth, to encourage and educate clubs about the program's unlimited opportunities for involvement.

TYPICAL DUTIES:

1. Works closely with District chairs to promote the program.
2. Communicates with and support District and club leaders who seek help.
3. Promotes the program with MD5M.
4. Works closely with Quest International and Lions-Quest Canada to increase Lions Quest programs throughout MD5M.
5. Seeks funding for Youth Outreach programs.
6. Meets with District Chair at MD5M Convention.
7. Goals and plan shall be submitted to the Council of Governors at the July/August Council of Governors meeting.

QUALIFICATIONS:

Lion who understands the whole Youth Outreach program and have worked with youth programs on the local and District level. It is helpful to have contact with educators. The ability to write grants to help support the program would be beneficial. The chair needs to establish ties with LCI, Quest International, Lions-Quest Canada and other sources of help for the program from other organization.

Appendix 18.0
Multiple District 5M
Lions Youth Outreach Fund
Established October 1998

ARTICLES AND PROCEDURAL GUIDELINES

ARTICLE I
Name

The name of this fund shall be the MULTIPLE DISTRICT 5M LIONS YOUTH OUTREACH FUND.

ARTICLE II
Purpose

The purposes of this fund shall be:

1. To provide the financial basis and support to the District Governors for the promotion and growth of Lions Youth Outreach programs in Multiple District 5M (MD5M). Lions Youth Outreach programs include, but are not limited to Youth Outreach, Lions-Quest, Leo Clubs, and The International Peace Poster Contest.
2. To make grant funds available to District Governors and Lions for projects designed to support youth through grant requests. Lions Youth Outreach projects fall under the following general categories: drug abuse prevention services, community service, educational services, environmental services, health services, international services, and recreational services.
3. While the MD5M Lions International Youth Exchange Foundation Program may be included for coordination in overall Youth Outreach efforts, the MD5M Lions International Youth Exchange Foundation Program acquires and maintains its own funds and shall not be included for funding under MD5M Lions Youth Outreach Fund.

ARTICLE III
Fund Design

1. The fund shall be administered and directed by the MD5M Youth Outreach Fund Committee (hereafter called the Fund Committee).
2. Funds shall be deposited in two places:
   a. The MD5M Lions Youth Outreach Fund to be deposited in checking, money market, or certificates of deposit, as appropriate.
3. These funds shall be managed by the Fund Committee Treasurer under the direction of the Fund Committee. All checks shall be cosigned by the Treasurer and Committee Chair.
4. Fund shall be used to directly support grants, costs and expenses for the Youth Outreach Programs/Projects at the direction of the Fund Committee.

ARTICLE IV
Fiscal Year

The fiscal year of the Fund Committee shall be from July 1 to June 30.

ARTICLE V
Contributions

1. Any individual, Club, District, or other entity may contribute to the Fund.
2. Contributions may be sent directly to the Fund Treasurer.

ARTICLE VI
Grants and Awards

A. Grants
Grant applications shall be submitted to the MD5M Youth Outreach Chair.

1. Applications for schools, clubs, organizations must include the following:
   a. Written approval by a local Lions Club and endorsed by the District Governor.
   b. Document approval and statement of support by the administrator of the proposed service project.
   c. Detailed budget for the project to include identifying any funds being furnished by the applicant and/or Lions or Leo Club.
   d. Plan for public recognition of the grant and project.

2. To be eligible for approval, grants shall be within one or more of the following categories: youth drug abuse prevention, youth community service and programs, children with special needs programs, youth international programs, and youth recreational services.

3. Applications shall be reviewed by the Grant Subcommittee and forwarded to the Fund Committee for approval. Committee review and approval may be given by telephone, fax or other electronic means.

4. Approved grants shall be provided to the District Governor for presentation to the local Lions Club with specific report requirements concerning the expenditure of funds.

B. Awards
   1. Peace Poster Contest-The MD5M Peace Poster Contest winner shall receive an award plaque and $150.00 Check. The Youth Outreach Chair or designee shall be responsible for obtaining the plaque and cash gift and shall arrange for an appropriate presentation to the winner.

ARTICLE VII
Fund Expenses

A. Expenses directly related to fund raising shall be paid by the Fund Committee Treasurer at the direction of the Fund Committee

B. Expenses paid by the Fund to the MD5M Youth Outreach, Leo Club, and Peace Poster chairs and other Fund Committee members may include mailing, printing, mileage, telephone costs, and allowable travel expenses.

C. All expenses must be in accordance with MD5M Rules of Audit.

ARTICLE VIII
Fund Committee Members

The fund committee shall be composed of the following members:

A. The MD5M Chair for each Youth Outreach Program.

B. Each Lions District Youth Outreach Chair.

ARTICLE IX
Officers

A. The Chair of the Fund Committee shall be the MD5M Youth Outreach Chair.

B. The Fund Committee shall choose a Secretary from the Fund Committee Members.

C. The Fund Committee shall choose a Treasurer from the Fund Committee Members or appoint a MD5M Lion who qualifies for the position

D. The MD5M Youth Outreach chair shall form a Grant Subcommittee and head this subcommittee which shall include at least two additional persons from the Fund Committee.

E. The Fund Committee may appoint other officers and subcommittees as necessary.

ARTICLE X
Powers and Duties

A. The Committee Chair shall be the Chief Executive Officer and exercise general supervision and control over all Fund Committee affairs and cosign all checks.

B. The Secretary shall take minutes at all meetings, keep any Committee records and actions not kept by the Treasurer and shall mail out meeting notices and minutes.

C. The Treasurer shall be the Chief Financial Officer and custodian of Committee funds and cosign all checks. The Treasurer shall be bonded, maintain current financial records, and whenever required issue financial statements.

D. The Grant Subcommittee shall review all grant applications and recipients and provide recommendations to the Fund Committee.

E. The Fund Committee shall approve/disapprove all grant applications.

F. A Fund Committee Report shall be made at the MD5M Convention.

G. The Fund Committee Chair shall make an Annual Report to the Council of Governors at the first Council of Governors meeting.

ARTICLE XI
Meetings

Meetings shall be called as required by the Fund Committee Chair. However at least one meeting shall be held annually during the MD5M Convention.

ARTICLE XII
Audit

An audit shall be conducted annually in accordance with the MD5M Lions Rules of Audit. The results of this audit shall be provided to all Fund Committee members and the Council of Governors.

ARTICLE XIII
Dissolution

In case of the dissolution of this Fund Committee, all funds remaining shall be used toward the following objects:

1. Pay for any costs associated with the dissolution of the Fund Committee

2. Provide grants for clubs as outlined in these Articles as administered by the Council of Governors.

ARTICLE XIV
Amendments

These articles may be amended by a majority vote of the Fund Committee and approved by the Council of Governors. A thirty (30) day written notice of proposed amendments shall be sent to all Fund Committee members.

Appendix 19.0
MULTIPLE DISTRICT 5M
Lions Youth Outreach Fund
Grant Request Application

Lions Club or Organization Seeking Funding: _____

Primary Contact: _____

Address:

_____

_____

(City) (State) (Zip)

Telephone(s): (_____)_____Organization

(_____) _____Home

We request a grant in the amount of $_____(not to exceed $2,000) to assist in the following project/activity/event: (The amount awarded which may be less than the request, shall be determined by the funds available and the number of requests.) A copy of the budget of the proposed program shall be included in this grant request.

_____

_____

_____

_____

This project shall impact approximately _____young people.

The Lions/Leo Club shall be involved with the use of the grant in the following way:

_____

_____

_____

Media coverage which includes information about the involvement of Lions or Leo for the proposed project shall be provided as follows:

Please include any other information you believe would be helpful to the Fund Committee in evaluating your project :

Submitted by: _____ Date: _____

Title: _____

Local Lions Club supporting this grant proposal: _____

Signature of Lions Club president: _____

Signature of District Governor: _____

Grant funds shall be provided to the District Governor for presentation to the local Lions.

Send Grant Request Application to: MD5M Lions Youth Outreach Chair
(The address is available from the local Lion president or secretary).

Appendix 20.0
LEO CHAIR
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, works with Districts in MD5M for the promotion of Leo Clubs and for public relations to Lions organizations and when appropriate to civic, community service and professional organizations within MD5M.

DUTIES:

1. Provide a foundation of knowledge for District Leo Chair on the development and advantages of Leo Clubs.
2. Meet at MD5M Convention with District Leo Chairs for the purpose of training, motivation, and promoting the formation of Leo Clubs.
3. Report the progress of Leo Clubs to Council of Governors and to encourage their active participation in the formation and support of Leo Clubs.
4. Coordinate the Leo Club program with the overall Lions Youth Outreach Program.
5. Goals and plan shall be submitted to the Council of Governors at the July/August Council of Governors Meeting.
6. Forms to be completed are:
    a. "Annual Leo Club Membership Report". The District Governor through his District Leo Chair shall see that this form is completed by every Leo Club advisor and distributed by July 1 of each year.
    b. "District Leo Program Statistical Report". The District Governor shall see that this form is completed by the District Leo Chair and distributed by August 15 of each year. Copies for District files and District Leo Club Chair shall be passed on from year to year to the District Leo Club Chair and shall not be destroyed sooner than three (3) years.

QUALIFICATIONS:

1. Lion with a dedicated interest in Leo Clubs.
2. Excellent communication skills.
3. Excellent person to person skills.

Appendix 21.0
WEBMASTER
Job Description

1. While working directly with the MD5M Executive Secretary, the Webmaster Chairperson shall Create and Maintain the Multiple District 5M Web Site.
2. Establish and maintain blind email links for each district governor, foundations, MD5M Chairs, and event contacts, as directed by the COG and/or the Executive Secretary.
3. Maintain links for all MD5M forms as/when required, the most current Constitution, Bylaws and Policy when updated and provided by the MD5M office.
4. Provide passwords and administrative rights to the IT Consultant and the Executive Secretary, allowing both access to maintain and modify.
5. Provide direct billing information to the MD5M office. No invoices should be direct and paid for by the Web consultant. All invoicing shall be direct to the MD5M office.
6. Work with other committees, as directed by the COG, to create pages or add information to the MD5M website (e.g.; USA/Canada Forum, MD5M Convention, Lion Brian Campaign, Foundations).
7. Provide secure access points, as determined by the By-Laws to limit access to member information that is determined to be private or secure.
8. Working with the IT Consultant and the Legal Consultant, providing a Security and Privacy information disclaimer on the home page and where it is determined to be needed. Work with the IT Consultant and the Legal Consultant to update disclaimers. Disclaimers shall be published on all electronic sites, that any and all members having been provided access to membership data be clearly advised that the information provided is not for the general public and only the membership shall have access to it.
9. Encourage and assist clubs with using the e-Clubhouse web site.
10. Work with the MD5M IT Consultant in gathering requirements for system improvement, participating in system testing and being involved in technology related activities.
11. Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.
12. The Web Consultant shall not provide passwords, administrative login information, member information, or any other data or private information without the express authorization of the Executive Secretary (By-Laws Article 1, Section 4) or as directed by the Council of Governors.

Appendix 22.0
IT CONSULTANT
Job Description

The IT Consultant will:

1. Provide best practices information, sharing with the Webmaster, Council Chair, and Executive Secretary in assisting to maintain and improve the MD5M technology base.
2. Provide expertise and assist the MD5M and District Leadership with support to help create and maintain safe and secure technology data base for membership
3. Provide User ID's, Passwords and copies of software to the Executive Secretary for all software as is owned by the MD5M
4. Assist to provide for direct billing of all technology information and software to the MD5M office, no invoices should be paid by the consultant and should always be billed direct to the MD5M.
5. All expenses related directly to Clubs, Districts, and Foundations, while assisting as the IT Consultant, are the responsibility of the Clubs, Districts, and Foundations. No payment and invoicing shall go through the MD5M office unless directed by the Council of Governors. Work with other committees, as

directed by the COG, to assist the Webmaster, the Executive Secretary, and other MD5M consultants to be named, to help maintain safe and secure data. Assist, by working with the Webmaster and the Legal Consultant, to provide and update disclaimers, that should be published on all electronic sites, that any and all members having been provided access to membership data be clearly advised that the information provided is not for the general public and only the membership shall have access to it.

6. Work with the MD5M Webmaster in researching and implementing any requirements for system improvements included but not limited to participating in system testing and being involved in technology related activities.
7. Develop a secession/mentoring plan to ensure a smooth transition at the end of the office term to the incoming Chairperson.
8. The IT Consultant shall not provide passwords, administrative login information, member information, or any other data or private information without the express authorization of the Executive Secretary (By-Laws Article 1, Section 4) or as directed by the Council of Governors.

Appendix 23.0
PARADE CONSULTANT
Job Description

The MD5M Parade/Band Consultant shall be elected for a one-year term which shall be approved yearly by the District Governor Elect's at the March DGE Training.

The MD5M Parade/Band Consultant shall be responsible for hiring a competitive marching band from Minnesota, Manitoba, or N.W, Ontario. The hired band would lead our MD5M marching delegation at the Annual Lions International Convention. The recommended marching band should be approved at the fall Council of Governors meeting.

The Parade/Band Consultant shall be in charge of organizing the MD5M marching delegation for their appearance at the Annual Lions International Convention.

The seated Council of Governors shall determine an amount of money from the MD5M budget to be given to the hired MD5M Marching Band to help defray travel expenses to the International Parade.

The Parade/Band Consultant should also develop a fund-raising drive to solicit extra funds for the hired marching band. All MD5M Lions Clubs would be notified to give an amount of $50.00 to $100.00. All funds donated by clubs should be sent to their respective District Secretary/Treasurer. When the District Secretary/Treasurer has collected funds from the clubs, a check from the District Secretary/Treasury should be sent to the MD5M Executive Secretary by June 1st of the given year.

Qualifications for the MD5M Parade/Band Consultant should be someone who is or has been a Band/Choir Director, a chaperone, band parent, or interested in marching bands.

Appendix 24.0
CONSTITUTION AND BY-LAWS CHAIR
Job Description

SUMMARY:

Under the direction of the Council of Governors and the Council Chair, chair the MD5M Constitution and By-Laws Committee to review, update, and maintain the MD5M Constitution and By-Laws and assist District Constitution and By-Laws Chairs.

DUTIES:

1. Review all amendments for proper wording and reference before submitting them to the MD5M Convention.
2. All substantive amendments are to be submitted to Lions Clubs International Legal Department for review prior to being submitted to the Convention for voting.
3. Present to the Council of Governors prior to the Multiple District Convention.
4. Develop an annual MD5M Long Range Plan and Budget Proposal and deliver it to the Council of Governors prior to their July/August meeting.
5. Report plans, plan progress/accomplishments and budget status to the Council of Governors to each Council of Governors Meeting.
6. Assist District Chair in reviewing and updating District Constitutions and By-Laws.

QUALIFICATIONS:

Lion with prior experience holding positions at the Multiple District and/or District level; analytical skills, and attention to detail.

Appendix 25.0
LION Al JENSEN LEADERSHIP AWARD
Selection Criteria

SELECTION PROCESS:

1. One or two awards may be presented annually to Lions who have been members for five years or more.
2. The candidates' selection must be bases only on contributions at a District or Multiple level.
3. Each District Governor shall annually nominate no more than one Lion to receive the award.
4. The nomination must be on the official nomination form, signed by the District Governor and submitted to the Council Chair each year no later than March 1.
5. Final selection of the award recipients shall be made by a committee of the seated Council Chair and the two previous Council Chairs.

SELECTION CRITERIA:

The award shall be presented to the most qualified Lions nominated for the award, based on the following criteria:

Leadership Characteristics:

1. **Vision…** The ability to see or seek out new ideas and new ways to advance the humanitarian service of Lionism.
2. **Creativity…**Can see new ways to solve problems and to provide humanitarian service. Willingly solicits new ideas from others and helps implement the ideas without worrying about who shall get credit.
3. **Courage…** Follows through on commitments or a project no matter how difficult it may be. Openly accepts feedback, both complementary and critical, and is able to use the feedback to improve the overall success of the work.
4. **Initiative…**Willing to step up and make things happen. Accepts assignments when asked and volunteers where needed. Makes things happen and gets things done.
5. **Unselfishness…** Contributes without expecting something in return. Is most interested in the success of the work and the recognition of those who contributed to the success. Finds satisfaction in the success of the work and the people served, not in the power base that may be gained.
6. **Teamwork…** Success in organizing a team, delegating work within the team, assuring that all members of the team are informed and committed, and follows through to make sure that the work of the team is successful. Also, the ability to listen, take suggestions or directions, communicate, and work successfully as a member of a team.
7. **Effectiveness in leading others…** Motivates others to be part of a project/ piece of work, gives them clearly defined recognition when the project/work is completed.
8. **Best exemplifies the leadership qualities of Lion Al Jensen.**

Possible Areas of Leadership Accomplishments:

1. Leading and/or performing leadership development activities.
2. Projects
3. New clubs started
   a. Lions
   b. Leo
4. Membership growth
5. Saving or strengthening of weak Lions Clubs

Appendix 26.0
Lion Al Jensen Leadership Award Nomination

Candidate must have been a Lion for at least five years prior to nomination (Please type or carefully print)

NAME: _____DATE JOINED LIONS: ____/___/____

DISTRICT:_____CLUB:_____

OFFICES HELD (Club, District, Multiple District, please list all):

How does this candidate qualify for the Lion Al Jensen Leadership Award? (Please refer to the MD5M Policy Manual Appendix 25.0 for criteria)

Appendix 27.0
MD5M HALL OF FAME
Procedure

PURPOSE:

To honor those Lion members of character and substance who have demonstrated the highest level of commitment and dedication to the efforts of their club, district or multiple district and the motto of our association, "We Serve."

AWARD:

There shall be a maximum of one (1) recipient of the MD5M Hall of Fame Award per district, inducted into the MD5M Hall of Fame each year. The award may be presented posthumously.

The MD5M Hall of Fame award recipients are to be inducted into the Hall of Fame at the annual MD5M Multiple District Convention during the Saturday noon luncheon.

MD5M Hall of Fame recipients shall receive a MD5M Hall of Fame award plaque and a Hall of Fame lapel pin in recognition of their induction in the MD5M Hall of Fame. In addition, a complete listing of all MD5M Hall of Fame recipients shall appear in the annual MD5M directory and a perpetual plaque, with the names of all inductees and the year of their induction inscribed thereon, shall be kept in a prominent place in the MD5M office, when available.

The presentation of the MD5M Hall of Fame inductees shall be the responsibility of the current International Director from MD5M, if there is one and they are in attendance at the MD5M Multiple District Convention. If not, then the most recent Past International Director having served from MD5M in attendance at the MD5M Multiple District Convention.

CRITERIA:

A candidate may be a Lion, must have been a member in good standing for at least 15 years, be at least two (2) years removed from the Council of Governors if a PDG, should have qualifications above and beyond the call of duty including social and human endeavors, and they should be of good moral character and have a good reputation in his/her community. A nominee must be a member in good standing of a Lions Club or must have been a member in good standing of a Lions Club at the time of their death. Any individual who has passed prior to the 15-year commitment and meets all other qualifications shall be eligible at the discretion of their District Governor team for nomination to the MD5M Hall of Fame.

PROCESS:

A candidate may be sponsored by any Lion, Lions Club, Zone, or District.

There shall be a nomination fee of $150.00 per each candidate nominated. The nomination fee shall be returned to those sponsors whose candidates are not elected for induction into the MD5M Hall of Fame. The nomination fee for those selected for induction shall be sent to MD5M and shall be used to offset the cost of the award process, plaques and pin.

Nominations, including the nomination fee, must be received by the District Governor at least 30 days prior to the District's Midwinter Convention.

Each individual District shall annually hold an election at their Midwinter Convention to determine the candidate(s), if any, to be inducted into the Hall of Fame for that Lion Year. Each sponsor shall have an opportunity to give a brief presentation on the merits and biographical information of their nominee prior to the election. Those elected to be inducted into the MD5M Hall of Fame shall not be publicly announced until their induction at the MD5M Multiple District Convention.

All nominations shall use the standard form; no others shall be accepted. The nomination fee must be received at the time the application is received, otherwise the nomination shall not be considered.

All successful candidates shall be inducted into the MD5M Hall of Fame at the next MD5M Multiple District Convention. The sponsor(s) and the respective District Governor shall ensure that the honoree or a suitable representative shall be in attendance at the MD5M Multiple District Convention Saturday Luncheon when the honorees are inducted.

A brief biography of each inductee shall be announced to those in attendance during the induction ceremony at the annual MD5M Multiple District Convention.

Appendix 28.0
MD5M Hall of Fame Nomination

District _____ Date_____

Nominee:

Name _____
Address _____
_____
Club _____

Sponsor:

Name _____
Address _____
_____
Phone _____
Club _____

Nominee's Biographical Information (Lions, Community Service, Family, Work – length of service, positions/offices held, committees, service projects, and awards. (Attach an additional sheet of paper if more room is needed.)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Why is this person being nominated for the MD5M Hall of Fame?

_____
_____
_____
_____
_____
_____

Nominations must be received by the respective District Governor at least 30 days prior to the District's annual Midwinter Convention. A nomination fee of $150.00 must accompany this form. Only this official form shall be accepted and the nomination shall only be accepted if accompanied by the nomination fee.

The cost of attendance at the MD5M Convention and Saturday Luncheon shall be at the expense of the sponsor or the individual, not MD5M or the MD5M Convention Host Committee

Appendix 29.0
MD5M Lions Award Nomination

Awards Committee: Council Chair, Immediate Past Council Chair & next most previous Past *Council Chair* (Awards Committee Chair) (Please type or carefully print)

AWARD NOMINATION IS FOR:_____

NAME: _____DATE JOINED LIONS: _____/____/____

DISTRICT:_____CLUB:_____

SUBMITTED BY:_____

OFFICES HELD (Club, District, Multiple District, please list all):

How does this candidate qualify for this Award?

Appendix 30.0
Procedures to authorize Projects and Organizations to promote their programs and solicit support within Multiple District 5M

- Some organizations, such as the numerous camps that operate within the district, want approval to solicit contributions and promote their programs within neighboring districts, but not necessarily Multiple District wide. Since the International Policy was modified in 2005 to allow this, any such organization should apply to the Council of Governors to seek approval of the proposed plan, and, if desired, to seek permission to use a copy of the MD5M Directory. Any such approval resolution, once made, is effective unless and until a successor Council of Governors rescinds it.

- Some organizations, usually 501 C (3) Corporations, want to solicit and promote their programs throughout the Multiple District. These organizations are to request that an Operating Resolution be passed by the delegates at the Annual Meeting of MD5M to allow them a one-year window to promote their program to the Districts and the Multiple District. By operation of the Bylaws, Article V, Section 1E, these are referred to the Constitution and Bylaws Committee for the succeeding year. If that committee deems the operation appropriate (usually, that this is a successful organization that meets MD5M Lions requirements regarding tax status and appropriate services), the Constitution and By-laws Committee is to draft the appropriate Bylaws amendment for consideration at the next Annual Meeting.

- If a Lion, Lions Club, or District (or the Council of Governors) wishes, a project or organization can be introduced initially as a proposed Bylaws amendment. Although quicker, this probably is not as likely to receive approval at the annual meeting. The amendment can be either for “approval” under Article IX, Section 2, which usually includes activities, such as MD5M Lions International Youth Exchange Foundation, that are not separate corporation with 501C-3 (or equivalent Canadian) tax status. Those organizations which are incorporated can request that they be included as an “endorsed” program under Article IX, Section 1. These are at this point all 501 C (3) (or Canadian equivalent) corporations. Although discretionary with the applicant, the two-step process set out under the second bullet, above, is recommended, because the applicant doesn’t have to make decisions regarding how the amending process works, and the Constitution and Bylaws Committee gets a chance to put the proposal in proper format after having had the opportunity to observe the organization in action for nearly a year.

Appendix 31.0
Executive Secretary Performance Review Form

Purpose: To conduct an annual performance review of the Executive Secretary and any other employee(s) appointed by the Council as per the contract and job description of the position.

Primary Function of Executive Secretary: To serve as the Executive Secretary with all duties to direct and coordinate the various administrative and promotional service activities and services for the Lions of MD5M.

When completing the evaluation form if unable to assess the competency for a Job Specific Skill enter UA (Unable to Assess)

Competency	Expectation	Exceeds	Meets	Needs Improvement
JOB SPECIFIC SKILLS				
Job Understanding	Familiar with the protocols of Lions Clubs International so that they may properly advise and assist the Council of Governors.			
Records Retention	Effectively creates, maintains, archives, and manages all MD5M records including, but not limited to, financial statements and reports, records, meeting minutes, newsletters, etc. Follows documentation retention guidelines.			
Minutes	Keeps an accurate record of the proceedings of all meetings of the Council and shall within ten (10) days after each meeting forward copies of the minutes to all members of the Council, and to Lions Clubs International.			
Business Matters	Assist the Council in conducting the business of the multiple district and shall perform such duties as are specified or implied in the Constitution and By-Laws, or as may be assigned to them from time to time by the Council of Governors.			
Billing	Bill, semi-annually, the Cabinet Secretary-Treasurer or Cabinet Treasurer of each District of MD5M for the dues and charges that may be fixed under the MD5M Constitution or By-Laws.			
Correspondence	Initiate and respond to correspondence, other matters which require personal attention, generally assist the Council, standing, and appointed committees in conducting the business of MD5M.			
Training	Assist in planning and carrying out training of MD5M.			
International Convention	Assist the Council Chairperson, Council Chairperson-Elect, and the Governors-Elect at the International Convention of the Association.			
Budget	Prepare an annual budget in the fund accounting format for each fiscal year and distribute it to the Governors-elect at least 30 days prior to the MD5M Convention following			

	their election.			
Pins & Supplies	Be responsible for ordering and distribution of MD5M trading pins, supplies and Lion merchandise.			
Constitution and By-Laws	Submit, to the President of each Lions Club in good standing, a written or digital copy of the proposed amendments, postmarked or timestamped at least 30 days prior to the convening of the Annual Convention of MD5M.			
Deposits and Disbursements	Receive and deposit MD5M Funds, and write checks as are required for the conduct of MD5M business.			
EXPECTED BEHAVIORS				
Productivity and Dependability	Completes expected work in a timely manner and meets all deadlines associated to specific tasks.			
Cooperation and Attitude	Works well with all members of the Council of Governors and Lions they interact with. Employee demonstrates a positive attitude and enthusiasm for the job.			
Comments:				

Appendix 32.0
INTERNATIONAL ASSOCIATION OF LIONS CLUBS
MULTIPLE DISTRICT 5M
MINNESOTA USA – MANITOBA & NW ONTARIO CANADA

REQUEST FOR APPROVAL TO SOLICIT

Requesting Organization (Requester to complete top portion and forward to Executive secretary)
Date of Request_____

Organization Requesting_____

Name(s) of Requester _____

Contact Info (email) _____(phone) _____

Summary of request (Provide an overview of request and/or attach supporting documentation)

_____

_____

_____

------APPLICANT TO STOP HERE-RETURN FORM TO EXECUTIVE SECRETARY------

Council Chair (CC to complete middle portion and return to Executive Secretary)

Approved / Not Approved for presentation (circle one)
Council of Governors Meeting information if approved for presentation

Date/Location/Time _____

_____

Council of Governors

Date_____M/S_____

EXECUTIVE SECRETARY TO ATTACH COMMITTEE MEETING MINUTES TO THIS DOCUMENT

Approved / Not Approved (circle one)

If granted Approval by the Council of Governors, this approval provides the organization or person listed above the consent by the Council of Governors to make contact with a Member, a Club, or a District, per the committee meeting minutes attached. The Member, the Club, or the District have the right to refuse further solicitation or contact.

Council Chair Signature Date

RETURN THIS FORM TO: executivesecretary@lionsmd5m.org
(Executive Secretary to forward completed form to Technology Consultant and Requesting Organization)

~~Revised 08.2017~~
~~Revised 01.2019~~
Revised 04.2025

Appendix 33.0
LEGAL CONSULTANT
Job Description

SUMMARY:

The Legal Consultant shall serve the Council of Governors and the Council Chair, and work with the Districts in MD5M to provide answers to legal questions that arise during the Council's activities and meetings and District operations.

DUTIES:

1. Monitor MD5M and District operations, meetings and activities and bring to the Council Chair and District Governors' attention any issues that may cause potential legal liability or organizational problems.
2. Provide information about required tax or legal filings and reports that are required by the Internal Revenue Service, Secretary of State or other department agencies.
3. Conduct seminars or other training regarding legal issues at conventions or other meetings to assist clubs, districts, and MD5M.
4. Review contracts, leases or other agreements for the Council of Governors, and assist districts on similar reviews.
5. Assist the Legal Committee of MD5M regarding the Constitution and Bylaws and Policy Manual revisions or amendments.
6. Conduct legal research and report to the Council of Governors regarding questions that it may have.
7. Attend Council Meetings and provide other advice and assistance as requested by the Council Chair or Council of Governors.

QUALIFICATIONS:

A Lion who is admitted to practice law in the State of Minnesota and who is familiar with and experienced in the administration of Lions Clubs, Districts and Multiple District, including knowledge of the requirements for nonprofit and charitable corporations. If possible, a Lion who is a Canadian lawyer should also be appointed to assist with legal issued that arise because of our status as an international Multiple District.

Appendix 34.0
Multiple District Supported Entities, Organizations, and Activities

Section 1. Support for Not-For-Profit-Corporations –

The following Not-For-Profit corporations conduct programs endorsed by MD5M:

Can Do Canines
Canadian Diabetes Association
Canadian Lions Childhood Cancer Foundation
Confidence Learning Center
Leader Dogs for the Blind, Inc.
Lions Clubs International Foundation, Inc.
Lions Foundation of Canada Dog Guides
Lions Foundation of Manitoba and Northwest Ontario, Inc.
Lions MD5M KidSight Foundation, Inc.
MD5M Youth Exchange Foundation, Inc.
MN Lions Childhood Cancer Foundation, Inc.
MN Lions Diabetes Foundation, Inc.
MN Lions Hearing Foundation, Inc.
MN Lions Eyeglass Recycling Center, Inc
MN Lions Missions, Inc. (primarily eyeglass missions)
MN Lions Vision Foundation, Inc.
Project New Hope
Special Olympics of MN, Inc.
TEAM Sheehan Charitable Foundation
True Friends (Camp Friendship)

Section 2. Supported Activities –

MD5M supports the following activities or programs:

Lions Clubs International Global Causes
MD5M Pin Trading Club
USA/Canada Lions Leadership Forum

Appendix 35.0
Supplemental Recommendations from the MD5M Past International Directors on Constitutional Area II (Canada) International Director rotation

MD5M PIDs consisting, in order of seniority, Lions Ben Ward, Ross Thorfinnson, Debra Wasserman, Brian Sheehan, Mike Molenda and Bruce Beck approved these Supplemental Recommendations that address concerns raised following the October Council meeting. We realize that we do not, nor should we, have any power to select an International Director candidate from MD5M. But we also have a sense of history from which we can, and should, make recommendations.

We note that we are a strong and proud International Multiple District, with friends on both sides of the border. This is reflected in our motto, "Hands Across the Border". Our status as an International Multiple District also gives us an opportunity to have one of our Lions to be the lone Constitutional Area II (Canada) International Director.

To keep one province, Ontario, from monopolizing the Canadian International Director position, the Canadian Leadership has instituted a handshake agreement as to the residency of the lone Canadian International Director. The rotation, per PIP Judge Stevenson, is set out below:

2019-2021 – West (ID Allan Hunt)
2021-2023 - Ontario
2023-2025 - West (at the moment, the Canadian side of MD5M - Manitoba/NW Ontario - is favored, as that area has not had an International Director representing Canada for 20 years)
2025-2027 - Ontario
2027-2029 - East
2029-2031 - Quebec
2031-2033 - West
2033-2035 - Ontario
2035-2037 - West
2037-2039 - Ontario
2039-2041 - East

The western provinces consist of British Columbia, Alberta, Saskatchewan, and MD5M (Manitoba and NW Ontario). Those 4 provinces also rotate within themselves. This means that once every 14 years MD5M will have a chance to elect an International Director from Canada. In January 2019, MD5M had 2 PIDs from Canada, the late PID Dr. Bud Danylchuk (1978-80) and PID Ben Ward (1999-2001). We believe the next opportunity for an MD5M Canadian Lion to be a Canadian International Director will the one to be placed on the Board for the 2023-2025 term (immediately after Lion Brian Sheehan completes his term as IPIP/LCIF Chair). Under the Canadian Rotation, the next opportunity after 2023-2025 for a Canadian MD5M Lion to serve as an International Director would be 2031-2033.

We believe that is too long and it is impractical to expect PID Ben to serve effectively until then. Therefore, we recommend that if there is a qualified International Director candidate from the MD13 or the Canadian portions of Districts 5M10 or 5M11, the Lions of MD5M should support her or him at the 2022 MD5M Convention to stand for election at the 2023 International Convention.

We also recommend that the Lions of MD5M endorse an International Director candidate to be elected to the International Board as soon as possible after the 2024-2025 Lions year.

Thank you for your time and consideration it has taken you to read this material and most of all for your service.