

Multiple District 26

Policy Manual

2010-2011

Council Chairperson

Pat Porterfield
District 26-M3

District Governors

26-M1	Larry Kimbrow	26-M5	Johnny Stabno
26-M2	Kimberly Taylor	26-M6	Debbie Whittlesey
26-M3	Hurmon Hendren	26-M7	Dan Buschmann
26-M4	Bill Calhoon		

Revised January 2011

It is resolved that all previous statements of Multiple District 26 policy are rescinded and that the revised Multiple District 26 Policy Manual presented to the Council of Governors meetings on July 17, 2010, October 30, 2010, and January 29, 2011, as amended from time to time, shall be and hereby is adopted as the policy manual of Lions Multiple District 26 for 2010-2011.

PURPOSE

1. To provide a ready source of information to the District Governors.
2. To provide a written record of the policies as adopted by the Council of Governors.
3. To provide continuity in the administration and operation of the Multiple District.
4. To provide a documented copy of the current policies of Lions Multiple District 26 to the District Governors-Elect.

Table of Contents

Chapter One – Council of Governors	5
A. The Multiple District Council and Officers	5
B. Quorum.....	6
C. Policy Manual.....	6
D. Nomination for Council Chairperson	6
E. Organizational Meeting for District Governors-Elect.....	6
F. Revenue	7
G. Financial	7
H. Council Meetings	8
I. Approved Multiple District 26 Projects/Programs	10
J. Courtesy Mailing to International Officers, Past International Officers, International Directors, and Past International Directors	10
K. Council Minutes	10
L. Convention Speaker	10
M. Other Areas.....	11
Chapter Two – Multiple District Secretary/Treasurer and State Office.....	12
A. Multiple District Secretary/Treasurer.....	12
B. Multiple District Office – General Policies.....	12
Chapter Three – Multiple District Committees	14
A. Committees Established by the Constitution.....	14
B. Terms of Committees	14
C. Rules Governing Committees	14
D. Committees and Appointments Not Established by the MD 26 Constitution or By-Laws	16
Chapter Four – Multiple District Convention.....	18
A. General Provisions	18
B. Past District Governor Pins	18
Chapter Five – Missouri Lions State Trading Pin.....	19
A. Trading Pin Distribution.....	19
B. Pin Design	19
C. Purchase of Pins	19
Chapter Six –State Newsletter	20
A. State Newsletter.....	20
B. Editorial Policy.....	20
C. Editor	20
Chapter Seven – Dress Code.....	22
A. Dress Code	22
B. Distinctive MD 26 Attire.....	22
C. Dress Code for Specific Functions	24
Appendix 1 - Conference Call Procedure	28
Appendix 2 - Consent Agenda Procedure.....	29

Appendix 3 - Whistleblower & Conflict of Interest Policies30

Chapter One – Council of Governors

A. The Multiple District Council and Officers

The term “council” or “state council” shall mean the Lions Multiple District 26 (MD 26) Council of Governors.

The term “state,” “state Lions,” “Missouri” or “Missouri Lions” shall mean MD 26 Lions.

Throughout this manual, the male gender, whenever used, shall include the female gender.

The state council is the deliberative and assisting body in the formulation of administrative plans and policies affecting Multiple District 26, including the annual multiple district convention.

1. It makes all contracts and approves all bills relating to MD funds. The funds include the MD 26 administrative funds and funds assigned to individual committees.
2. It designates a depository for MD 26 funds and sets bonds as required.
3. It requires financial reports and provides for an annual audit of the books of MD 26.

The officers of the state not-for-profit corporation (Lions of Missouri, Multiple District 26, Incorporated) are the seven district governors, who constitute the board of directors. The council vice-chairperson serves as president of the corporation. The council shall elect the vice-president of the corporation. The office administrator shall serve as the council and board secretary/treasurer. The council shall elect an assistant secretary/treasurer from the district governors-elect.

The council chairperson shall chair all council meetings. He or she will preside at business sessions of the multiple district convention and at multiple district meetings held at any international convention. He or she will serve as host for any special meeting held at the multiple district level.

The council chairperson shall only be reimbursed from multiple district funds, in accordance with rules of audit of Lions Clubs International, for the council meetings held within the State of Missouri, the MD 26 Convention and the Mid-Winter Forum.

The council vice-chairperson shall perform the duties of the council chairperson in the absence of the council chairperson.

B. Quorum

A majority of the council constitutes a quorum. Except where a greater number is specified in the MD-26 Constitution and By-Laws, or this Policy Manual, a majority of those present and voting on an issue shall determine the outcome of that issue.

C. Policy Manual

The council shall adopt a policy manual at its first meeting and it shall guide the council. The Policy Manual may be changed at any time by a two-thirds vote. Such change(s) shall become effective at the close of the meeting in which approved.

No policy may be adopted that is in conflict with the Lions Clubs International Constitution and By-Laws, the Missouri Lions Multiple District 26 Constitution and By-Laws, the Laws of the United States of America, or the Laws of the State of Missouri. The Constitution and By-Laws Committee will screen the language to assure compliance with the Constitution and By-Laws of Multiple District 26 and that of Lions Clubs International.

D. Nomination for Council Chairperson

Interested candidates for the office of council chairperson for the following Lions year shall submit their intention to seek the office to the current council chairperson at the January council meeting. The current council chairperson shall submit the applications to the council for approval. The approved applications are forwarded as recommendations to the next council.

E. Organizational Meeting for District Governors-Elect

The chairperson of the council of governors shall call a meeting of the district governors-elect for a time during the MD 26 Convention for the organization of the new council.

The council chairperson shall call the meeting to order and determine whether at least four district governors-elect are present. If that number is not present, those present shall set a date (prior to the international convention), time and location for a meeting for that purpose and adjourn this meeting.

The council chairperson's only duties for this meeting are:

1. Set time, place and agenda for the meeting.
2. Convene the meeting.
3. Determine whether the required number of governors-elect is present.
4. Conduct the election of the council chairperson-elect.
5. Conduct the election of the other officers-elect in the event the council chairperson-elect is not present.

Once a quorum is present, the chairperson should present the candidates for council chairperson to the district governors-elect, who may interview each candidate. Without further ado, the council chairperson shall ask the district governors-elect to write, each on a separate piece of paper provided by the chairperson, the name of the outgoing council member they wish to serve as their chairperson.

The chairperson will count the ballots in the presence of the district governors-elect and announce the results. Balloting shall continue until one of the candidates receives a majority of the votes cast. The Liaison Committee will observe.

Upon selection of the council chairperson of the succeeding council, the incumbent council chairperson shall relinquish the chair. The council chairperson-elect shall then preside over the election of the council vice-chairperson-elect, council assistant secretary/treasurer-elect, and the vice-president-elect of the state corporation. In the event the chairperson-elect is not present, the incumbent council chairperson shall then preside over the election of those officers. This election shall be conducted in the same manner as that of the council chairperson-elect of the succeeding council, except that any candidate shall be a member of the council-elect.

F. Revenue

Refer to Article III of Missouri Lions MD 26 By-Laws.

G. Financial

The MD 26 council chairperson, vice-council chairperson, council chairperson-elect, secretary/treasurer and district governors-elect shall prepare a proposed administrative budget for the next year of operation of MD 26. This proposed budget shall be forwarded to all incoming district governors not less than ten days prior to their first council of governors meeting.

The council of governors shall adopt a balanced administrative budget at their first meeting each fiscal year.

The council chairperson, vice-council chairperson, secretary/treasurer (office administrator), and assistant secretary/treasurer shall be authorized to sign MD 26 financial documents and checks. All checks must be signed by two of these authorized officers to be valid. The MD 26 council chairperson, vice-council chairperson, secretary/treasurer, assistant secretary/treasurer and all office employees shall be bonded for an amount approved by the Council of Governors.

MD 26 will reimburse, from MD 26 administrative funds, the expenses of each MD 26 district governor for one of the four regular council meetings. The council meeting reimbursed by MD 26 should be the council meeting which is the least expensive based on the mileage, meals, and overnight lodging authorized by the Lions Clubs International Rules of Audit.

The MD 26 council parliamentarian shall be reimbursed mileage expenses to each Multiple District Council meeting from MD 26 administrative funds.

Vice district governors will be reimbursed mileage expenses to MD 26 Council of Governor meetings from MD 26 administrative funds. The reimbursement shall not exceed \$75 per vice district governor per year.

All reimbursements will be according to Lions Clubs International Rules of Audit.

H. Council Meetings

The council of governors shall hold its first meeting of the new term within forty-five days after the date on which the district governors officially take office. Special meetings of the council, in addition to the four regular meetings, may be called by the council chairperson as he or she deems necessary and advisable or upon petition of any three voting members of the council, giving reasonable notice. The following schedule is recommended by the council of governors:

1. At the place of the Missouri Lions All-Star Football game.
2. At a site selected by the council of governors after receiving a recommendation for a site from the vice district governors of the previous year and on the last full weekend in October.
3. At the site of the upcoming MD 26 convention and on the last full weekend in January.
4. At the site of the MD 26 convention, immediately prior to the convention, during the convention or immediately following the convention.

The logic of the first and last meeting sites is obvious. The logic for the second meeting site is only that it is attractive and enjoyable. The site is most likely for occasional change. The third meeting site allows the district governors and vice district governors to view the site of the upcoming state convention and make plans for the convention.

To assure availability of suitable meeting facilities for the second council meeting each year, the current council of governors shall, at or before their second council meeting, receive a recommendation for a site from the first vice district governors, and then select a site for the next council's second meeting.

Care must be taken to avoid conflicts with other MD 26 and international activities already established.

Seating for the council of governors shall consist of:

1. Head table. Seats will be provided for the council chairperson, council vice chairperson, council secretary/treasurer, assistant secretary/treasurer, and international director (if no international director, the most immediate past international director).
2. Flank tables. Seats will be provided for the remaining district governors and vice district governors from each district.
3. Liaison Committee. A table will be provided for members of the liaison committee. The council parliamentarian may also be seated at this table.
4. Open seating. Seats will be provided for Lions and guests attending the council of governors meeting.

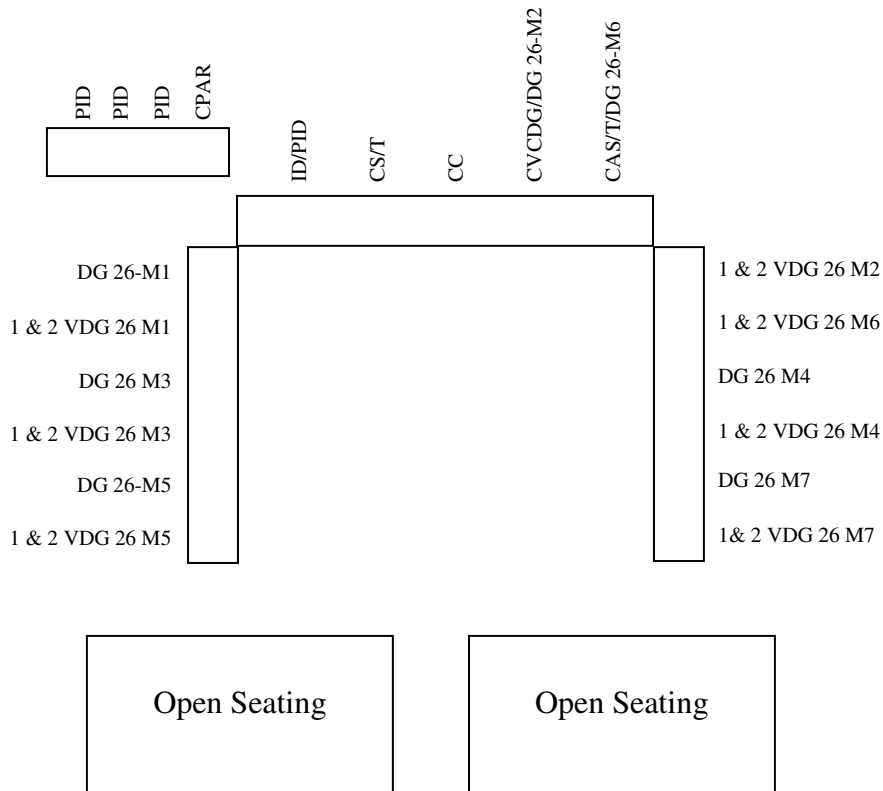


Figure 1. Council of governors seating arrangement.

Discussion of an item on the floor shall be conducted as follows: First, the governors shall speak; second, the vice district governors seated at the tables may speak; and then comments from the floor may be called for.

All council meetings shall be “Non-Smoking” and non-cellular telephone meetings.

I. Approved Multiple District 26 Projects/Programs

The following projects/programs have the endorsement of the council of governors and are to be considered state projects for Missouri Lions:

- Missouri Lions Eye Research Foundation
- Lions Business Opportunities for Missouri Blind (State Committee)
- Missouri Lions Hearing Conservation Program (State Committee)
- Missouri Lions All-State Band (State Committee)
- Missouri Lions All-Star Football Game (State Committee)
- Lions Opportunities for Youth (State Committee) – This program includes Peace Poster, Youth Camp and Exchange, Quest, and Leos activities.

The following have the endorsement of the Council of Governors and are to be considered as MD 26 Supported organizations:

- Leader Dogs for the Blind
- Lions World Services for the Blind
- Mid South Lions Sight and Hearing Service

The projects and organizations should expect and receive the full support of all Missouri Lions and MD 26 Lions Clubs.

The Council of Governors will appoint an ad hoc committee to review requests that projects/programs be added to or deleted from the list of MD 26 projects/programs.

J. Courtesy Mailing to International Officers, Past International Officers, International Directors, and Past International Directors

International officers or directors from Missouri and all past international officers and directors residing in Missouri, shall receive the same mailings from the MD 26 office as the district governors receive, except those mailings that should be seen only by district governors.

K. Council Minutes

To help committees carry out their duties, the chairperson of all MD 26 committees shall receive copies of all council meeting minutes.

L. Convention Speaker

At least two years in advance, the council will invite, through the liaison committee, a current officer of Lions Clubs International with the rank of at least 2nd Vice-President (at the time of the state convention) to be the speaker at the state convention. No past presidents or past directors shall be invited until their eligibility has been confirmed by the Travel Department at International Headquarters.

M. Other Areas

The council shall oversee the activities of all state committees. To assist in this function, the council, at its first meeting (if not selected at the organizational meeting during the MD 26 Convention), approves one or more of its members to act as a liaison to each of the state committees. Each district governor should make every attempt to attend all meetings of his or her assigned committee(s). The governors shall be reimbursed mileage expenses for attendance at said meetings in the same manner as a committee member.

A memorial in the amount of \$25 will be donated to a charity of the Lion's family's choice upon the death of any of the following MD 26 Lions: Past or present district governor or international officer and present state committee chairperson, and vice district governors. The donation will be made from the MD 26 administrative fund.

Chapter Two – Multiple District Secretary/Treasurer and State Office

A. Multiple District Secretary/Treasurer

The council of governors shall annually appoint the office administrator as the MD 26 Secretary/Treasurer and the council secretary/treasurer. The council secretary/treasurer serves as an *ex officio* member without a vote. He or she shall be bonded in an amount required by the Council; the bond is paid from MD 26 administrative funds.

The office administrator salary shall be approved at the first council meeting held in the new fiscal year.

Reasonable actual expenses incurred in travel for the council meetings shall be budgeted and paid from MD 26 administrative funds. Travel expense is to be cleared in advance through the council chairperson. The council must approve any expenses in advance for the secretary/treasurer's attendance at any international convention.

The secretary/treasurer shall see that an accurate record is kept of all meetings of the council, with copies sent to the district governors and Lions Clubs International following each meeting (MD 26 By-Laws call for this to be done within ten days following the meeting). He or she has control of receipts and disbursements, subject to the direction of the council. The accounts of the secretary/treasurer are open for inspection by the council or any auditors appointed by the council. The council secretary/treasurer makes an annual financial report to the council meeting preceding the MD 26 convention and turns over all funds and records to the succeeding council.

B. Multiple District Office – General Policies

The council shall determine the location of the MD 26 Office. The council shall consider, among other things, the following in establishing or changing the location of the MD 26 Office: central location, accessibility to good private and public transportation, good mail service, adequate space, and cost (including cost of salaries and lease).

The use of signature stamps on checks drawn on the organization is prohibited.

The State Office Administrator shall ensure the council meeting agendas are readily available to the council chairperson, district governors, international officers, past international officers, international directors, and past international directors. The agenda must be made available no later than ten days prior to each council of governors meeting. The agenda may be made available in either paper copy or electronically (e.g., posted on the MD 26 web site with e-mail notification, e-mail with attachment, etc.).

Agenda packets shall be prepared and distributed electronically to the council chairperson, district governors, vice district governors, international directors and all past international officers and directors, or distributed in paper format, if requested. Electronic distribution will be done at least 72 hours prior to the Council Meeting. These packets shall contain meeting agenda, financial reports, committee reports and other reports pertaining to items that will be or may be considered or acted upon by the council of governors at the council meeting.

Other Lions may receive the electronic packets, by request. Such a request implies that the entire packet will be sent (unless there are items of a confidential nature, such as personnel matters or litigation), and that the packet will be sent regularly, until a request is received to no longer receive them.

Chapter Three – Multiple District Committees

A. Committees Established by the Constitution

Refer to Article VI of the MD 26 Constitution.

B. Terms of Committees

Refer to Article VI, Section 8 of the MD 26 Constitution.

C. Rules Governing Committees

Committees shall adopt budgets for their expected revenue and necessary expenditures, which are to be approved by the council. They may only spend funds to further the purpose of Lionism by the committee.

There is no prohibition against one person serving on more than one committee at the same time.

In addition to the basic membership of the committee, the council may appoint additional persons to serve as *ex-officio* non-voting members.

The MD 26 Office shall furnish to each committee a copy of Chapter Three of the MD 26 Policy Manual and procedures for establishing and conducting teleconferences before the first meeting of the committee.

At its first meeting, each committee shall elect a chairperson, vice-chairperson, secretary/treasurer and other officers as necessary. The secretary/treasurer shall be responsible for taking minutes at each committee meeting and forwarding the minutes to the MD 26 Office for distribution. The secretary/treasurer shall be responsible for the handling, reporting and forwarding of any funds the committee shall receive. All disbursements shall be through the MD 26 Office.

Committees with items of request, budgets, minutes, motions, etc. to be considered at the next council meeting shall file those items in the MD 26 Office at least two weeks prior to the council meeting, with copies forwarded by the office administrator to the council of governors at least ten days prior to the council meeting.

Each committee shall, before the end of the fiscal year, prepare and transmit a report to the MD 26 Office enumerating the activities of the committee for the year. This report should contain a section on unfinished business and proposals for new business for the following year.

Each committee that handles funds shall prepare and transmit a complete financial report to the State Office prior to the end of the fiscal year. This report shall include receipts, disbursements, assets, and liabilities.

Mileage expenses

1. Committees with a source of funds other than the council will pay mileage expenses from those funds.
2. The council will budget administrative funds for the other committees. The budgeted amount, less the costs for teleconference meetings, shall be divided between the seven committee members and the liaison governor according to mileage actually driven. At the end of the Lion's year each committee member and the liaison governor will turn in the total actual mileage driven by each to the meetings. Those mileages will be totaled and divided into each of the committee members and the liaison governors' mileage to get a percentage for each committee member and the liaison governor. Those percentages will be multiplied times the remaining budgeted amount to arrive at the amount each committee member and the liaison governor may collect. Any additional travel expense must be approved by the council of governors prior to disbursement.
3. All requests by committee members for mileage reimbursement for attendance at committee meetings shall be signed by the committee chairperson before being sent to the MD 26 Office for payment.

Committee meetings shall be coordinated through the MD 26 Office.

1. Every effort will be made to have several meetings at the same general location and time to encourage car-pooling, thus reducing expenses.
2. A minimum of two of the regularly scheduled committee meetings should be conducted via teleconferencing. Procedures for establishing a teleconference are available from the MD 26 office.
3. Committee meetings shall not be scheduled during a council work session, regular session, or during the weekend that the council visits Leader Dogs for the Blind or any other official council visit to a Lions' agency or service.

The council shall review all service activities and fund-raising activities of the state committees to ensure that there is no conflict between committees and to ensure the appropriateness of each activity.

All committees shall consult and follow the guidelines established in Lions Clubs International Board Policy concerning the use of the Lions name and emblem on State Projects.

All committees (except Lions Business Opportunities for Missouri Blind, which does not utilize the services of the MD 26 Office; Leadership; and Opportunity for Youths) who have a source of funds other than the council shall be assessed an office fee to include all ordinary office expenses.

1. The Band and Athletic Committees are each assessed an annual fee of \$1,000.
2. The State and International Convention Committee and the Hearing Committee are each assessed an annual fee of \$750.
3. The Missouri Lions Eye Research Foundation and International Candidate Fund are each assessed an annual fee of \$550.
4. Any expense incurred for mass mailings, etc. is not an ordinary office expense.

All Committee meetings shall be “NON-SMOKING” and non-cellular telephone meetings.

Monies reimbursed to Membership, Extension, Retention, Leadership, and Public Relations Chairmen without prior Council approval shall be for in-state expenses only.

D. Committees and Appointments Not Established by the MD 26 Constitution or By-Laws

Ad Hoc Committees: The council of governors shall have the authority to appoint ad hoc committees to examine specific issues to improve the operations, policy and impact of Lionism in the state. An ad hoc committee may be activated if the council determines the need and for a specific period of time. Each district shall appoint a member to each ad hoc committee. The committee shall elect its own chairperson. Past international directors, if not district representatives, shall be *ex-officio* members without a vote. State and International Lions Clubs employees can and should be consulted. An ad hoc committee may, at its discretion, consult with as many additional Lions as it deems necessary. Each ad hoc committee will prepare and present written findings and recommendations to the council.

District Governor-Elect Seminar Committee: The council shall appoint, at the first Council of Governors’ meeting, a district governor-elect seminar committee which shall prepare and conduct a district governor-elect seminar. The seminar shall take place immediately prior to the MD 26 Convention at the site of the convention.

District Governors-Elect Spouses Seminar: The council shall appoint, at the first Council of Governors’ meeting, a person or persons to organize and conduct a seminar for the spouses of the district governors-elect. This seminar shall be held in conjunction with the district governor-elect seminar.

Election Committee: The council shall appoint, no later than March 15 of each year, an election committee with one representative from each district to set up and supervise voting at the MD 26 Convention, count ballots and report the results of the voting to the convention.

Policy Manual Committee: The council chairperson shall appoint a policy manual committee and chairperson prior to the first council meeting each year to review the policy manual. At a minimum, council members shall review the policy manual prior to the first and last council meetings of each fiscal year.

Personnel Manual Committee: The council chairperson shall appoint a personnel manual committee and chairperson prior to the first council meeting each year to review the personnel manual. At a minimum, council members shall review the personnel manual prior to the first and last council meetings of each fiscal year.

Multiple District Protocol Chairperson: The council shall appoint a multiple district protocol chairperson at the first council meeting each year to perform the following duties:

1. At all events attended by visiting dignitaries, provide seating charts in keeping with the Lions Clubs International official protocol; ensure that spoken introductions are based on the official protocol. Ensure that dress requirements are clear for all events.
2. Arrange for proper arrival greetings; arrange suitable transportation to hotel or other lodging, inspect hotel room in advance to ensure its suitability, and provide appropriate amenities (flowers, fruit, etc.).
3. Arrange for the proper escort of visitors to each function on the schedule.
4. Arrange courtesy calls on local government leader, as the visitor's schedule permits.
5. Coordinate public relations media exposure such as television, radio and print media, as necessary.
6. Coordinate departure from hotel and transportation to airport or other departure venue.

Multiple District Parliamentarian: The council shall appoint a multiple district parliamentarian at the first council meeting each year to serve as parliamentarian for the council.

MD 26 Office Committee: The council shall appoint a multiple district state office committee to oversee and assist in the operating of a full-time office. The council shall determine the necessary number of Lions needed to accomplish these responsibilities. Due to the unique nature of this committee, it is not necessary that each district be represented on this committee.

Chapter Four – Multiple District Convention

A. General Provisions

Refer to Article VIII of the MD 26 Constitution.

B. Past District Governor Pins

It shall be council policy to have the council chairperson distribute past district governor pins to the outgoing governors at the MD 26 Convention. The funds for the past district governor pins are provided by either the governor or district. The first past district governor name badges are provided by Lions Clubs International.

Chapter Five – Missouri Lions State Trading Pin

A. Trading Pin Distribution

The distribution of Missouri Lions state trading pins, whose design and distribution date shall be set by the Council, shall be as follows:

Council chairperson	50 pins each
District governors.....	25 pins each
District governors-elect.....	50 pins each
International director.....	100 pins each
Past international directors (first two years after going out of office).....	50 pins each
Each Missouri Lion registering at the international convention.....	5 pins each
Each full registrant at the MD 26 Convention.....	1 pin each

B. Pin Design

The Missouri Lions Pin Traders Club shall work with the first vice district governors-elect prior to the council of governors at each state convention. The first vice district governors-elect may select a presented design or one of their own and will recommend a single design to the council of governors, who shall approve the pin design. The Pin Traders Club will arrange for the production of the approved number of pins.

C. Purchase of Pins

The MD 26 Convention Host Committee will provide the funds used to purchase the Missouri Lions state trading pin distributed to the MD 26 Convention registrants.

The MD 26 Convention International and State Convention Committee will provide the funds used to purchase the Missouri Lions state trading pins distributed for use at the international convention.

Chapter Six –State Newsletter

A. State Newsletter

The MD 26 Public Relations Committee shall ensure a newsletter informing Missouri Lions of all aspects of Lionism, especially the activities of Missouri Lions and Lions Clubs, is prepared. The newsletter shall be titled Missouri Lion.

B. Editorial Policy

The Missouri Lion shall contain only articles for the good of Lionism in general and Lionism in Missouri in particular. To accomplish this, only articles of a positive nature not detrimental to any Lion, Lions Club, or other group or individual will be included in the newsletter. Articles of a religious or political nature will also be excluded. Every attempt, within the space restraints, will be made to cover all state activities and as many club activities as possible. Articles on individual Lions may also be included if they are of general interest to the Lions of Missouri.

C. Editor

Each year, the council of governors shall appoint an editor for the Missouri Lion based on a recommendation by the MD 26 Public Relations Committee. The Editor should be a Lion with a wide, current knowledge of Lionism at all levels with ability and desire to publish a quarterly newsletter.

The MD 26 Public Relations Committee shall supervise the Missouri Lion Editor.

The editor shall report directly to the council at each regularly scheduled meeting. The editor's report shall include a complete financial report and any other items deemed necessary.

The Missouri Lion Editor shall edit, publish and distribute a quarterly newsletter on Lionism to the Lion members of MD 26 in keeping with the following guidelines:

1. **Publication:** The Missouri Lion shall be published twice in the year 2010 - 2011 by the 15th of August and February. The deadline for submission of material for inclusion in any issue of the newsletter will be the 10th of the month prior to publication. The deadline and address for submission of articles for publication in the next issue shall be included in each issue.
2. **Budget:** The Editor shall prepare a budget for the publication of the newsletter prior to the first council meeting of the year for the presentation to the Council. The budget as approved by the Council will be funded from MD 26 administrative funds. All costs of publication and reimbursable expenses of the

Editor should be included in the budget. Other statewide Missouri Lions organizations and committees such as the Missouri Lions Eye Research Foundation may assist in covering the cost of the publication and distribution, and because of such, receive increased coverage.

3. **Bills:** All bills incurred in the publication and distribution of the newsletter shall be initialed by the Editor and then sent to the State Office for payment.
4. **Production:** Since the quality of the *Missouri Lion* reflects not only upon the editor, but also the Missouri Lions, the best quality paper and printing, consistent with the budget, shall be used. To enhance the appearance and readability of the newsletter, only good quality pictures shall be used.
5. **Distribution.** The newsletter will be distributed to all Missouri Lion members, unless waived by said member, at the least expensive rate available. Multiple mailings to the same address may be consolidated. Mailing labels will be obtained from the source deemed most reliable and cost effective. The fee for the mailing labels will be included in the budget for the newsletter.

Chapter Seven – Dress Code

A. Dress Code

The MD 26 dress code is intended to give guidance to the council and Missouri Lions as to appropriate dress at Lions functions. This allows members of MD 26 to present themselves in the most favorable manner to the Lions of the world and to the public in general. The following general dress styles may be recommended at various functions.

	Men	Women
Smart Casual	Slacks and sport/polo shirt with a collar; jacket and tie not necessary (No jeans, tennis shoes, or T-shirts)	Slacks, skirt, split-skirt or dress; blouse or polo shirt. (No jeans, tennis shoes, shorts, or T-shirts)
Business	Business suit or sport coat and tie	Suit or separates with skirt, slacks, or dress.
Formal	White or black dinner jacket, white tuxedo shirt, black tie, cummerbund or vest, black slacks, black socks, and black shoes	Short or long cocktail dress

B. Distinctive MD 26 Attire

During occasions that Missouri Lions wish to present a uniform appearance, distinctive apparel reflecting MD 26 may be recommended.

Each year, the vice district governors-elect may select distinctive smart casual and business uniforms that uniquely identify their leadership positions and MD 26. The vice district governors-elect will agree upon each component of the distinctive attire.

District Governor/Vice District Governor Uniforms

	Men	Women
Smart Casual	Distinctive sport/polo shirt reflecting Missouri Lions, slacks, socks, and shoes	Distinctive blouse or polo shirt reflecting Missouri Lions, skirt or slacks, and shoes
Business	District Governor/Vice District Governor sport jacket, shirt, neckwear, slacks, socks, and shoes	District Governor/Vice District Governor jacket with skirt, slacks, or dress; shoes

Similarly, the significant others of the vice district governors-elect may select a special uniform attire.

The **2010-2011 District Governors** selected the following distinctive attire:

	Men	Women
Smart Casual	Light blue polo shirt with an embroidered Lions logo with “Missouri” arching above and “MD-26” below, black slacks, black socks, and black shoes	Light blue polo shirt with an embroidered Lions logo with “Missouri” arching above and “MD-26” below, black skirt or slacks, and black shoes
Business	Burgundy sports jacket with MD 26 patch; distinctive tie, black slacks, black socks, and black shoes	Burgundy sports jacket with MD 26 patch, white blouse, distinctive neck tab or scarf, black skirt or slacks, and black shoes
Significant Others	Light blue polo shirt with an embroidered Lions logo with “Missouri” arching above and “MD-26” below, black slacks, black socks, and black shoes	Light blue polo shirt with an embroidered Lions logo with “Missouri” arching above and “MD-26” below, black skirt or slacks, and black shoes

MD 26 International Parade Uniform

The International Convention Committee recommends a standard parade uniform, subject to Council of Governors approval, that allows all Lions of the MD 26 delegation to be readily identified.

	Men	Women
International Directors/Past International Directors	Business	Business
District Governors	Distinctive MD 26 Business or Smart Casual	Distinctive MD 26 Business or Smart Casual
Others	White Missouri Lions shirt, White trousers, white socks, and white shoes and belt.	White Missouri Lions shirt, white skirt or slacks, and white shoes

C. Dress Code for Specific Functions

The following is recommended attire at Lions functions.

MD 26 Convention

	Men	Women
International Directors/Past International Directors	Business	Business
District Governors	Distinctive MD 26 Business	Distinctive MD 26 Business
Others	Smart casual/optional	Smart casual/optional

MD 26 Convention Banquet

	Men	Women
International Directors/Past International Directors	Formal	Formal
District Governors	Formal	Formal
Past District Governors	Formal	Formal
Others	Business	Business

International Convention

Plenary Sessions/International Show

	Men	Women
District Governors	Distinctive MD 26 Business	Distinctive MD 26 Business
District Governors-Elect	Distinctive MD 26 Business	Distinctive MD 26 Business
Others	Smart Casual	Smart Casual
* District Governors may elect by majority vote to wear their distinctive MD 26 Smart Casual attire		
** District Governors-Elect may elect by majority vote to wear their distinctive MD 26 Smart Casual attire		

International Convention
Swearing In Ceremony

	Men	Women
District Governors	Distinctive MD 26 Business	Distinctive MD 26 Business
District Governors-Elect	Distinctive MD 26 Business	Distinctive MD 26 Business
Others	Smart Casual	Smart Casual
* District Governors may elect by majority vote to wear their distinctive MD 26 Smart Casual attire		

International Convention
Parade

	Men	Women
International Directors/Past International Directors	Business	Business
District Governors	Distinctive MD 26 Business	Distinctive MD 26 Business
Others	White Missouri Lions shirt, white trousers, white socks, and white shoes and belt	White Missouri Lions shirt, white skirt or slacks, and white shoes
* District Governors may elect by majority vote to wear their distinctive MD 26 Smart Casual attire ** District Governors-Elect may elect by majority vote to wear their distinctive MD 26 Smart Casual attire		

International Convention
Multiple District Breakfast

	Men	Women
District Governors	Distinctive MD 26 Business	Distinctive MD 26 Business
District Governors-Elect	Distinctive MD 26 Business	Distinctive MD 26 Business
Others	Smart Casual	Smart Casual
* District Governors may elect by majority vote to wear their distinctive MD 26 Smart Casual attire ** District Governors-Elect may elect by majority vote to wear their distinctive MD 26 Smart Casual attire		

MD 26 Council of Governors Meetings
Work Session

	Men	Women
All Lions	Smart Casual	Smart Casual

MD 26 Council of Governors Meetings
Council of Governor Meeting

	Men	Women
International Directors/Past International Directors	Business	Business
District Governors	Distinctive MD 26 Business	Distinctive MD 26 Business
Vice District Governors	Distinctive MD 26 Business	Distinctive MD 26 Business
Others	Smart casual/optional	Smart casual/optional

Missouri Lions All-Star Football Game
Banquet

	Men	Women
International Directors/Past International Directors	Business	Business
District Governors	Distinctive MD 26 Business	Distinctive MD 26 Business
Vice District Governors	Distinctive MD 26 Business	Distinctive MD 26 Business
Others	Smart casual/optional	Smart casual/optional

Missouri Lions All-Star Football Game
Football Game

	Men	Women
District Governors	Distinctive MD 26 Smart Casual	Distinctive MD 26 Smart Casual
Others	Optional	Optional

Committee Meetings

	Men	Women
All Lions	Optional	Optional

Missouri Lions Mid-Winter Forum

	Men	Women
International Directors/Past International Directors	Business	Business
District Governors	Distinctive MD 26 Business	Distinctive MD 26 Business
Vice District Governors	Distinctive MD 26 Business	Distinctive MD 26 Business
Others	Optional	Optional

Missouri Lions Eye Research Foundation Vice District Governors-Elect Weekend

As recommended by the Missouri Lions Eye Research Foundation.

Leader Dogs for the Blind Weekend

As recommended by the Leader Dogs for the Blind.

Mid-South Lions Sight and Hearing Service Leaders Weekend

As recommended by Mid-South Sight and Hearing Service.

USA/Canada Leadership Forum

	Men	Women
All Lions	Optional	Optional

Appendix 1 - Conference Call Procedure

Conference call phone number and codes can be obtained in advance from the State Office by the Past International Directors, Council Chair or State Committee Chairs, who will serve as hosts of their respective conference calls.

Appendix 2 - Consent Agenda Procedure

Use of Consent Agenda: The council of governors may use a "consent agenda" to dispense with items of business that are routine in nature. The Council Chairperson shall arrange the consent agenda and forward those items to each member of the council prior to the council "work session". Consent agenda items do not require discussion; however, any member of the council of governors may request a consent agenda item be removed for further discussion.

Items for Clarification or Questions: For items that require clarification, or for which a member of the council of governors has a question, that clarification must be requested before the meeting. An item cannot be pulled from the consent agenda just to have a question answered. Information gathering should happen ONLY before the meeting. The person being asked the question has time to gather the information. Clarification shall then be sent to all members of the council of governors, so everyone has the same information before the meeting.

Items for Discussion: If there is an item about which a board member disagrees, or believes that item requires discussion, then a request is made at the board table to pull that one item from the "Consent Agenda" and to add it to the regular agenda as an item to be discussed. The remainder of the "Consent Agenda" items are voted on and approved, and only that single item is held out for discussion.

“Council Chairperson, I would request that the Item ‘c’ be pulled from the Consent Agenda for discussion.”

“All in favor of approving the Consent Agenda, minus Item ‘c,’ signify by saying Aye.”

Then Item ‘C’ will be discussed as a regular discussion item.

As an example, the agenda would appear as follows:

Council of Governors Meeting Agenda

Item #1: Welcome

Item #2: Consent Agenda

- a) Minutes of prior council meeting
- b) Contract to finish state office room
- c) Appointments
- d) Status report on pin design
- e) MLERF report

Appendix 3 – Whistleblower & Conflict of Interest Policies

The Missouri Lions MD 26 has both Whistleblower & Conflict of Interest Policies in place.



LIONS MULTIPLE DISTRICT 26, INC.

WHISTLEBLOWER PROTECTION POLICY

Lions Multiple District 26, Inc. requires governors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Lions MD 26, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that MD 26 can address and correct inappropriate conduct and actions. It is the responsibility of all Council members, officers, employees and volunteers to report concerns about violations of Lions code of ethics or suspected violations of law or regulations that govern MD 26's operations.

No Retaliation

It is contrary to the values of Lions MD 26 for anyone to retaliate against any Council member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of MD 26. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

Lions MD 26 has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Council Chair. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the MD 26 Council Chair, who has the responsibility to investigate all reported complaints. Employees with

concerns or complaints may also submit their concerns in writing directly to their supervisor or the Council Chair.

Compliance Officer

The MD 26's Council Chair is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Council Chair will advise the Council of Governors of all complaints and their resolution.

Accounting and Auditing Matters

The Council Chair shall immediately notify the Council Assistant Secretary-Treasurer of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the Assistant Secretary-Treasurer until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Council Chair will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

October 30, 2010

**MISSOURI LIONS
MULTIPLE DISTRICT 26
LIONS CLUBS INTERNATIONAL**

CONFLICT OF INTEREST POLICY

**Article I
Purpose**

The purpose of the conflict of interest policy is to protect the Missouri Lions' interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or governor of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Article II
Definitions**

1. Interested Person

Any district governor, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Missouri Lions has a transaction or arrangement,
- b. A compensation arrangement with the Missouri Lions or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in , or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the governors and members of committees with Council delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Council or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining governors or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the Council of Governors or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The Council Chairperson or committee chairperson shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Council or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Council or committee shall determine by a majority vote of the disinterested governors whether the transaction or arrangement is in the Missouri Lions' best interest, for the organization's benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the Council or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Council or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV
Records of Proceedings

The minutes of the Council of Governors and all committees with Council delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determining whether a conflict of interest was present, and the Council's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V
Compensation

- a. A voting member of the Council of Governors who receives compensation, directly or indirectly, from the Missouri Lions for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the Council of Governors or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Missouri Lions, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI
Annual Statements

Each governor, principal officer and member of a committee with council delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Missouri Lions Multiple District 26 is not-for-profit and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII
Periodic Reviews

To ensure that the Missouri Lions organization operates in a manner consistent with its exempt purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further exempt purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VII
Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Missouri Lions may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Council of Governors of its responsibility for ensuring periodic reviews are conducted.