Multiple District 11 Manual of Operational Rules, Procedures & Policies

(Also known as the Policy Manual)

(As Revised through October 8, 2011)

Multiple District 11
Lions Clubs International
Lower Peninsula
State of Michigan

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SECTION I
PURPOSE

The purpose of the Policy Manual is to put in easily readable and understandable form the pertinent procedures to be followed by the Council of Governors of Multiple District 11 in the performance of the duties pertaining to this body. It is understood that all policy must conform to both the International and the Multiple District 11 Constitution and By-Laws.

The Policy Manual is to be considered and adopted at the first official Council Meeting each year. It may be amended from time to time as deemed necessary by the Council of Governors. The following procedures shall be followed in amending the Policy Manual: Any resolution specifically intended to change any portion of the Policy Manual shall be submitted to the State Office at least two weeks prior to a Council Meeting. However, the Council of Governors may alter this procedure by suspending this rule by a 2/3 majority vote during any Council Meeting.

CLARIFICATION OF TERMS

Use of the word "State" in this Policy Manual shall be construed to mean and have reference to "Multiple District 11."

SECTION II
COUNCIL OF GOVERNORS

The Council of Governors of Multiple District 11 shall be the governing body of the Lions of Michigan, Lower Peninsula. It is desirable that each Governor sitting on the Council represents his/her district and its interests to the best of his/her ability. He/she should also be cognizant of the fact that the Council of Governors must be a body that is truly representative of the Lions of Michigan and promotes its best interests. The Council of Governors has a duty to create, foster, and maintain the goals of Lionism and its image of public service.

The Lions of Multiple District 11 is a registered corporation registered of the State of Michigan. The Council of Governors is registered as the official governing body (Board of Directors) of the Lions of Michigan. The Council of Governors is also registered as the Board of Directors for the MD 11 Lions of Michigan Publication, Inc.

COUNCIL CHAIRPERSON/VICE COUNCIL CHAIRPERSON

Each year, it is the responsibility of the incoming Governors to select a Council Chairperson and Vice Council Chairperson.

In order to meet the deadline imposed by Lions Clubs International, to allow for a smooth transition between Council Chairpersons, and to have a leader for the Council in place by the International Convention, the following procedure is recommended: The Council Chairperson shall be selected before the third Council Meeting on a date mutually selected by the First Vice District Governors. They shall meet in closed session at a predetermined time and place for the purpose of selecting the Council Chairperson for their Council.

EXPECTATIONS OF COUNCIL CHAIRPERSON

The following are expectations of the Council Chairperson:

1. The Council Chairperson will be the meeting leader
2. The Council Chairperson will function as the facilitator for the Council
3. The Council Chairperson will attend all Council Meetings and the Multiple District 11 Convention.
4. The Council Chairperson will have access to email and software that is compatible with the Lions of Michigan State Office.
5. In order to be effective as Council Chairperson, it is necessary that the Council Chairperson be easily accessible by e-mail and telephone, as it may be necessary for the State Office to communicate with him/her on decisions requiring immediate attention.
6. The Council Chairperson will approve all agendas of Council Meetings and, with seven days advance notice, will add any subject matter requested by the District Governors.
7. The Council Chairperson presides over all Council Meetings and makes emergency decisions on behalf of the Council of Governors on matters that arise between Council Meetings. He/she may poll his/her the Governors by letter, e-mail or telephone. Any vote taken by the Council by mail-in ballot, e-mail, or telephone must be carried by 3/4 of the Council.
8. He/she will give final approval to drafts of the Council Meeting Minutes prior to publication. Any other corrections or additions desired by District Governors may be made at the next convened session of the Council of Governors.
9. He/she shall be knowledgeable in Parliamentary Procedure and Robert's Rules of Order.
10. He/she shall exemplify a spirit of fairness and equality among the members of the Council.
11. He/she shall have the privilege of chairing the Saturday evening banquet at the MD 11 Convention.
12. He/she, along with the District Governors, is an ex-officio member of all Multiple District Committees.

QUALIFICATIONS

1. The Council Chairperson will have served in the office of District Governor, and be member in good standing in a Lions Club that is in good standing.
2. The Council Chairperson shall be a Past District Governor who has been out of office for one full year; this would exclude any currently seated Governor.
3. A Past District Governor who has previously served as Council Chairperson is not eligible.

VACANCIES

Upon the removal, resignation, death, debilitating injury or illness of a Council Chairperson, a qualified Past District Governor shall be appointed to the vacant position by majority vote of the Council. A Council Chairperson so removed shall not remain as a member of the governing body, shall have no authority in the operation of MD 11 and shall not be covered by the Rules of Audit

SELECTION PROCESS

The following process will be used in the selection process for Council Chairperson:

1. Criteria for Council Chairperson and the application instrument will be mailed to all eligible candidates at least 40 days prior to application deadline. A postcard will be included so PDGs who are not interested in the position may request removal of their name from future mailings.
2. Late applications will NOT be accepted.
3. The application instrument will:

    a. List position requirements
    b. Ask for the applicant's resume
    c. Give the date and place of interviews
    d. List application deadline
4. If more than seven (7) resumes/applications are received by the published deadline, the following criteria will be implemented to reduce the number of candidates to a maximum of seven (7):
    a. Candidate must have been a District Governor no longer than five (5) years ago, or must have been active in a multiple district committee within the past five (5) years.
    b. If more than seven (7) candidates remain after the above criteria has been implemented, candidate selection will be at the sole discretion of the seated First Vice District Governors upon their review of the remaining applicant resumes.
5. Before the third Council Meeting, on a date mutually selected, the First Vice District Governors will interview selected applicants. The most recent available Past Council Chairperson will chair this meeting.
6. All First Vice District Governors shall be notified by the State Office of the date, time, and place that the Council Chair selection will be conducted. A First Vice District Governor who is unable to be physically present at the appointed date and time of the Council Chair selection will waive the right to vote. However, a First Vice District Governor who is unable to be physically present for the Council Chair interviews may participate via conference call.
7. The First Vice District Governors will select the Council Chairperson following the interviews by a simple majority vote
8. Secret ballots will be cast by all 1st VDGs in attendance. If no candidate receives a majority of the votes, a second ballot will be cast. The candidate(s) receiving one or fewer votes shall be eliminated from the second round of competition.
9. At the conclusion of the second ballot, if no candidate received a majority of the votes, the candidate(s) receiving the least number of votes shall be considered eliminated from further consideration. Succeeding ballots shall be cast following the above procedure until one candidate receives a majority of the votes. That candidate shall then be declared as Council Chairperson-Elect for the succeeding year.
10. The Council Chairperson will be introduced at the MD 11 Convention.

FINANCIAL CONSIDERATIONS

The following are the financial considerations for the Council Chairperson:

1. For MD 11 Council Meetings, the Council Chairperson's expenses for travel, lodging, and food will be reimbursed in accordance with LCI Rules of Audit.
2. For the MD 11 Convention, the Council Chairperson's expenses for travel and lodging will be reimbursed in accordance with LCI Rules of Audit; meals (planned convention events only) and registration for the Council Chairperson and spouse will be provided complimentary.
3. The expenses of travel, lodging, food and registration for the annual USA/Canada Lions Leadership Forum are to be set in the annual budget, to be approved by the Council of Governors.
4. The Council Chairperson will have expenses involving office supplies, postage, phone, etc., and therefore will receive a stipend of $100 to help with these expenses.
5. The cost of travel, lodging, food, registration and any other expense for all other Lion functions will be considered an out of pocket expense for the Council Chairperson.

VICE COUNCIL CHAIRPERSON

The following process will be used to select the Vice Council Chairperson. The incoming Governors will

select from their group one Governor to serve as Vice Chairperson. The Vice Council Chairperson shall be selected at the last Council Meeting.

Each candidate for Vice Council Chairperson will be afforded up to five minutes to make a presentation outlining his/her qualifications. At the conclusion of such presentations, secret ballots will be cast. If no candidate receives a majority of the votes, a second ballot will be cast. The candidate(s) receiving one or fewer votes shall be eliminated from the second round of competition. Each remaining candidate will be afforded 2 minutes to make a second presentation to the assembly.

At the conclusion of the second ballot, if no candidate received a majority of the votes, the candidate(s) receiving the least number of votes shall be considered eliminated from further consideration. Succeeding ballots shall be cast following the above procedure until one candidate receives a majority of the votes. That candidate shall then be declared as Vice Council Chairperson-Elect for the succeeding year.

The most recent available Past Council Chairperson, with the Lions of Michigan Executive Director serving as the impartial observer, will count votes. The Vice Council Chairperson-Elect will be announced at the Multiple District Convention.

DUTIES

The Vice Council Chairperson shall assure that appropriate programs or activities are provided for spouses during Council Meeting weekends. In the absence of the Council Chairperson and Vice Chairperson, it is the prerogative of the Council of Governors to elect a Temporary Chairperson.

COUNCIL MEETINGS

The five official Council Meetings dates (subject to availability of meeting space) will be: The first weekend in August, the first weekend in October, the first weekend in December, the last weekend in February OR the first weekend in March, and Friday of the MD 11 Convention.

All committee recommendations and written reports to be considered at Council Meetings are to be channeled to the State Office and then forwarded on to the District Governors. They must be in the District Governors' possession at least one week prior to the start of the Council Meeting. Written reports shall not include private, restricted information; and project chairs and committees are asked to be cautious and prudent about providing personal information.

All motions made at Council Meetings will be recorded by the Executive Director. Nay votes and abstentions will be identified with the Governor's name or district. Recordings of Council Meeting proceedings shall be erased following approval of the minutes.

The written minutes will contain only information required by Robert’s Rules of Order, i.e., motions, results of votes, and sufficient synopsis to clarify motions and/or Council actions.

Prior to publication and distribution, one copy of the minutes will be sent to each District Governor for approval. Suggested changes, additions, and deletions are to be transmitted directly to the Council Chair by the District Governors within ten (10) days of receipt.

First Vice District Governors are welcome to attend all Council Meetings to observe the Governors in action, to obtain answers to questions pertinent to the position of District Governor, and to be involved in training.

EXPENSE REIMBURSEMENTS TO DISTRICT GOVERNORS FOR COUNCIL MEETINGS
Five regular Council Meetings are held each year—the fifth meeting being held at the MD Convention.

Lions International will reimburse Governors for three (3) Council Meetings for meals (3 days), mileage, and room (2 nights), in accordance with the International Rules of Audit. The Lions of Michigan will reimburse them for expenses related to their attendance at the MD 11 Convention, as outlined below. The other meeting is at the personal expense of the District Governor (unless covered by the district budget).

It is customary for the Lions of Michigan to arrange for a group luncheon on Saturday at Council Meetings. The Governors (and any Vice Governors in attendance) will be charged for their meals. Spouse meals will also be billed if they join the Council for lunch.

For the Council Meeting held in conjunction with the MD 11 Convention, the Lions of Michigan will provide the following:

1. Tickets for all official convention meals for the Governor and spouse (this normally includes Friday dinner, Saturday lunch or brunch, and Saturday dinner).
2. Convention registrations for the Governor and spouse.
3. Reimbursement for round-trip mileage to the convention site in accordance with the International Rules of Audit.
4. Up to three (3) nights lodging will be reimbursed to the Governor in accordance with the International Rules of Audit for the days he/she is actually lodged.

INTERNATIONAL RULES OF AUDIT

Transportation - Automobile - Mileage allowance based on 30-cents per mile.
Hotel - Maximum allowance is $50.00 per day. Receipted bill required.
Meals - Reimbursement will be made for the actual cost expended, up to a maximum of $16.00 per day.

DISTRICT GOVERNOR PATCHES
One District Governor patch and one Partner patch (if applicable) will be provided to each Governor-Elect, and one VDG patch to each First and Second Vice Governor-Elect, with the cost to be paid by the Council and Committee Account. One name badge for each First and Second VDG and partner (if applicable) will also be provided, with the cost paid by the same account.

Patches may be worn by the newly elected Governors and Vice Governors beginning with the Multiple District Convention. Past District Governors are permitted to wear their blazers and patches identifying their year as Governor at their own discretion.

MERCHANDISE FROM THE STATE OFFICE
Supplies ordered on account from the State Office (including, but not limited to, white cane materials, pins, and shirts) shall be ordered by the Club President or Secretary. Anyone else who charges an order must first obtain a letter of authorization signed by the Club President or Secretary. The billing will be sent to the home club who will share responsibility for payment. Supplies ordered on account by the District Governor or the Cabinet Secretary and/or Treasurer will be billed to the District.

SECTION III
MULTIPLE DISTRICT COMMITTEES

REPORTING SCHEDULE

The Reporting Schedule shall be submitted to all committee chairs so they can report to the Governors on committee activities. All written reports and requests for official Council action to be considered at Council Meetings are to be channeled to the State Office in writing or via e-mail at least one week in advance and then forwarded on to the District Governors.

Period to be Covered:	***In mail to State Office by:***
July through August	2 weeks prior to October Council Meeting
September through October	2 weeks prior to December Council Meeting
November through January	2 weeks prior to February/March Council Meeting
February through mid-April	2 weeks prior to MD 11 Convention

Re:

- State Treasurer
- MD 11 Convention Committee
- Lions of Michigan Magazine
- All State Band Committee
- Publication Advisory Committee
- Sight Conservation/Diabetes Committee
- GLTCommittee
- Welcome Home Committee
- White Cane Committee
- Youth Exchange Committee
- Constitution & By-Laws/Rules Committee
- Strategic Planning Committee
- GMT Committee
- Michigan Eye Bank Committee
- Public Relations Committee
- Lions Quest Committee
- Hearing Committee
- International Convention Committee
- Leader Dog Committee
- Liaison Committee
- Bear Lake Camp Committee
- Leo Committee

COUNCIL OF GOVERNORS MEETING DATES

Fiscal Year 2011-2012	***Fiscal Year 2012-13***
August 7-8, 2011	August 10-11, 2012
October 7-8, 2011	October 5-6, 2012
December 2-3, 2011	December 7-8, 2012
March 2-3, 2012	March 1-2, 2013
May 18, 2012 (MD 11 Conv - Grand Rapids, MI	May 17, 2013 (MD 11 Conv - Shipshewana, IN

APPOINTMENT AND NOTIFICATION OF COMMITTEE CHAIRS

The Council shall annually designate a member of each committee to serve as chairperson (except the MD 11 MERL Chairs who are appointed to 3-year terms in conjunction with LCI). To facilitate communications, the chairperson of a MD 11 committee must have access to the internet.

Upon completion of the meeting at which the Council appoints Committee Chairs at the beginning of the Lion year, it is the responsibility of the District Governor in the district from which the Chair was selected to advise him/her of his/her appointment as Chair.

TERM LIMITS ON COMMITTEE CHAIRS

Each committee has a responsibility to educate and train its members for future leadership. Committee

members are encouraged to actively participate in discussions, decisions, and activities in an effort to prepare themselves to assume the role of Committee Chair. No MD 11or State Committee Chair shall serve for more than four consecutive years (two consecutive terms for MERL Team Chairs) in order to (a) promote continuous leadership development, (b) encourage the exchange and flow of information among committee members, (c) foster new/different ideas, and (d) prevent burnout. However, the Council may approve exceptions in order to retain well-qualified committee chairs.

COMMITTEE MEETINGS
No mileage will be paid for attendance at committee meetings. The Lions of Michigan will not pay for meals at committee meetings. The Lions of Michigan will not pay for alcoholic beverages.

Committee Chairs shall submit a Meeting Summary Report to the State Office within 5 days of a committee meeting. Written minutes of all committee meetings must be sent to the State Office within 15 days and shall include information on attendance by committee members and/or substitutes.

EXPENSE REIMBURSEMENTS
Bills must be sent to the State Office within 30 days. Any bills not sent to the State Office after 60 days must be presented to the Council of Governors by the Committee Chair for payment. (Receipts required.) Bills submitted 60 days after the close of the fiscal year will not be considered.

COMMITTEE EVALUATION REPORTS
Committee evaluation reports shall be completed and returned to the State Office by committee chairs by February 15th each year.

VICE DISTRICT GOVERNOR TRAINING
A current electronic copy of the VDG training curriculum shall be maintained in the State Office. Updated copies shall be provided by the MD GLT Chairperson as the curriculum is further developed and refined.

REQUESTS FOR BIDS
In order to assure that competitive prices are paid for goods or services, written bids are requested on all purchases and contracts over $5,000. For items or services valued at $5,000+, a minimum of three written bids shall be obtained by the respective committee chairperson and/or the Executive Director and submitted to the State Treasurer. Every effort shall be made to accept the lowest bid received, all factors being equal. This policy shall apply to all project and committee accounts administered by the Lions of Michigan.

UNBUDGETED EXPENDITURES
The Council of Governors must approve any and all unbudgeted expenses.

SPECIAL DESIGNATED DAYS
No Multiple District Committee shall designate a special day, week, or month honoring their respective project without prior approval of the Council of Governors.

OFFICIAL MULTIPLE DISTRICT 11 PROJECTS
The five officially sanctioned projects of the Lions of Multiple District 11 are Michigan Eye Bank, Bear Lake Camp, Leader Dogs for the Blind, Welcome Homes Vision Services, and Lions of Michigan Service Foundation. Directives to the committees dealing with these projects are as follows:

> ***Michigan Eye-Bank Committee*** - Promote the Michigan Eye-Bank and its objectives. Encourage all Lions Clubs to support this outstanding state project of sight restoration. Provide programs for Lions Clubs using the video tapes/CDs and other materials provided by the Eye-Bank.

Welcome Homes Committee **-** Promote Welcome Homes Vison Services. Encourage all Lions Clubs to support this project. Supply programs for Lions Clubs. Provide the news media with information on Welcome Homes.

Leader Dog Committee **-** Encourage support of Leader Dog School. Organize district trips to Leader Dog School to enable more Lions to become exposed to this outstanding project.

Bear Lake Camp Committee – Encourage support of Bear Lake Camp. Supply programs for Lions Clubs. Encourage Lions to visit the camp.

Lions of Michigan Service Foundation – MD 11 has no appointed "project committee" for the Foundation. The LMSF Board of Trustees consists of two elected representatives (who are Lions) from each district that are responsible for promoting and encouraging support of this project.

POSITION STATEMENT ON MULTIPLE DISTRICT 11 PROJECTS

This is a clarification of the obligations of the Lions State Office toward the Michigan Eye Bank, Leader Dogs for the Blind, Bear Lake Camp, Welcome Homes Vision Services and the Lions of Michigan Service Foundation.

Each of these projects is autonomous and not under the direct control of the Lions of Michigan. Each has a separate Board, made up of Lions and non-Lions alike. They have their own administrative offices and staff. All have Administrative Directors.

Each year, the District Governors appoint Lions whose assignment it is to promote these projects through video tapes/CDs and club visitations. They also encourage contributions. In the same manner, the district officers also encourage support of these projects.

It is not the obligation of the Lions State Office to use administrative funds to provide mailings, equipment, materials, or staff for the promotion of the five MD 11 projects. The administrative branch of each of these five projects has a budget in excess of the State Office. It is their responsibility to cover expenses incurred in the promotion of their project.

Adoption of a project by the Lions of Michigan does not imply that they assume responsibility for administrative operations. It merely assures the Lions of Michigan that by making contributions to these projects, their monies are being contributed to a fiscally responsible project. It is the responsibility of the Council of Governors to make sure that their financial reports are reviewed each year by the financial agent of the Lions of Michigan, namely the State Treasurer, to assure the membership that they maintain the highest financial ethics and meet accounting standards.

COMMITTEE DIRECTIVES

All State Band Committee **-** Promote the development of the All State Band (a self-supporting activity). Encourage Lions Clubs to promote participation in the band by local high school students. Present programs and solicit donations from Lions Clubs. Assist in the promotion of the Lions of Michigan All State Band.

Constitution & By-Laws/Rules Committee **-** Place in proper form any proposed constitutional amendment that has been presented by a Lions Club at least five months prior to the convening of the Multiple District Convention. The committee chair shall contact the club and secure its consent to any rewording made necessary due to lack of proper form in the original presentation. Proposed amendments will be published in the "Lion Pride Magazine." The committee shall make their recommendations on amendments to the

Council of Governors. The Council of Governors shall be informed immediately when a Lions Club has proposed an amendment.

The Constitution & By-Laws Committee Chair will receive copies of the Rules that were adopted at the previous Multiple District 11 Convention. If the committee proposes any changes in the Rules, they must be submitted to the Council of Governors for approval at the March Council Meeting.

Council of Governors Advisory Committee - This is an advisory committee made up of the five Immediate Past Council Chairs, whose duty it is to study matters that may be brought to them by the Council of Governors. As the Immediate Past Council Chair is added to this committee, the last of the preceding five Council Chairs is dropped. The most recent Past Council Chair serves as committee chair.

District Editors - With direction from the Magazine Editor, District Editors encourage the flow of information from the club level to the magazine. Keep a count of all materials received, including the date and type. If the materials are not satisfactory for publication, they should be returned to the club for better descriptions or better pictures, noting every requirement from the Editor. Attend Zone and/or Region Meetings to encourage Lions to promote club submissions to the "Lion Pride Magazine."

GLT Committee - Organize and coordinate training sessions to develop leadership within clubs and within the districts. Encourage use of LCI leadership programs, tools and resources. Organize Certified Guiding Lion training and Club Excellence Process workshops. Identify and encourage potential leaders to run for club and district office.

GMT Committee - Encourage development of new Lions Clubs. When a new club is formed, make sure they have a Guiding Lion and that the sponsoring club is aware of its duties and responsibilities. Work diligently for a successful charter night. Attend Zone and Cabinet Meetings to encourage Lions to support the organization of new clubs.

Motivate clubs and district officers to promote membership growth. The success of any club or district is dependent upon continually obtaining and retaining good members to carry on the principles of Lionism. Encourage clubs to select qualified individuals as new members. Provide a membership stabilization program to develop current members into *active* members.

Committee members should know the clubs in their district, their problems, their weak points, and their potentials. Ask cabinet officers to assist with weak clubs.

Develop a membership plan for clubs in the district. Work with Region and Zone Chairs to carry out these programs. Conduct motivational meetings on membership for Club Membership Chairs. Establish realistic and attainable membership goals for the year.

Develop an orientation program for clubs to aid in education and retention of club members.

Hearing Committee - Present programs at the club and district level. Develop receptacles in communities for collecting used hearing aids. Develop a program of recycling and re-distribution of these hearing aids. Become actively involved in the medical, social, and legal needs of the deaf. Provide audio-visual aids, such as video tapes, films, and amplifying equipment to help people in schools.

International Convention Committee - This committee is primarily concerned with the activities, comfort and well being of the Lions of Michigan who are in attendance at the International Convention.

The Convention Chair shall present an annual budget to the Council of Governors for approval. A line item shall be included for a donation to LCIF in honor of the District Governors-Elect (in lieu of a gift).

Plan a Michigan Night event for the Michigan Lions who attend the International Convention. Assist the Liaison Committee with arrangements for a Caucus (if held). Develop a Michigan Lions Hospitality Room. Organize the Michigan Lions parade delegation at the International Convention. Provide, where deemed necessary by the Council of Governors, transportation during the convention.

Make trading pins, shirts and other paraphernalia available to the Michigan delegation. These items are to be selected by the Council of Governors.

Suggestions for proper dress for the Governors-Elect and their spouses shall be prepared by the committee and presented to them before they attend the International Convention. Both the District Governors and the Governors-Elect will select parade attire for themselves and their spouses which is suitable to the climate and/or weather, with the stipulation that the chosen attire is consistent and appropriate.

Each year the Convention Chair shall gather information online or via e-mail or telephone about the convention city, hotel, parade, local attractions, etc. He/she is responsible for timely filing of the parade application form for the Michigan delegation, and for obtaining parade ribbons from the Parade Office during the convention. He/she shall file a Delegation Events Form with LCI to request meeting space for a hospitality room, caucus or other Michigan Lions event to be held at the convention.

Submit articles to the "Lion Pride Magazine" encouraging Lions who attend the International Convention to check with their insurance providers to assure that their policies cover emergencies in the area where the convention is being held (i.e., hospitalization, automobile accidents).

Within 45 days of the convening of the International Convention, the committee shall meet to finalize plans and make last-minute preparations.

This committee functions primarily at the convention site. In order for the committee to operate effectively and to the benefit of the Lions of Michigan who attend the convention, committee members who do not attend the International Convention should consult with their District Governor prior to the final committee meeting so he/she can arrange a suitable substitute. Said substitute shall then attend the final committee meeting to obtain instructions and convention assignments.

The International Convention financial report, as required by the State Treasurer, shall be as follows:

1. All receipts (before, during, and after convention) are to be deposited <u>in gross</u> with the State Office immediately (accompanied by supporting documentation).
2. Convention Chair is allowed a $500 working fund for cash expenses (taxis, tips, hospitality room supplies, etc.), to be fully reconciled with the State Treasurer immediately after the convention (with supporting documentation). All disbursements other than those from the $500 working fund are to be made by the State Treasurer or Executive Director (including auditable support).
3. All materials owned by the Lions of Michigan are to be returned to the Lions State Office within 30 days after the close of the International Convention by the Convention Chair.

The following expenses will be reimbursed for attendance at the International Convention:

Committee Chair will be reimbursed for the following expenses (to be included in annual budget).

Receipts must be submitted for all expenses.

(1) *Travel costs*—Airfare for Chair (not spouse) at same allowance paid by Lions International to the Governor-Elect from his resident district (plus round trip mileage from home to nearest airport at current Lions International Rules of Audit rate; or if driving, allowance shall be a maximum of one jet economy air fare or the actual amount spent, calculated by the Rules of Audit mileage allowance, by the most direct route, plus hotel and meals round trip, whichever is less, with original documentation submitted to support costs expended).

Rental of a vehicle at the convention site will be authorized only if needed, and it shall be the most economical vehicle available. Careful consideration should be given to using public transportation and convention shuttle buses.

(2) *Registration fee* for Chair only (not spouse).

(3) *Housing* in the Michigan headquarters hotel (double room, no suite), not to exceed six nights.

(4) *Meals* for Chair only to be reimbursed for up to six days at the same daily rate paid to DGEs by LCI.

No reimbursement will be made to the International Convention Committee Chair for any of the above expenses that are paid by another source (i.e., Lions International, Lions of Michigan, their sub-district, or their Lions Club). All cases will be handled on an individual basis.

Committee Members who attend and work at the International Convention will be reimbursed for their registration fee at the early rate (to be included in annual budget).

Incoming Governors, outgoing Governors, Council Chair, State Treasurer, Executive Director, and the International Convention Chair shall annually receive 25 complimentary trading pins, but only if they attend the International Convention. When pins are distributed at no charge to the District Governors or committees, the bill for these pins will be given to the State Treasurer, and the Pin Account will be reimbursed from the appropriate internal account.

The Lions of Michigan official uniform consists of the following:
Dress Uniform - Navy blue blazer, gray trousers/skirt, white shirt/blouse, prescribed neckwear.
Parade Uniform - Lions of Michigan red/blue shirt with embroidered stars, navy trousers, white shoes.

Leo Committee – Become familiar with procedures for sponsoring a Leo Club. Promote and publicize the Leo program. Know what Leo program resources are available from LCI. Provide information about Leos to clubs that request it. Maintain communications with advisors of existing Leo Clubs. Assist in the development of a multiple district Leo Conference.

Liaison Committee - The committee fosters and promotes candidates from Michigan to the international level and maintain communications at the international level. They shall keep the Governors and Michigan Lions informed of candidate activities. (Also refer to the MD 11 Constitution and By-Laws.)

The current or most recent International Director from Michigan shall serve as Liaison Committee Chair. This individual shall appoint a Vice Chair to preside at meetings in his/her absence.

The Liaison Committee shall develop and maintain a liaison between current and past International Family members who are actively involved with the International Convention and our delegates at the convention.

The Liaison Committee shall recommend the most opportune time for a prospective candidate to run for International Office, so the candidate has the best possible chance of being elected.

The Liaison Committee shall meet to develop a detailed budget. When applicable, it shall include campaign funds for an endorsed candidate running for International Office. After this meeting, the Liaison Chair shall meet with the Council of Governors to review the budget and discuss any proposed changes. The revised budget will then be voted on by the Council of Governors.

A Lion who is a member of this committee shall be replaced by his District Governor when he/she announces his/her intention to seek endorsement for the office of International Director or International Vice President. In addition, any such candidate shall step down as chairperson or member of any multiple district committee.

No Lion who serves on the Liaison Committee shall be Campaign Manager for any announced candidate for International Director or International Vice President.

Members of the Liaison Committee shall remain neutral during a contested campaign for endorsement.

Whenever they are performing their duties as a Council, the District Governors and Vice District Governors shall remain neutral during an endorsement campaign.

Reimbursement to an endorsed candidate for the costs of district functions will be limited to functions where a current or past International Director is present. The cost of such functions shall be included in the budget. All other non-qualifying functions shall be at the expense of the host club or host district.

The Liaison Committee Chair shall attend the USA/Canada Forum at committee expense. Reimbursement shall cover lodging (not to exceed three nights), meals and registration (as included in the Forum "package"), and transportation (maximum of one jet economy air fare, or the actual amount spent; or mileage calculated by the Rules of Audit mileage allowance by the most direct route, plus hotel and meals round trip--whichever is less, with original documentation submitted to support the costs expended.) No reimbursement will be made for expenses covered by other sources.

The Liaison Committee Chair shall attend the International Convention. Expenses will be reimbursed for registration, transportation, meals and lodging. No expenses are paid for spouse. Travel reimbursement for airfare shall be the same allowance paid by Lions International to the Governor-Elect from his resident district (plus round trip mileage from home to nearest airport at current Lions International Rules of Audit rate); or if driving, the allowance shall be a maximum of one jet economy air fare or the actual amount spent, calculated by the Rules of Audit mileage allowance, by the most direct route, plus hotel and meals round trip, whichever is less, with original documentation submitted to support costs expended. Hotel and meal expenses will be reimbursed; however, the number of days depends on whether the Lions of Michigan have an endorsed candidate for International Director or Vice President. Housing (double room, no suite) shall not to exceed seven nights when there is a candidate, and six nights when there is no candidate. Meals will be reimbursed at the same per diem paid by Lions International to the Governors-Elect, not to exceed seven days when there is a candidate, and six days when there is no candidate. Receipts must be submitted for all expenses except meals. No reimbursement shall be made for expenses covered by other sources.

Any current or past International Director residing in Michigan who attends the annual Lions International Convention will receive an allocation of 25 pins.

The Liaison Chair shall secure International speakers for the various District and Multiple District Conventions (if requested to do so) and anniversaries for which these speakers are eligible.

Endorsed Candidates for International Director/International Vice President:
A candidate's budget for campaign expenses shall include costs for stationery, printing, postage, campaign souvenirs, telephone calls, meals, lodging and transportation. Transportation to and from the International Convention will be budgeted for the candidate, the candidate's spouse, and the candidate's Campaign Manager. Reimbursement will be in accordance with the following guidelines:

1. Travel Costs
    a. Air - At the same allowance paid by Lions International to the Governor-Elect from their resident district (plus round trip mileage from home to nearest airport at current Lions International Rules of Audit mileage rate).
    b. Driving - Allowance shall be a maximum of jet economy air fare or the actual amount spent (calculated by the Rules of Audit mileage allowance [by the most direct route], plus hotel and meals round trip) whichever is less; with original documentation submitted to support costs expended.
2. Registration Fee
    a. Candidate and spouse
    b. Campaign Chair (not spouse)
3. Housing
    a. In the Michigan Lions headquarters hotel (double room, no suite)
    b. Not to exceed seven (7) nights
4. Meals
    a. Candidate – up to eight days at the same daily rate paid to DGEs by LCI.
    b. Campaign Chair – up to eight days at the same daily rate paid to DGEs by LCI

The candidate and spouse shall not use complimentary flights because Lions International will reimburse an elected candidate and spouse for their return trip from the convention.

The Liaison Committee may plan and develop a Caucus, if deemed prudent, for Michigan delegates at the International Convention. The Caucus is to be held between the opening of the convention and the day when elections are held. The committee shall work with the International Convention Committee to insure that adequate space is provided for this meeting.

The following is the suggested procedure for the Lions of Michigan Caucus:

1. Because of the duties assigned to them, it is requested that members of the Liaison Committee *attend* the International Convention. District Governors are urged to consider this when making appointments to this committee.
2. The Liaison Committee of the Lions of Michigan shall have responsibility for the preparation and conduct of the Lions of Michigan Caucus.
3. All Michigan Lions Club members who attend the International Convention shall be encouraged to attend the Caucus.
4. The Caucus shall be chaired by the Lions of Michigan Liaison Committee Chair.
5. The Caucus shall be held at a time and place set by the Liaison Committee Chair in cooperation with the International Convention Chair.
6. All announced candidates for the offices of Second Vice President and International Director will be invited to the Caucus. Candidates are to be advised that the delegates may pose questions.

7. Candidates for 2nd Vice President, or their spokesperson, shall be allotted five (5) minutes for presentations. They are expected to make themselves available for five (5) minutes of questions from the Lions present. Candidates for 2nd Vice President shall receive priority over candidates for International Director in the sequence of their presentations.
8. Candidates for International Director, or their spokesperson, shall be allotted three (3) minutes for presentations. They shall be expected to make themselves available for three (3) minutes of questions from individual Michigan Lions present.
9. Incumbent District Governors shall be seated at the head table. District Governors-Elect shall be seated in the first row of general seating.
10. If possible, a small hospitality room shall be provided in close proximity to the Caucus Room where candidates may await their turn for presentation.
11. Prepared cards, citing the names of the Caucus Chair and all PIDs from Michigan that are present, shall be provided to candidates prior to their entry into the Caucus Room.
12. The Liaison Committee shall take all reasonable steps to assure an open and dignified Caucus. All candidates shall be treated in a manner commensurate with the office of Lions Clubs International to which they aspire.

Each year, the Liaison Committee Chair shall personally, or by committee, update the mailing list for complimentary copies of the "Lion Pride Magazine."

Friendship banners (or other selected giveaway item) for a seated International Director will be paid from the Liaison Committee budget.

Lions Quest Committee - Encourage clubs to participate in the following youth-related activities: Drug abuse prevention programs (Lions-Quest, DARE), community services (Scouting, Leo Clubs, student volunteer programs, safety programs); educational services (scholarships, career counseling and mentoring); environmental services (projects to reduce air, land, noise and water pollution); health services (immunization projects and AIDS education); international services (pen pals, youth camps, Peace Poster Contest); and recreational services (athletic competitions, Special Olympics, and providing athletic equipment).

Multiple District Convention Committee - This committee is primarily concerned with activities relating to the annual MD 11 Convention. They assist in the planning of the convention and carry out work assignments during the convention. They also solicit bids for future convention sites. After review and evaluation of all bids, they present their recommendations to the Council of Governors no later than the March Council Meeting.

The committee holds meetings to develop a convention itinerary, arrange speakers and entertainment, select menus, and draft a budget. Working with the State Office, they develop appropriate information for distribution through mailings and the Lion Pride Magazine, including publicity, information about local attractions, and forms for housing, registration, tickets and other convention activities. They assist with preparation of convention packets and are responsible for the Registration Desk at the convention site. They collect tickets during meal functions. They obtain amenities (i.e., fruit, flowers, beverages) for placement in the room of the International guest and flowers for head tables. They insure that plaques and awards are near the podium during events where they will be presented. They assist with reserved seating and placement of head table place cards. They distribute the Memorial List during the convention.

The MD 11 Convention Committee is responsible for the golf outing at the Multiple District 11 Convention, if one is held. They may designate a Lions Club to host the event.

The committee recruits personnel, as deemed necessary, to serve on the Elections, Credentials, Nominations and Sergeant At Arms Committees. These individuals assure that voting takes place in an efficient and proper manner. Space shall be provided to them to meet and count ballots. Duties of these groups include:

Credentials Committee - Assure that all clubs that vote at the Multiple District Convention are in good standing. This information is available through the State Office prior to the Convention. Information can also be obtained from the District Governor. The Chairperson reports at the Business Session on the number of Lions, guests, delegates and clubs registered for the MD 11 Convention. This information is obtained at the Registration Desk. District Governors and Governors-Elect (if duly elected by that time) are authorized to certify delegates at the Multiple District Convention.

Elections Committee – The Elections Committee establishes elections procedures to be followed at the Multiple District 11 Convention.

Sergeant-At-Arms Committee – These individuals are authorized and instructed to enforce the Rules adopted by the delegates at the MD 11 Convention. Maintain order. Assist the Chair at Business Sessions by distributing printed materials to the delegates assembled. Enforce reserved seating at convention events.

The Convention Chair and the Executive Director shall conduct an inspection trip during the first quarter of the fiscal year. They shall obtain menus and inspect meeting facilities for convention events (meals, business sessions, forums, training sessions, committee meetings, etc.) They shall determine that AV needs can be met. They shall also arrange space, if appropriate, for exhibit tables and a performance by the All State Band. Expenses will be reimbursed for reasonable meals and lodging (receipts required).

The Convention Chair is expected to attend the annual MD 11 Convention, Thursday evening through Sunday morning. He/she will be reimbursed for following expenses: Registration fee for Chair and spouse; lodging in the designated convention hotel; and convention meals for Chair and spouse.

Public Relations Committee - Project a favorable image of Lionism outside the organization. Almost everything a Lions Club does affects its own and the Association's public relations—the type of member accepted and the officers elected; the types of programs presented; the types of projects and activities undertaken, and the success or lack of success of those projects.

The Public Relations Chair may arrange basic training in publicity for all District Public Relations Chairs. This may be accomplished through meetings and workshops with key people from television, radio, and newspapers to make up a panel.

Publication Advisory Committee - This committee serves in an advisory capacity to the Editor of the magazine. Make recommendations concerning magazine content, advertising, layout, and format. Review costs and anticipate future expenditures, assuring the Lions of Michigan that this publication will maintain financial solvency. Obtain bids and review all aspects of magazine every three years.

Sight Conservation/Diabetes Education Committee - Be familiar with the District Sight Conservation Chair's Guide. Develop training and educational programs suitable for clubs. Make Lions Clubs aware of services that are available to the blind and visually impaired--mobility training, rehabilitation, social and recreational services. Support legislation protecting the blind and partially sighted.

Stimulate club activities that promote sight conservation--glaucoma screening, collection of used eyeglasses, and dissemination of large-print books to the visually impaired. Work with professionals and

organizations to develop such programs. Work closely with the Health Department and the Social Services Department of the State of Michigan for eye examinations and eyeglasses for the needy. Promote eye-screening programs.

Promote diabetes education and awareness—for Lions Club members and the general public. Encourage club programs on diabetes. Videos, speakers and literature are available through the American Diabetes Association. Video tapes are also available through the Public Relations Division of Lions International. Support diabetic screenings. (Remember, however, that medical professionals must do the actual testing.) Promote "Diabetes Awareness Month" during November.

Strategic Planning Committee - Determine, by thorough and systematic studies, the long-range issues affecting the operations of the Lions of Michigan. Make recommendations to the Council of Governors to meet same. Identify problems, solutions, and goals. Based on studies and experience, determine substantive long-range problems, needs and desires of the Lions of Michigan, its clubs and districts.

White Cane Committee - Promote White Cane Week. Supply information on the White Cane Law through printed matter, radio, television and newspapers whenever possible. Maintain a supply of White Cane materials for distribution. Re-evaluate the materials and update them, when necessary.

Each year, develop a White Cane-related presentation for the Michigan Forum. Offer materials for sale to clubs, and assist clubs in the planning of an effective White Cane promotion.

Youth Exchange Committee – Organize, implement and supervise a Youth Exchange program within Michigan. All policies, agreements, and fiscal arrangements are under the jurisdiction of the Council of Governors. The Lions of Michigan will not be responsible for exchanges that exceed eight (8) weeks in duration.

The committee shall select a Vice Chair, giving consideration to maintaining continuity from year to year.

The Youth Exchange Committee, through its Chair, shall:

1. Be responsible to the Council of Governors
2. Prepare and submit an annual program to the Council for approval.
3. Prepare and submit an annual budget to the Council for approval. The budget will show a line item listing of revenues and expenditures and an identification of each expenditure.
4. Keep the Council informed of its activities through minutes of its meetings, as well as other written communications, and shall, upon request of the Council, report verbally.
5. Submit an annual written report at the end of the fiscal year, which shall include a financial report and resume of performance.
6. Require that all exchange youths and hosts complete an evaluation form (prepared and provided by the committee) at the conclusion of the exchange. The Council shall be given an opportunity to review the form when completed by the parties of the exchange.

The Youth Exchange Program shall be self-funding, and all monies generated within the program shall be prudently spent and accurately accounted. Under no circumstances shall a committee member be reimbursed for expenses incurred while serving the Youth Exchange Program, except those line item expenses shown in the annual budget (which may include the chairman's telephone, postage, etc.).

If it is necessary for a Youth Exchange Committee member to travel for the sole purpose of chaperoning students to or from their destination, coordinating the Youth Exchange Program between countries, or

resolving a placement problem, approval for said travel must be obtained from the Council. A record of any travel of this nature will be kept—expenses incurred, country visited, purpose of the travel, persons contacted, and results achieved. This information shall be included in the year-end report to the Council.

Every youngster participating in the Youth Exchange program falls under the responsibility of the Youth Exchange Committee of the Lions of Michigan. All applications for the Youth Exchange program—for students or for host families—must be filed in such a manner that all deposits are sent directly to the State Office so records of all payments can be kept.

The committee shall provide the State Office with a list of the names, addresses, and phone numbers of families in Michigan who will host youngsters during the designated period of the program. They shall also provide this type of information on families who will host our youngsters when they travel abroad. Host families for each youngster must be designated for the full period.

Under no circumstances should the Youth Exchange Committee accept youngsters from abroad into Michigan unless they have been assigned to a host family for their entire visit.

Parents are to know exactly where their youngsters will be residing during their stay—not just their general location. This information is necessary for the youngster's safety should an emergency situation arise.

The travel agency selected by the Youth Exchange Committee shall have e-mail and/or a toll-free telephone number. This will enable parents, committeemen, and the State Office to communicate with them freely relating to travel arrangements.

Travel arrangements for the Youth Exchange program shall be made through the designated travel agency, and copies of all flight schedules, etc., shall be sent to the State Office.

COMMITTEE TERMS

The committees listed below shall be composed of one member appointed from each district for a 2-year term.

Members of the following committees are to be appointed in even-numbered years by Districts A1, A2, B1, B2 and C1 and in odd-numbered years by Districts C2, D1, D2, E1, and E2:

Constitution & By-Laws/Rules
District Editors
Hearing
Information Technology
International Convention
Liaison
Lions of MI All State Band

Members of the following committees are to be appointed in even-numbered years by Districts C2, D1, D2, E1, and E2 and in odd-numbered years by Districts A1, A2, B1, B2, and C1:

Bear Lake Camp
Michigan Eye Bank
Publication Advisory
Public Relations
Sight Conservation/Diabetes Awareness
Welcome Homes
White Cane
Youth Exchange

The following committees shall be composed of one member from each district, appointed for a 3-year term. All appointments expire at the same time:

1. GLT (Global Leadership Team)
2. GMT (Global Membership Team)
   (When the GMT/GLT 3-year term begins, the Council of Governors, in consultation with the respective GMT and/or GLT Area Leader and the Council Chairperson, is responsible for appointing GMT-MD and GLT-MD members, including the GMT-MD Coordinator and the GLT-MD Coordinator for a 3-year term, subject to annual review and confirmation of appointment or removal based on performance by the International President. The Council of Governors, in consultation with the respective GMT and/or GLT Area Leader and the Council Chairperson, is responsible for appointing the GMT and GLT members when vacancies exist for the remainder of that term, subject to annual review and confirmation of appointment or removal based on performance by the International President.)
3. Leos
4. Lions Quest
5. Leader Dog
   (The Chairperson and committee members shall be appointed to 3-year service cycles as established by Leader Dogs for the Blind.)

The following committee shall be composed of one member from each district, appointed for a 3-year term. Terms are staggered so 1/3 of the committee members rotate off each year:

1. Multiple District 11 Convention

The Strategic Planning Committee is composed of the current and immediate past Council Chair, plus the Chairpersons from the following committees: GLT, GMT, Constitution and By-Laws and Public Relations. A District Governor may appoint a committee member for a one-year term if his/her district is not represented in the aforementioned list.

SECTION IV
EXECUTIVE DIRECTOR

EXECUTIVE DIRECTOR JOB DESCRIPTION

Preface

The position of Executive Director of the Lions of Michigan is considered to be on a par with any executive who would serve the Board of any association. The duties and responsibilities require full use of his/her talents, loyalty, and total dedication to the work under his/her jurisdiction. The Lions of Michigan are responsible to offer adequate compensation, as well as other benefits that are afforded a corporation executive.

A job description follows. The Executive Director shall become familiar with the job description and perform such duties as are listed and other related duties and responsibilities.

Introduction

The Multiple District 11 Office serves as headquarters for the districts of Lions Clubs International in Michigan. The incumbent of the position herein described is also known as the MD 11 Secretary, State Secretary or Executive Secretary.

Duties

A. The Executive Director is an employee of Multiple District 11. He/she manages the District Office as the headquarters and focal point for MD 11, and shall perform the duties of MD 11 Secretary as

provided in the Constitution and By-Laws of Multiple District 11.

B. It is his/her duty to see that incoming District Governors are oriented on the affairs of MD 11. Said orientation shall include, among others, the following:
   1. Review with the Council how regular and special meeting are determined.
   2. General discussion of International Convention as it pertains to Governors-Elect, including the District Governors-Elect Seminar.

C. The Executive Director arranges for the regular and special meetings of the Council of Governors, including the agenda and minutes, in coordination with the Council Chairman.

D. Under the direction of the State Treasurer, the Executive Director shall collect the Multiple District 11 per capita tax, as outlined in the Constitution and By-Laws.

E. Under the direction of the State Treasurer, the Executive Director shall see that proper books of accounts are maintained and financial statements prepared for Council Meetings. Also, the preparation and timely submission of the required payroll and sales/use tax returns.

F. The Executive Director shall be responsible for general mailings for MD 11 committees and act as the central point of coordination for MD 11 projects and programs.

G. The Executive Director shall serve as an ex-officio member of all MD 11 Committees that expend funds.

H. The Executive Director shall assist the Council of Governors in analyzing bids for the annual MD 11 Convention, and also be the coordinator of the Multiple District 11 Convention for and on behalf of the Council of Governors.

I. The Executive Director shall supervise the operation of the Multiple District 11 Office, including personnel, facilities and materials, and shall be responsible for selecting employees.

J. The Executive Director shall arrange for the publishing of the annual *Who's Who in Michigan Lions*.

K. The Executive Director shall arrange for backup of computer files and offsite storage of same. He/she shall provide emergency contact information to obtain the backup files.

Responsibilities

A. The Executive Director shall be responsible for duties outlined in this Manual and shall report directly to the Council of Governors.

B. In all deliberations and matters pertaining to MD 11, the Executive Director/MD 11 Secretary is governed by the Constitution and By-Laws of Lions International and Multiple District 11 respectively.

Evaluation

The Council shall review the performance of the Executive Director annually (usually the February/March meeting. The Council Chair will prepare a letter outlining the results of that review.

Expense Reimbursement Chart for the Executive Director

Event -	Code

* Meetings (i.e., convention planning meetings, Council Meetings, Michigan Forum, etc.)	A
* District 10 Convention	A
* Multiple District 11 Convention	B
* USA/Canada Forum	C

A = Mileage, room (where applicable), and meals for Executive Director only paid by State.

B = Mileage, room, and meals for Executive Director and spouse paid from Convention Funds.

C = Transportation, room, and meals for Executive Director only paid by State. Hotel allowance: Up to four nights. Meal allowance: Up to five days.

Holiday Bonuses
The dollar amount of any holiday bonuses shall be listed as a line item in the annual budget and approved by the Council of Governors.

Other Important Factors
The Executive Director shall promote and implement the decisions, deliberations, and policies of the Council of Governors throughout Multiple District 11.

The Executive Director shall perform new duties assigned by the Council of Governors. Should these additional assignments become a distraction from normal and/or regular duties, there shall be a review of workload with the Council of Governors.

Vacancy
If the office of Executive Director shall be vacated for any reason, the following procedures will be used to select a replacement:

1. The Council Chair shall appoint a Screening Committee composed of a Past Council Chair, a Past District Governor and a Lion member, all of whom must be from different sub-districts of the Multiple District, to review applications. The Council Chair shall name one of these members as Chair of the committee. This committee will develop a process for advertising, interviewing and hiring an individual for the position, and they will establish criteria based on the current job description. They will develop minimum requirements and a list of desired attributes. They will also discuss salary and benefits, when the person will be hired, and the amount of time required for training.

2. The Council Chair shall direct the Screening Committee to place ads in appropriate publications and websites, including the *Lion Pride* magazine and the Multiple District website. The ad shall state the deadline for applications.

3. The Screening Committee shall meet at a mutually agreeable time after the deadline for applications to review the received applications.

4. The Screening Committee shall interview candidates who appear to them to be likely choices for the position of Executive Director.

5. The Screening Committee shall recommend no more than three qualified applicants to the Council of Governors.

6. At a closed meeting, the Council of Governors shall interview the candidates recommended by the Screening Committee and select one as the new Executive Director. The deliberations of the Council of Governors shall be confidential and in executive session because personalities are likely to be discussed. If the Council of Governors rejects all candidates recommended by the committee, the application process will be reopened. The vote on the selection of the new Executive Director shall take place in an open session of the Council.

SECTION V
STATE TREASURER

DUTIES AND RESPONSIBILITIES

The State Treasurer is the chief financial officer for the Lions of Michigan. He/she is appointed by the Council of Governors in accordance with the Multiple District 11 Constitution and By-Laws, with no remuneration. If a vacancy occurs in the office of State Treasurer, an advertisement to fill the position will be placed in the *Lion Pride* magazine.

The Treasurer presents financial reports to the Council of Governors and is responsible for answering questions relating to such reports and other financial issues. Written reports and financial information shall be supplied by the Treasurer at the request of the Council of Governors.

Both the State Treasurer and the Executive Director are bonded and are authorized to sign checks for payment of bills. The State Treasurer is responsible for paying all bills and collecting all monies for the Lions of Michigan. The Treasurer shall collect dues from the Cabinet Secretary-Treasurer of each District of MD 11, based on reported membership totals listed by Lions International on July 1st and January 1st of each year. The Treasurer will also collect, deposit, and report dues allocations from Single District 10.

At the beginning of each fiscal year, it is the responsibility of the State Treasurer to explain to each of the Governors the Rules of Audit of LCI, as well as the dues breakdown for the Lions of Michigan.

The State Treasurer serves in an advisory capacity to the Liaison Committee, the All State Band Committee, the State Office, and the "Lion Pride Magazine."

Each year, the Treasurer shall develop a financial report to the Lions of Michigan to be presented at the Multiple District 11 Convention.

In conjunction with the annual audit by a certified public accountant, that State Treasurer shall prepare each year an audit report.

On or before the second regularly scheduled meeting of the Council of Governors, the State Treasurer shall submit a budget of the Lions of Michigan operation to the Council of Governors for approval, including the MD 11 Magazine and all other accounts directly or indirectly related to the Lions of Michigan.

The State Treasurer shall immediately contact the Council Chair about any financial irregularities.

The State Treasurer is expected to attend all Council Meetings and the Multiple District 11 Convention, and to pay bills relating to these activities. The State Treasurer shall attend the USA/Canada Forum annually. He/she will be reimbursed for the following expenses relating to attendance at Council Meetings and the Multiple District Convention: Mileage will be reimbursed in accordance with the current Lions International Rules of Audit. Organized meals and housing (single or double room during the meetings will be

reimbursed in full (receipts required). Reimbursement shall include the Treasurer's spouse when he/she accompanies the Treasurer to such meetings. The Treasurer will also be reimbursed for telephone calls and office expenses related to his/her duties as State Treasurer (receipts required). The State Treasurer (not spouse) shall receive reimbursement for travel to the USA/Canada Forum. Hotel allowance: Up to four nights. Meal allowance: Up to five days.

EVALUATION
The Council shall review the performance of the State Treasurer annually during its third meeting. The Council Chair will prepare a letter to the State Treasurer outlining the results of that review.

SECTION VI
STATE OFFICE

PUBLICATIONS
All official publications, including the Council Minutes, may be placed on state and district websites for general distribution excluding documents which contain personal addresses, phone numbers and emails, such as the "Who's Who in Michigan Lionism."

Council Meeting Minutes
Copies of the minutes of MD 11 Council Meetings shall be distributed to Governors, 1st and 2nd Vice Governors, Past International Directors, Lions Clubs International, and to members of the District Governors Advisory Committee and GMT and GLT Chairpersons. Electronic copies of the minutes are posted online on the Lions of Michigan State Office website.

Paper copies of the minutes of the MD 11 Council Meetings are available to Michigan Lion members not named in the above list @ $3.00 per copy, or $12.00 for a one-year subscription.

Multiple District 11 Convention Minutes
Paper copies of the minutes of the Multiple District 11 Convention are available to Lion members @ $3.00 per copy. An electronic version of the minutes is posted online on the Lions of Michigan State Office website.

Roster ("Who's Who in Michigan Lionism")
Copies of the Michigan Lions Roster ("Who's Who in Michigan Lionism") are available to Lion members @ $8.00 per copy. Fees must be paid in advance.

Constitution & By-Laws of Multiple District 11
Paper copies of the MD 11 Constitution & By-Laws are available to Lion members @ $3.00. Copies may be downloaded from the State Office website at no charge.

MD 11 Policy Manual
Copies of the MD 11 Policy Manual are available to Michigan Lion members @ $3.00. Copies may be downloaded from the State Office website at no charge.

STATE OFFICE EQUIPMENT AND PARAPHERNALIA
State flags may be borrowed from the State Office to honor a Lions International speaker at a District Convention. If the flag is not returned, the district will be billed for the cost of a new flag.

All other equipment and paraphernalia housed in the Lions of Michigan State Office is not to be removed or loaned out for use outside the office.

EQUIPMENT USE POLICY

State Office equipment is not available for personal use by individual Lions, use by Lions Clubs, or use by sub-districts of MD 11. The priority for use shall be: first, Council of Governors, State Office staff, MD 11 official functions, and MD 11 committee meetings in the State Office. No other use shall be allowed except by the unanimous consent of the Executive Director, State Treasurer and Council Chair.

All requests for use must be made to the State Office. All users shall sign an acknowledgment if removing the equipment from the office and agree to return it timely. The equipment shall be insured by MD 11. All users shall demonstrate proficiency in use of the equipment to the satisfaction of the MD 11 Executive Director, Treasurer or Council Chair before taking or using the equipment. No request for use will be confirmed more than 30 days before the requested date of use. Within 30 days before the requested date of use, the priorities will be determined and the requestor notified if the equipment will be available for requested use.

A. Conference phone

The conference phone will be available for use by the Lions of Michigan Service Foundation provided appropriate telephone jacks are installed in the conference rooms at the Lions State Office so the phone can be left set up.

B. Media Projector

Due to the cost and delicate nature of the equipment, use is restricted to Council of Governors, State Office, and MD 11 official functions. Any other use requires the unanimous agreement of the Executive Director, Treasurer and Council Chair. It is anticipated that no one other than these officers or State Office staff shall remove the projector from the State Office.

DEATH NOTICES

Death notices relating to a Past District Governor shall be sent to the Past District Governors in his/her district, the members of his/her Council, the President of the Past District Governors Association, and to the current Governors.

Death notices relating to Past International Directors from Michigan shall be mailed to Past District Governors, the President of the Past District Governors Association and the current Governors.

MAILING LISTS

Every effort will be made to protect the Lions International mailing list as published yearly. Equal protection will be given to the Multiple District mailing list. Individual District Governors have the authority to supply their district mailing list to anyone at their own discretion.

Our mailing list is useful to mail order businesses, politicians, solicitors, charities, other service organizations, and to Lions involved in Lion politics. While individuals can, through other means, obtain mailing lists, the Council of Governors should be prudent in the dissemination of such information.

SECTION VII
AWARDS

S.A. DODGE DISTINGUISHED SERVICE AWARD -

Nomination Requirements

Must be a member of a Lions Club in Multiple District 11 and in good standing.

Must have accomplished one or more of the following:

* Outstanding contribution toward promoting Michigan at the International level.
* Outstanding Lionistic achievement at the Multiple District level.
* Outstanding record on a MD 11 service committee and contributed significantly toward the success of that committee.
* Outstanding administrative contribution at the Multiple District level.
* Outstanding humanitarian achievement--not necessarily directly related to Lionism.

Selection Procedure

District Governors submit the names and accomplishments of candidates on a form provided by the State Office and approved by the Council of Governors. Each district will be limited to one candidate.

A coded identification number is given to each candidate. His/her name and district identification are removed, and he/she is only identified by this code number to assure that all candidates are considered by accomplishment only.

Each candidate's achievements are read by the Council of Governors. They then select by number the individual they believe to be the most worthy of this award.

When the numbered individual has been selected, a sealed envelope containing the name and number code then reveals the name which corresponds with the number selected.

The Executive Director and the Council Chair shall be responsible for setting up the coded numbering system.

General Information

This is a non-repetitive award. No one may receive more than one. The maximum number of S. A. Dodge Distinguished Service Awards to be given out each year shall be two—but two awards need not necessarily be presented.

Each year, the names of those who have received the S. A. Dodge Distinguished Service Award shall be published in the Official Convention Program. A medal and a plaque shall be presented to the recipients of this award at the Multiple District 11 Convention.

PRESIDENTIAL AND LEADERSHIP AWARDS FROM LCI

Nomination Requirements

Must be a member of a Lions Club in Multiple District 11 and in good standing.
Meets the requirements as set forth by the International President.

Selection Procedure

District Governors my submit one name for the Presidential Medal and two names for the Leadership Medal from their respective districts on the form provided by Lions International. Any Lion who has received the Ambassador of Good Will Award is ineligible to receive a Leadership or Presidential Medal. Lions International determines the number of awards given to each multiple district.

Each Governor will receive the nominations in the mail prior to the Council Meeting where the selections will take place. The Governors will review the nominations in advance and have their choices ready for the meeting.

MICHIGAN OUTSTANDING DISTRICT GOVERNOR AWARD -
To become a 100% Michigan Outstanding District Governor, a Governor must accomplish four out of six of the following. Individual Governors are responsible for reporting their accomplishments to the State Office; however, there is no "application form" for this award.

1. Meet all the requirements of the International District Governor 100% Award.

2. Show a net membership gain in his/her district. (Deaths and member loss from inherited status quo clubs not counted.)

3. Organize, re-organize, or re-build one Lions Club in his/her district. Individual Governors are responsible for certifying this achievement to the State Office.

4. Eighty percent participation in the White Cane Program (i.e., 80% of all clubs in the district using White Cane materials from the State Office)—to be documented on the District's M & A Reports. Individual Governors are responsible for reporting results to the State Office.

5. Seventy percent of clubs must be physically represented at the District Convention (at least one member from a club) or 50% of the clubs must be physically represented at the Multiple District Convention. Individual District Governors are responsible for providing documentation of the number of clubs that attended the District Convention.

6. Certify that the District has filed its Form 990 or Form 990EZ with the IRS on a timely basis.

SECTION VIII
MULTIPLE DISTRICT 11 CONVENTION

CONVENTION SITE
The Council of Governors approves the convention site. They can, for good and sufficient reason, remove the convention from any location that has been previously selected, in accordance with the Multiple District 11 Constitution and By-Laws.

Convention sites will be selected 25 months in advance. The MD 11 Convention Committee evaluates and reviews bid proposals and presents their recommendations to the Council of Governors for consideration.

CONVENTION CHAIR
The Council designates a member of the MD 11 Convention Committee to serve as committee chair. The Chair works with the MD 11 Convention Committee to develop a budget and a proposed agenda of activities for the convention. These items are subject to approval by the Council of Governors.

The District Governors will chair all activities of the convention and will work and communicate with the individual Vice Chairs who are responsible for specific events.

CAMPAIGN MATERIALS
Each candidate is entitled to one banner (4' x6') and two posters (14" x 22") in the main lobby with facility-approved attachment. The Sergeants-At-Arms shall enforce this rule. (Note: Placement of all campaign materials is subject to hotel policy.)

Any posters or banners concerning constitutional changes shall be limited to the same size and quantity as banners used by political candidates.

No person(s) may display or distribute any campaign literature in the area of the Lions Registration Desk or the Certification Desk at the Multiple District Convention.

Hospitality Rooms at the Multiple District 11 Convention must be closed by 1:00 a.m.

CERTIFICATION PROCEDURES

1. The hours for registration and certification of delegates and alternates shall be listed in the Official Convention Program.

2. No club delegate and/or alternate shall be certified as a convention delegate and/or alternate unless or until he/she has registered for the convention and has received a convention badge. Only certified delegates may vote at the convention.

3. Credentials personnel are recruited by the MD 11 Convention Committee.

4. No Credentials person may certify his/her own district.

5. Credentials personnel shall meet at a designated time and place, sufficiently prior to the opening of the Certification Desk to receive instructions.

6. Delegate/alternate forms will be distributed by the State Office and returned to same.

7. The number of delegates and/or alternates allowed for each club will be determined by the membership totals for each club as reported on the Membership Report two (2) months prior to the convention date. Each club in good standing is entitled to one delegate and one alternate for each 10 members who have been enrolled for at least one year and a day in the club, or major fraction thereof. Each certified delegate must be present in person to cast his/her vote.

8. Delegates and/or alternates who are not pre-certified:
   A. A Lion wishing to become certified must complete the delegate/alternate form at the Certification Desk at the convention.
   B. Said form must be signed by the Club President or Secretary. If no such officer is present at the convention, the form must be signed by the District Governor or District Governor-Elect (if duly elected by that time) of the district in which said club is located. Signing must take place in the presence of credentials personnel.

9. Changing a certified alternate to a duly certified delegate:
   A. The procedure for changing a certified alternate to a duly certified delegate will take place within the hour prior to the business session where voting will take place.
   B. The procedure to change a certified alternate to a duly certified delegate will be the same procedure as Item 6, sub-paragraph A, listed above.

10. A Credentials Report shall be made to the business session during the convention.

SPEAKER'S GIFT

The gift for the Multiple District 11 Convention speaker shall be purchased in consultation with current and/or past International Directors from Michigan. The cost shall not exceed $300.00 (with discretion to increase the amount for an International President or Vice President).

COURTESIES EXTENDED TO SD 10 GOVERNOR
Each year, there shall be a determination made between MD 11 and District 10 as to the courtesies that will be extended to the visiting District Governors at their respective conventions.

RAFFLES AND FUND RAISERS
No fund-raising activities shall be conducted by projects, clubs or districts at the MD 11 Convention.

COURTESY SEATING ARRANGEMENTS
Courtesy seating (i.e., among the first to be served at meals) shall be provided for handicappers and diabetics whenever feasible.

SECTION IX
IRS FILING REQUIREMENTS

Annually, each Lions Club, District, and Multiple District must file an information form with the IRS. Form 990 must be filed if gross receipts exceed $100,000. Form 990-EZ can be filed if gross receipts are more than $25,000 but less than $100,000. Form 990N may be filed online if gross receipts are less than $25,000.

Lions International furnishes a sample of these forms annually to each club. After having once filed, the IRS will normally send a blank form and instructions in subsequent years for filing the next annual return.

The Form 990 for the district or multiple district can be signed by any current officer. That would include the current District Governor, the immediate past District Governor, the Vice District Governor, the Secretary or the Treasurer. The preferred officer is the current District Governor. It is simply signed and mailed to the IRS. The return is due by November 15th for fiscal years ending June 30

In addition to possible penalties for willful failure to file, an entity, which fails to file, can be charged $10 a day for each day after the due date (up to a maximum of $5,000 for each taxable year). If IRS has formally requested a return, a delinquent responsible officer can also be charged $10 per day.

A copy of the Form 990 must be filed with the Attorney General of the State of Michigan, in compliance with the requirements of the Charitable Solicitations Act.

SECTION X
LION PRIDE MAGAZINE

The *Lion Pride Magazine* shall publish nine issues annually for the purpose of disseminating information to the Lions of Michigan. The size, format, and number of pages shall be determined by the Publication Advisory Committee, within the limits of the annual budget.

SECTION XI
ORGANIZATIONAL POLICIES

Each year the District Governors shall turn in to the Council Chair a completed Conflict of Interest Disclosure Statement by the end of the August Council Meeting.

CODE OF ETHICS

Lions of Michigan MD 11, Inc.'s mission can only be realized through a common code of ethics upheld by our Council of Governors, committees and employees.

- We fully support the Code of Ethics as stated by Lions Clubs International
- We expect integrity, honesty, and trustworthiness in our work; courage in our decisions; and dedication to Lions of Michigan's values and beliefs.
- We expect responsible action on behalf of the organization and are accountable and transparent to our constituents and to one another.
- We share information when appropriate without sacrificing confidentiality.
- We expect to be treated and to treat others with respect. We respect the opinions of and the differences among individuals.
- We expect fairness to be evident in our actions internally and externally. We are equitable in our decisions and mindful of their impact on other groups and people.
- We expect our actions to demonstrate our care for others and the community as a whole. We support each other in a humane manner. We care about the well-being of each other, the community, and Lions of Michigan MD 11, Inc. organization.

DOCUMENT RETENTION AND DESTRUCTION POLICY

With the advent of the Sarbanes-Oxley Act or SOX, destruction of business records must be carefully monitored. Lions of Michigan MD 11, Inc. have a written policy that outlines the length of time records must be retained, before which they cannot be destroyed. To prevent the accumulation of mountains of paper, documents will be reviewed annually and discard or destroy those that have passed the required retention period.

The following chart, based on one from the National Council of Nonprofit Associations, is a good basis for determining how long to retain documents.

Permanently	7 Years	5 Years	3 Years
Audit reports	Accounts Payable ledgers and schedules	Bank statements	Employment applications
Checks for important payments	Contracts, mortgages, notes – expired	Bank reconciliations	Correspondence – general
Contracts - still valid	Expense analyses, distribution schedules	Insurance policies – expired	Correspondence – customers and vendors
Correspondence on legal and important matters	Inventories: products, materials, supplies	Internal audit reports	Duplicate deposit slips
Deeds, mortgages and bills of sale	Invoices	Conflict of Interest disclosures	
Depreciation schedules	Payroll records and summaries		
Financial Statements – Year End	Personnel files – terminated employees		
Insurance records, claims, policies, etc	Time sheets		

Minutes, bylaws and charter	Withholding tax statements		
Patents and related papers			
Retirement and pension records			
Tax returns and worksheets			
Trademark registrations and copyrights			

DISCRIMINATION/HARRASSMENT POLICY

Lions of Michigan MD 11, Inc. is committed to providing a work environment that is free of unlawful discrimination. In keeping with this objective, Lions of Michigan MD 11, Inc. maintains a strict policy prohibiting unlawful harassment, including harassment based on any of the following categories: race, color, religion, sex, marital status, sexual orientation, pregnancy, disability, national origin, ethnicity or ancestry, age, or any other protected category.

In particular, sexual harassment is defined as any unwelcome conduct that would not have occurred but for the employee's gender, including but not limited to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that 1) has been made either explicitly or implicitly as a term or condition of an individual's employment or 2) is used as a basis for employment decisions such as promotions and benefits affecting such individual and other offensive behavior directed toward an employee because of or on account of his or her gender, which substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Other unwelcome sexual conduct in the workplace, whether physical, written, verbal or electronic, committed by anyone covered by this policy or guests also are prohibited. This includes, for example, offensive sexual flirtation, advances, propositions, abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually suggestive objects or pictures. An individual's claim that he or she "meant no harm", "did not mean to offend anyone", or intended the statement as a "joke" will not be a defense to a complaint of such inappropriate behavior. This policy applies to conduct which occurs in the workplace and also extends to conduct which occurs at any location that can be reasonably regarded as an extension of the workplace.

In addition to sexual harassment, Lions of Michigan MD 11, Inc. also prohibits all forms of harassment on any basis prohibited by discrimination laws, such as race, color, religion, sex, marital status, sexual orientation, pregnancy, disability, national origin, ethnicity or ancestry, age, or any other protected category. While it is not easy to define precisely what harassment is, it certainly includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, and other similar verbal, written, or physical conduct.

Any employee or Lion who believes he or she has been or is being harassed by a coworker, supervisor, or agent of Lions of Michigan MD 11, Inc. should immediately report the facts of the incident(s) and names of the individuals involved to his or her supervisor or, in the alternative, to the Council Chairperson, a District Governor, or the Executive Director. Employees who report harassment, in

good faith, should not fear any reprisal (also, refer to whistleblower policy). All employees should also immediately report any incidents of harassment they witness to a management representative.

After a report of harassment is received, an investigation by management will be undertaken promptly. Any supervisor, agent, or other employee who has been found by Lions of Michigan MD 11, Inc., after investigation, to have harassed another employee in violation of this policy will be subject to discipline that may range from a warning up to, and including, termination.

CONFLICT-OF-INTEREST STATEMENT

Reason for Statement
Lions of Michigan MD 11, Inc. is a nonprofit, tax-exempt organization, that depends on support from Lions throughout Michigan. Therefore, the operations of Lions of Michigan MD 1, Inc. first must fulfill all legal requirements. They also depend on the Lion's trust and thus are subject to scrutiny by and accountability to both governmental authorities and members Lions Clubs.

Consequently, there exists between Lions of Michigan MD 11, Inc. and its Council of Governors, and management employees a fiduciary duty that carries with it a broad and unbending duty of loyalty and fidelity. The Council of Governors and management employees have the responsibility of administering the affairs of Lions of Michigan MD 11, Inc. honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of Lions of Michigan MD 11, Inc. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Lions of Michigan MD 11, Inc. or knowledge gained there from for their personal benefit. The interests of the organization must have the first priority in all decisions and actions.

Persons Concerned
This statement is directed not only to the Council of Governors, but to all employees who can influence the actions of Lions of Michigan MD 11, Inc. For example, this includes all who make purchasing decisions, all other persons who might be described as "management personnel," and all who have proprietary information concerning Lions of Michigan MD 11, Inc.

Key Areas in Which Conflict May Arise
Conflicts of interest may arise in the relations of Council of Governors and management employees with any of the following third parties:

- Persons and firms supplying goods and services to Lions of Michigan MD 11, Inc.
- Persons and firms from whom Lions of Michigan MD 11, Inc. leases property and equipment
- Persons and firms with whom Lions of Michigan MD 11, Inc. is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property
- Competing or affinity organizations
- Donors and others supporting Lions of Michigan MD 11, Inc.
- Recipients of grants or support from Lions of Michigan MD 11, Inc.
- MD-11 projects, organizations, and associations that affect the operations of Lions of Michigan MD 11, Inc.
- Family members, friends, and other employees

Nature of Conflicting Interest
A material conflicting interest may be defined as an interest, direct or indirect, with any persons and

firms mentioned above. Such an interest might arise, for example, through

1. Owning stock or holding debt or other proprietary interests in any third party dealing with Lions of Michigan MD 11, Inc.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) by any third party dealing with Lions of Michigan MD 11, Inc.
3. Receiving remuneration for services with respect to individual transactions involving Lions of Michigan MD 11, Inc.
4. Using Lions of Michigan MD 11, Inc.'s time, personnel, equipment, supplies, or good will other than for approved Lions of Michigan MD 11, Inc. activities, programs, and purposes
5. Receiving personal gifts or loans from third parties dealing with Lions of Michigan MD 11, Inc.. Receipt of any gift is disapproved except gifts of nominal value that could not be refused without discourtesy. No personal gift of money should ever be accepted.

Interpretation of This Statement of Policy
The areas of conflicting interest listed in above, and the relations in those areas that may give rise to conflict, also listed above, are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that the Council of Governors and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described above exists does not mean necessarily that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material that upon full disclosure of all relevant facts and circumstances that it is necessarily adverse to the interests of Lions of Michigan MD 11, Inc.

However, it is the policy of the Lions of Michigan MD 11, Inc. that the existence of any of the interests described in above shall be disclosed on a timely basis and always before any transaction is consummated. It shall be the continuing responsibility of the Council of Governors and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Disclosure Policy and Procedure
Disclosure should be made according to Lions of Michigan MD 11, Inc. standards. Transactions with related parties may be undertaken only if all of the following are observed:

1. A material transaction is fully disclosed in the audited financial statements of the organization;

2. The related party is excluded from the discussion and approval of such transaction;

3. A competitive bid or comparable valuation exists; and

4. The Council of Governors has acted upon and demonstrated that the transaction is in the best interest of the organization.

Staff disclosures should be made to the Executive Director (or if he or she is the one with the conflict, then to the Council Chairperson), who shall determine whether a conflict exists and is material, and if the matters are material, bring them to the attention of the designated committee.

Disclosure involving Governors should be made to the entire Council of Governors.

The Council shall determine whether a conflict exists and is material, and in the presence of an existing material conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to Lions of Michigan. The decision of the Governors on these matters will rest in their sole discretion, and their concern must be the welfare of Lions of Michigan MD 11, Inc. and the advancement of its purpose.

WHISTLEBLOWER POLICY

In keeping with the policy of maintaining the highest standards of conduct and ethics, the Lions of Michigan MD 11, Inc. will investigate any suspected fraudulent or dishonest use or misuse of Lions of Michigan's resources or property by employees, District Governors, committee members, or volunteers.

Employees, District Governors, committee members, and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e., to act as "whistleblower"), pursuant to the procedures set forth below.

Reporting

A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to the Executive Director or, if suspected by a volunteer, to the committee chairperson supporting the volunteer's work. If, for any reason, a person finds it difficult to report his or her concerns to the Executive Director or the committee chairperson supporting the volunteer's work, the person may report the concerns directly to the Council Chairperson. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.

Definitions

Baseless Allegations

Allegations made with reckless disregard for their truth or falsity. Individuals making such allegations may be subject to disciplinary action by Lions of Michigan MD 11, Inc., and/or legal claims by individuals accused of such conduct.

Fraudulent or Dishonest Conduct

A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include

- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuit of a benefit or advantage in violation of Lions of Michigan MD 11, Inc.'s Conflict-of-Interest Policy
- Misappropriation or misuse of Lions of Michigan MD 11, Inc. resources, such as funds, supplies, or other assets
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked

Whistleblower
An employee, District Governor, committee member, consultant or volunteer who informs the Executive Director, Council Chair or a committee chairperson about an activity relating to Lions of Michigan MD 11, Inc. which that person believes to be fraudulent or dishonest.

Rights and Responsibilities

Supervisors
Supervisors, District Governors and committee chairpersons are required to report suspected fraudulent or dishonest conduct to the Executive Director or as otherwise directed in this policy. Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Baseless allegations
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person's rights under law
- Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Supervisors, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstances perform any investigative or other follow-up steps on their own. Accordingly, a supervisor who becomes aware of suspected misconduct
- Should not contact the person suspected to further investigate the matter or demand restitution
- Should not discuss the case with attorneys, the media, or anyone other than the chief executive
- Should not report the case to an authorized law enforcement officer without first discussing the case with the chief executive

Investigation
All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person and his or her supervisor. Investigations may warrant investigation by independent persons such as auditors and/or attorneys.

Whistleblower Protection
Lions of Michigan MD 11, Inc. will protect whistleblowers as defined below:

- Lions of Michigan MD 11, Inc. will use its best efforts to protect whistleblowers against retaliation. Whistleblower complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that Lions of Michigan MD 11, Inc. can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower.)

- Employees, consultants, and volunteers of Lions of Michigan MD 11, Inc. may not retaliate against a whistleblower for informing management about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistleblower's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistleblowers who believe that they have been retaliated against may file a written complaint with the Executive Director or as otherwise directed in this policy. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit the supervisor from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

- Whistleblowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy).

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