

North Carolina

MD-31 Lion's Policy & Procedures Manual

Officially Adopted & Approved May 1, 2010
By: North Carolina Lions Council of Governors

MD-31 Lion's Policy & Procedures Manual

"Preamble"

This MD-31 Lion's Policy and Procedures Manual is designed to provide policies and procedures to consistently operate our Multiple District in an efficient and cost effective manner. Should a conflict occur with our MD-31 Constitution and By-Laws, the Constitution and By-Laws will take precedence.

A. Policies and Procedures: (Cover-Page 1 and Index-Page 2)

1. State Lions Privacy Policy (Page 3)
2. Procedure for making changes to Policy and Procedures Manual (Page 3)
3. Policy on location of/access to Policy and Procedures Manual (Page 3)
4. Uniform Allowance 1st VDG/2ndVDG/DG, Council Chairperson, and State Secretary/Treasurer (Page 4)
5. Council Chairperson Selection Procedure (Page 4)
6. Council Chairperson's duties covered under budgeted item (Pages 5-6).
7. Vice Council Chairperson's responsibilities (Page 7)
8. State Secretary/Treasurer selection process(Page 7)
9. State Secretary Treasurer's duties covered under budgeted item (Page 8).
- 10.State Promotion Chairperson's duties covered under budgeted item (Page 9).
- 11.Free State Pin Promotion Policy (Page 10)
- 12.State Council/NCLF Meeting Room Expense Cost Sharing (Page 10)
- 13.North Carolina Lion's Hall of Fame Policy (Page 11)
- 14.Disaster Relief Plan for North Carolina Lions--Dated 2-1-1997 (Page 12)
- 15.Joe Wade Scholarship Agreement 3-15-2000 (Page 13)
- 16.Celebrate Liberty Agreement 3-15-2000 (Page 14)
- 17.NC Lions MD-31 State Convention Agreement 5-1-1999 (Pages 15-21)
- 18.North Carolina Lion's Web Sites Administration Policy (Page 22)

“NC Lions (MD-31) Privacy Policy”

North Carolina Lions (MD-31) recognizes the importance of protecting the private information of our members.

We have no legal authority or written permission to disclose any personal information of our members to third parties. Due to privacy concerns, information such as: names, addresses, email addresses, telephone numbers, etc. cannot be released to any third party.

Privacy Policy Approved: Council of Governors---August 12, 2006

“Procedure for making changes to Policy and Procedures Manual”

Any changes to the MD-31 Lion's Policy and Procedures Manual will be presented at an official “open” State Council meeting for understanding and/or revision.

Changes will be voted on at the next official “open” State Council meeting by the State Council members. A simple majority vote by the State Council members will be required for adoption of the changes.

Approved: At “open” State Council Meeting---May 5, 2007

Policy on location of/access to Policy and Procedures Manual

Copy of the MD-31 Lion's Policy & Procedures Manual can be viewed or secured as follows:

1. On MD-31 & NCLF Web Sites.
2. A hard copy can be secured from NCLF Office at a cost of \$5.00 .
3. A CD can be secured from NCLF Office at a cost of \$5.00 .

Approved: At “open” State Council Meeting---May 5, 2007

“Uniform Allowance 1stVDG/2ndVDG/DG, Council Chairperson, and State Secretary/Treasurer”

Uniform allowance for VDG/DG, Council Chairperson, and State Secretary-Treasurer shall be as follows:

1. 2nd Vice District Governors will determine their Official Blazer, pants, etc. prior to the start of their years as Vice District Governor. This uniform will be worn for both their 2nd Vice District Governor year and their year as District Governor. There will be an allowance of \$130.00 provided from the State Council Administrative Fund to help with the purchase of the Official Uniform.
2. An allowance of \$130.00 will be provided, from the State Council Administrative Fund, to the elected State Council Chairperson to help with the purchase of the Official Uniform to be worn during the year he/she will serve as Council Chairperson. The Council Chairperson uniform will match, as close as possible, the other members of the Council of Governors.
3. An allowance of \$130.00 will be provided, from the State Council Administrative Fund, to the elected State Secretary-Treasurer, to help with the purchase of the Official Uniform to be worn during the time he/she will serve as State Secretary/Treasurer. If State Secretary/Treasurer is reelected to a 2nd or 3rd term, and the uniform does not change, the allowance will cover 2 or 3 years as it does for the 2nd Vice District/1st Vice District Governor/District Governor's years. The State Secretary-Treasurer uniform will match, as close as possible, the Council of Governor's uniform.

Approved: At “open” State Council Meeting---May 5, 2007

“State Council Chairperson Selection Procedure”

Past District Governors interested in the position of Council Chairperson shall submit their name and resume of service by September 30th to the State Council Nominating Chairperson. After certifying qualifications, the names and copies of resumes are to be submitted to the currently serving 1st Vice District Governors no later than October 20th.

The currently serving 1st Vice District Governors will interview each candidate and make their selection by the majority of a secret ballot. One 1st Vice District Governor shall act as spokesperson for the group during these interviews.

The selection of the Council Chairperson shall be made at the November State Council Meeting.

The Council Chairperson so selected will be a voting member of the Council of Governors and while so serving shall not concurrently serve as a chairperson of any statewide committee.

Approved: By State Convention Delegates---April 23, 2006

“Council Chairperson’s Duties Covered Under Budgeted Item & NCLF”

A. Per Article VI, Section 4., of the International By-Laws:

Under the general supervision of the International Board of Directors, the multiple district Council chairperson shall be the coordinator of the multiple district and shall act on behalf of and upon delegation from the council of governors. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association;
- (b) Provide leadership, direction, and initiative for international and multiple district programs, goals, and long range planning;
- (c) Create and foster harmony and unity among district governors, and assist them solve issues;
- (d) Chair the multiple district convention and all council meetings;
- (e) Submit reports and perform such duties as may be required by the multiple district constitution and by-laws;
- (f) Perform such other administrative duties as may be assigned by the multiple district council of governors; and
- (g) Facilitate, at the close of his/her term of office, the timely presentation of all multiple district accounts, funds, and records to his/her successor in office

“Specifics”

1. State Council/NCLF Combined Meetings---1 day, 1 night, and Mileage back home will be covered by NCLF (Rules of Audit apply)---Remainder of weekend covered under State Council Chairperson’s budgeted Item.
2. NCLF Executive Meetings---Covered by NCLF (Rules of Audit apply).
3. USA/Canada Forum---Covered under State Council Chairperson’s budgeted item.
4. VIP Fishing Tournament---Covered under State Council Chairperson’s budgeted item.
5. Fall and Mid-Winter District Conventions---Covered under State Council Chairperson’s budgeted item.
6. District Governor Elect Training Sessions--- Covered under State Council Chairperson’s budgeted item.
7. Celebrate Liberty---Covered under State Council Chairperson’s budgeted item.
8. NCLF Budget Hearings---Covered by NCLF (Rules of Audit apply).
9. Special State Meetings requiring State Council Chairperson’s presence--- Covered under State Council Chairperson’s budgeted item.

(Continued on Page 6)

(Continued---Council Chairperson's Duties and Compensation Specifics)

10. North Carolina State Convention---Expenses not covered by State Convention are covered under State Council Chairperson's budgeted item.
11. International Convention, near the completion of the Council Chairperson's term of office,---Covered to the extent of available funds in State Council Chairperson's budgeted item.
12. Required Faxes, Postage, printing, phone calls, etc. covered under State Council Chairperson's budgeted item.

Notes:

- a. Council Chairperson gives report of Council of Governor's actions at all NCLF Board of Directors and Executive Committee meetings.
- b. Council Chairperson submits an article for each issue of the State newspaper.
- c. Council Chairperson works closely with the Council of Governors and State Secretary/Treasurer to formulate the State Council administrative budget.
- d. Council Chairperson works closely with the Council of Governors, State Promotions Chairperson, and State Secretary/Treasurer to formulate the State Promotions budget.
- e. Council Chairperson acts as MC for most of the functions at the NC State Convention.
- f. Council Chairperson acts as MC for State Breakfast and Caucus at the International Convention.
- g. Above duties and events are covered within the limit of the budgeted amount for Council Chairperson.

Items/Events Not Covered under State Council Chairperson's budgeted item:

1. District Cabinet Installations

Approved: At "open" State Council Meeting---May 5, 2007

“Vice Council Chairperson’s Responsibilities”

1. Coordinate Council of Governor’s activities at the International Convention, during their training and until they officially become District Governors.
2. Coordinate parade and other activities at the International Convention in the absence of the Promotions Chairperson and/or Council Chairperson.
3. Chair meeting(s) at the International Convention, after the Council has been sworn in, to officially elect their Council Chairperson and State Secretary-Treasurer.
4. Chair any Council of Governor’s meeting, if the Council Chairperson is not available.
5. Represent the Council of Governors at any function, when the Council Chairperson is not available.
6. Past practice has been that the Vice Council Chairperson is offered, and has first right of refusal, to serve in the State Promotion Chairperson position during the following Lion’s fiscal year.
7. Other functions as requested by the Council of Governors.
8. He/she is normally elected by the incoming Council at their training session in February and takes office at the beginning of the next Lions fiscal year.

Approved: At “open” State Council Meeting---May 5, 2007

“State Secretary/Treasurer Selection Process”

State Constitution, Article V, Section 2 States:

The New State council shall elect a State council Secretary-Treasurer, who in the discretion of the State Council, may be other than a State council member, to a one-year term. No Lion may serve as State Council Secretary-Treasurer for more than five (5) consecutive one-year terms. The new State Council may, at its discretion, consult with the outgoing State Council concerning the performance of that Council’s Secretary-Treasurer in considering the election of the Secretary-Treasurer for the new State Council.

1. Any active Lion interested in the position of State Secretary/Treasurer shall submit their name and resume of service to the State Nominations Chairperson by September 30th (received by September 30th.)
2. The Nominations Chairperson shall submit copies of all resumes received to each currently serving First Vice District Governor by October 20th (received by October 20th).
3. The currently serving First Vice District Governors will review these resumes, conduct interviews, and make their selection by a majority of a secret ballot. One First Vice District Governor shall act as spokesperson for the group during these interviews.
4. The selection of the State Secretary/Treasurer shall be made at the November State Council Meeting.

Approved: At “open” State Council Meeting---November 8, 2008

“State Secretary Treasurer’s Duties Covered Under Budgeted Item”

1. State Council Meetings---Covered under budgeted item.
2. Managing State Administrative and Promotion Funds---Covered under budgeted item.
3. USA/Canada Forum, during first year only for training purposes---Covered under budgeted item.
4. Vice District Governor Elects Training Session---If requested by State Leadership Chairperson, Covered under budgeted item.
5. Fall and Mid-Winter District Conventions---Covered under budgeted item.
6. District Governor Elect and Cabinet Secretary-Treasurer Training Sessions--- If requested by State Leadership Chairperson, Covered under budgeted item.
7. State Convention---Covered under budgeted item.

Notes:

- a. State Secretary/Treasurer works closely with the Council Chairperson and Council of Governors to formulate the State Council administrative budget.
- b. State Secretary/Treasurer works closely with the Council Chairperson, Council of Governors, and State Promotions Chairperson, to formulate the State Promotions budget.
- c. State Secretary-Treasurer, in conjunction with the State Council Chairperson, prepares the agenda for the State Council Meetings.
- d. State Secretary-Treasurer, in conjunction with the State Promotions Chairperson prepares the agenda for the State Promotions Committee Meeting.
- e. State Secretary-Treasurer prepares financial statements for the State Council Meetings and the State Promotions Committee Meetings.
- f. Above duties and events are covered within the limit of the budgeted amount for State Secretary-Treasurer.

Items/Events not covered under State Secretary/Treasurer’s budgeted item.

1. District Cabinet Installations
2. USA/Canada Forum (After 1st year)
3. VIP Fishing Tournament
4. Celebrate Liberty
5. International Convention

Approved: At “open” State Council Meeting---May 5, 2007

“State Promotions Chairperson’s Duties Covered Under Budgeted Item”

1. State Council & Promotions Meetings---Covered under budgeted item.
2. Fall & Mid-Winter District Conventions---Covered under budgeted item.
3. State Convention---Covered under budgeted item.
4. International Convention, if duties justify their presence as decided by the current Council of Governors---Covered under budgeted item.

Notes:

- a. Above duties and events are covered within the limit of the budgeted amount for the Promotions Chairperson.
- b. Promotions Chairperson gives report at all State Council Meetings.
- c. Promotions Chairperson promotes attendance at the International Convention at State Council Meetings, Fall and Mid-Winter District Conventions, State Convention, and with articles in the State Newspaper.
- d. State Promotions Chairperson works closely with the Council of Governors and the State Secretary-Treasurer to formulate the State Promotions Budget.

Items/Events not covered under State Promotions Chairperson’s budgeted item.

- a. District Cabinet Installations
- b. VIP Fishing Tournament
- c. Celebrate Liberty
- d. USA/Canada Forum (normally--Decision made by current Council of Governors)

Approved: At “open” State Council Meeting---May 5, 2007

Free State Pin Promotion Policy

Free State Pins and amount, to promote North Carolina at the International Convention, will be provided as follows:

1. Current District Governors---25 pins each.
2. Sitting Council Chairperson---25 pins.
3. 1st Vice District Governor ---50 pins each.
2nd Vice District Governors---25 pins each.
4. Sitting International Executive Officer---100 pins (per year).
5. Past International Executive Officer---25 pins.
6. Sitting International Director---100 pins (per year).
7. Immediate Past International Director (1 year) ---50 pins.
8. Past International Directors---25 pins each.
9. Winning State Pin designer---25 pins.

Approved: At "open" State Council Meeting---May 5, 2007

"State Council/NCLF Meeting Room Expense Cost Sharing"

Charges incurred, for meeting rooms/space during the State Council and NCLF combined quarterly meetings, will be shared by the State Council and the North Carolina Lions Foundation on an equal (50-50) basis.

Approved: At "open" State Council Meeting---May 5, 2007

“North Carolina Lions Hall of Fame”

Purpose: Recognize and Honor the State's most Outstanding Lions

Who Decides: Council of Governors

Nominations: Any District Governor may nominate and submit a resume for one (1) living and one (1) deceased Lion each year. For the living nominee, the presentation will be made by the recipient of last year's award who will be assisted by the Council Chairperson and the recipient's District Governor. For the deceased nominee, the presentation will be made by the Council Chairperson and the appropriate District Governor to the Family of the nominee if present. If the Family is not present, the District Governor will be responsible for making the presentation to the Family at an appropriate time and place. The deadline for (receipt) is January 31st, so that the State Council may decide inductees at its February meeting. Submissions should go to the State Secretary/Treasurer for distribution to the District Governors and Council Chairperson. Submissions should include pertinent information about the nominee including home Lions club, offices held, service activities, honors received, and current status.

Note: The current Lions, who have served as International Directors of Lions Clubs International, feel they have already been honored to a high degree by the Lions of North Carolina. They feel this award is for Lions who have not been so honored, and request that they not be considered for the “North Carolina Lions Hall of Fame” award.

Number Chosen: The State Council will select one (1) living and one (1) deceased Lion per year from the total nominations submitted for induction into the NC Lions Hall of Fame.

Induction: Honorees will be inducted or posthumously announced at the District Governor's Banquet during the Lion's State Convention.

Display of Honorees: Each Recipient's name and year will be shown at Camp Dogwood in an appropriate location. Honorees name and year may be shown on the North Carolina Lion's web site.

Approved: At “open” State Council Meeting---May 5, 2007

**Disaster Relief Plan for North
Carolina Lions
February 1, 1997**

The North Carolina Lions State Council of Governors, on February 1, 1997, adopted this Disaster Relief Plan developed by the Research and Long Range Planning Committee.

Definition of disaster - Earthquake, fire, flood, hurricane, tornado, or other events that cause widespread property damage and suffering to human beings.

State-wide or multiple district disaster- When a disaster strikes that involves more than one district within the state; it shall be the responsibility of the State Council Chairperson to coordinate the procedure outlined below.

Procedure:

1. Call a special Council meeting if deemed necessary.
2. Request funds from LCIF*.
3. Designate a Treasurer who receives and disburses funds and/or gift items.
4. Notify all clubs where to send funds
5. Assure that the Treasurer prepares a financial report and presents it to the State Council.

District disaster - When a disaster involves only one district in the state, the District Governor of that district assumes responsibility for coordinating the following procedure.

Procedure:

1. Call a special Cabinet Meeting if deemed necessary.
2. Request funds from LCIF*.
3. Designate the Cabinet Treasurer to receive and disburse funds and/or gift items.
4. Notify all clubs where to send funds and/or gift items.
5. Assure that the Treasurer prepares a financial report and presents it to the Cabinet.

*** All LCIF funds are spent and accounted for as designated by LCIF.**

JOE WADE SCHOLARSHIP AGREEMENT

GENERAL CONDITIONS

This agreement is between the NORTH CAROLINA LIONS FOUNDATION, INC. (NCLF) and the MD-31 STATE COUNCIL OF GOVERNORS (COUNCIL) The purpose of this agreement is to facilitate the obtaining of grants, contributions and donations, utilizing the NCLF Tax ID Number, for the Joe Wade Scholarship.

The Council agrees to abide by the CLUB USE OF NCLF TAX STATUS FOR PROJECTS POLICY as adopted by the North Carolina Lions Foundation Board of Directors on February 14, 1999.

FINANCIAL ACCOUNTING

Any and all grants, contributions and donations solicited and received shall be restricted for the use of carrying out the mission of the Joe Wade Scholarship Fund.

The funds shall be made payable to the NCLF and payees shall receive acknowledgments of their contributions.

Budgets shall be prepared by the Project Manager for submission to the NCLF.

The NCLF shall establish a line item in its accounting system for the Joe Wade Scholarship Fund. This shall be used for receipts, expenditures and reporting purposes. Status Reports shall be furnished by the NCLF to the Project Manager upon request.

Payment for all expenditures shall be made only upon proper documentation submitted by the Project Manager. The State Secretary Treasurer is authorized to approve expenditures.

REVISION OF AGREEMENT

This agreement may only be amended by the consent of the Council and the President of the NCLF.

ADDITIONAL SUPPORT

By approving the Agreement the NCLF assumes no obligation to provide any additional support other that stated here in.

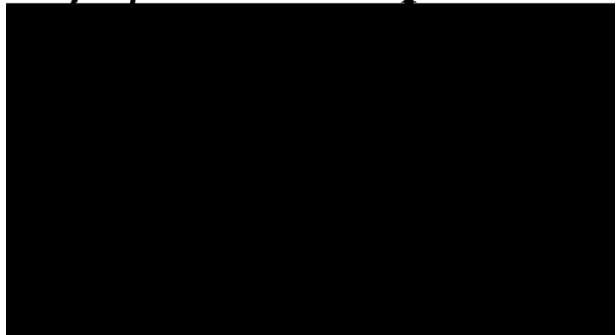
We the undersigned hereby agree to comply with the terms of this agreement, this the 15th day of March 2000.

Jerry L. Austin, President NCLF

Steve L. Walker, Executive Director

Edward D. Shivers, Council Chairperson

John B. Wall, State Sec-Treas.



Approved: By NC State Council and NCLF March 15, 2000

CELEBRATE LIBERTY AGREEMENT

GENERAL CONDITIONS

This agreement is between the NORTH CAROLINA LIONS FOUNDATION, INC. (NCLF) and the MD-31 STATE COUNCIL OF GOVERNORS (COUNCIL). The purpose of this agreement is to facilitate the obtaining of grants, contributions and donations, utilizing the NCLF Tax ID Number, for the Celebrate Liberty Project.

The Council agrees to abide by the CLUB USE OF NCLF TAX STATUS FOR PROJECTS POLICY as adopted by the North Carolina Lions Foundation Board of Directors on February 14, 1999.

FINANCIAL ACCOUNTING

Any and all grants, contributions and donations solicited and received shall be restricted for the use of carrying out the mission of the Celebrate Liberty Project.

The funds shall be made payable to the NCLF and payees shall receive acknowledgments of their contributions.

Budgets shall be prepared by the Project Manager for submission to the NCLF.

The NCLF shall establish a line item in its accounting system for the Celebrate Liberty Project. This shall be used for receipts, expenditures and reporting purposes. Status Reports shall be furnished by the NCLF to the Project Manager upon request.

Payment for all expenditures shall be made only upon proper documentation submitted by the Project Manager. The State Council Chairperson or State Secretary-Treasurer are authorized to approve expenditures.

REVISION OF AGREEMENT

This agreement may only be amended by the consent of the Council and the President of the NCLF.

ADDITIONAL SUPPORT

By approving the Agreement the NCLF assumes no obligation to provide any additional support other than stated here in.

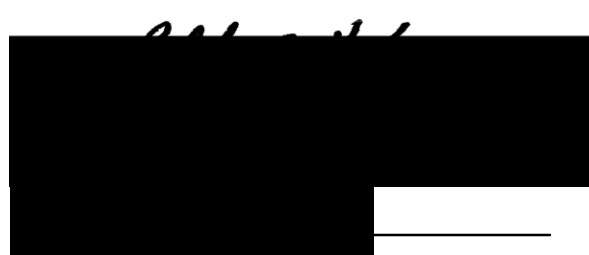
We the undersigned hereby agree to comply with the terms of this agreement, this the 14th day of August, 2000.

Ralph E. Hester, President NCLF

Steve L. Walker, Executive Director

James H. Sasser, Council Chairperson

John B. Wall, State Sea-Trees.

A large black rectangular redaction box covers the signature area of the NCLF representative. Above the box, the name "Ralph E. Hester" is handwritten in cursive. Below the box, there is a horizontal line for a signature.

Approved: By NC State Council and NCLF
August 14, 2000
Page 14

**North Carolina Lions
MD-31
State Convention
Agreement**

Between
The Council of Governors and the Host Lions Club(s)
(Revised and Approved 5-1-1999)

This agreement defines the responsibilities of the North Carolina Lions Council of Governors (referred to as The Council or Host Council) and the Lions Club(s) which agree to provide the Facilities, leadership and management for a Multiple District State Convention (Referred to as the Host Club).

Normally at their February meeting The Council will designate the Host Club(s), the city and the primary facilities for the State Convention two (2) years in advance (i.e. in February of 1996 the Host Club, city and primary facility for the 1998 State Convention were designated). The Convention Chairperson shall be recommended by the Host Club and appointed by The Council as soon as possible thereafter.

Prior to the Convention, the Convention Chairperson shall meet with The Council and present reports as follows:

3.1 At the August meeting of The Council serving as Host Council to the Convention.

3.1.1 A preliminary site report will be made.

3.1.2 A preliminary budget will be submitted for approval.

3.1.3 A Progress report detailing the planning to date will be made.

3.2 At the November meeting of the Host Council.

3.2.1 Submit a preliminary program for the entire Convention for updating and approving. This program shall be read in its entirety with copies to the members of The Council.

3.2.2 Make a detailed report on the progress of the planning, noting problems and concerns of the committee.

3.3 At the February meeting of the Host Council, held at the Convention site, the following reports need to be made:

3.3.1 Submit, for final update and approval, a program for the entire Convention, This program shall be read in its entirety with copies to the members of The Council.

3.3.2 Make a detailed report on the progress of the planning and/or problems and concerns of the committee.

3.4 At the May meeting of the Host Council.

3.4.1 Submit for review the final version of the program for the entire Convention. This program shall be read in its entirety with copies to the members of The Council.

3.4.2 Make a detailed report on the progress of the planning and/or problems and concerns of the committee.

4. The Host Club shall be responsible for the following:

4.1 The Host Club shall contract with the designated Convention Hotel and/or other locations to provide the facilities for the annual Lions State Convention. The activities normally requiring facilities are:

4.1.1 Thursday night dinner (does not have to be at the Convention Hotel) which is complimentary for the Host Council, State Secretary-Treasurer, Vice-District Governors, International Guests, Past International Officers, International Officer Candidate(s) and spouses or guests (one Guest per Lion). If not at the Convention Hotel, transportation must be provided. Average attendance, fifty (52) persons. The Thursday night dinner is to be covered in the Convention budget.

4.1.2 Friday night event at the discretion of the Host Council Average attendance 275-325 persons.

4.1.3 Saturday morning breakfast honoring Key Members and featuring Tail Twisters. Average attendance 350-400 persons.

4.1.4 Saturday all day - There must be a Registration area and Certification room.

4.1.5 General Convention session - Average attendance 250-300 Lions and guests.

4.1.6 Saturday noon or Sunday morning - A special luncheon or breakfast as designated by the Host Council honoring the Past District Governors. Average attendance 80-100 persons.

4.1.7 NC Lions Pin Traders Club (NCLPTC) - Provide a room with long tables and chairs for Friday and Saturday afternoon. Average attendees 30-40 persons.

4.1.8 Seminars - Provide rooms to accommodate 50-75 persons.

4.1.9 Hospitality Room(s) on Saturday afternoon as designated by the Vice District Governors.

4.1.10 District Governors' Banquet will be held Saturday evening. Average attendance 450-500 persons.

4.1.11 Service of Remembrance will be held Sunday morning. The average attendance is 300 persons.

4.1.12 District Cabinet meetings will be held Sunday morning. This requires one (1) room per District. Currently there are nine (9) districts.

4.1.13 General Convention session will be held Sunday morning. Average attendance is 350-450 persons.

- 4.1.14 District Governors and Vice-District Governors Elect Reception will be held Sunday morning.
- 4.2 Provide for the official gift for the Honored Guest Speaker. This gift is to be chosen as representative of the area and meeting the desires of the Honored Guest as indicated on his/her individual biographical data sheet. The Council Chairperson as the official host will receive this information from Lions Clubs International.
- 4.3 Compile the Official Program with the assistance of the Host Council.
 - 4.3.1 The Host Club shall make all arrangements as to the printing and distribution of the Official Program. Sale of ads for the program will offset this and other Convention expenses.
 - 4.3.2 Thirty (30) copies of the Official Program shall be delivered to the Host Council by the May meeting of the Host Council for distributing and mailing to the Host Council, candidates and dignitaries prior to the Convention.
- 4.4 The Host Club shall make arrangements for all Convention functions, meals and entertainment. At each of the planned functions and / or meetings, the following items shall be provided and in place prior to the start of the function or meeting.
 - 4.4.1 A United States flag, a North Carolina flag and the flag of the home country of the Honored Guest.
 - 4.4.2 A reliable sound system appropriate to the occasion.
 - 4.4.3 A piano for any function requiring one.
 - 4.4.4 An appropriate podium or speakers stand.
 - 4.4.5 Facilities at the General Sessions and Banquets to display all District Banners.
 - 4.4.6 Appropriate head table(s) for all occasions.
 - 4.4.6.1 At the District Governors* Banquet: Two (2) head tables are Required; one at floor level and one on a raised platform. Each table is to be draped and seat at least 26 persons.
 - 4.4.6.2 Key Members / Tail Twisters' Breakfast: One (1) head table draped and will seat at least twelve (12) persons.
 - 4.4.6.3 Past District Governors' Luncheon or Breakfast: Head table to be determined by the current President of the PDG organization.

4.4.6.4 Other special events and meals as requested by the Host Council.

4.4.6.5 General Sessions: Head table for twenty (20) persons and reserved seating for State Committee Chairs at the front of the room

4.4.6.6 District Meetings: Single table with podium and seating for 2 to 4 persons.

4.4.7 Corsages and boutonniere for the Host Council, Vice-District Governors, spouses and guest seated at the head tables at the District Governors' Banquet (approximately 52 persons).

4.4.8 Provide facilities and printed program for the Service of Remembrance working closely with the District Governor in charge of the service.

4.4.9 Establish prices for all meal functions, concurring with the Host Council.

4.4.9.1 Print and sell tickets (or provide an alternative method of accountability as approved by the Host Council) for all functions and meals.

4.4.9.2 Provide to the Host Council complimentary tickets for all meals and functions as follows:

Host Council and Spouses
Past and Present International Officers
International Guest and Spouse
State Secretary-Treasurer and spouse

4.5 Provision of a registration area with tables, chairs, other necessary equipment and personnel to register all Lions and guests.

4.5.1 All registrations are to be kept separate by Districts.

4.5.2 All materials are to be passed on to the succeeding State Convention Chairperson.

4.6 Provisions of a function room or area for the certification of delegates and alternates by the respective Cabinet Secretaries.

4.6.1 One table with three (3) chairs is required for each district. Currently we have nine (9) districts.

4.6.2 Delegate and alternate delegate cards are to be provided, to the District Cabinet Secretary / Treasurers, by the State Council Secretary / Treasurer.

4.7 Provision of the registration packets for all Lions and guests. These packets shall include, but not be limited to the following:

4.7.1 Official Convention Program.

4.7.2 Identification Badges (not the sticky back)

4.7.3 The current MD-31 trading pin for each registrant.

4.7.4 The Host Club and / or Host Council may wish to include brochures and advertising give-aways from area businesses or organizations.

4.8 Provision of a common area for the set-up of booths and displays as may be approved by the Host Council.

4.8.1 Sale of tickets for the benefit of Camp Dogwood will be in this area. (The Host Club shall contact the NCLF regarding these arrangements.)

4.8.2 The cost of the vendor booth space will be established by and paid to the Host Council.

4.8.3 Certain organizations may be granted a waiver of the booth rental at the discretion of the Host Council.

4.9 Pay all bills and accounts incurred as Convention expenses. These shall be kept in two separate and distinct categories.

4.9.1 State Administrative expenses.

4.9.2 Host Club expenses.

4.10 As soon as possible, but no later than the second meeting of The Council following the close of the Convention, a final financial statement for the Convention shall be submitted to the current Council of Governors for their approval and records.

4.11 The Host Club shall arrange to provide the following complimentary accommodations at the selected Headquarters Hotel / Motel for the Host Council and the Honored Guests.

4.11.1 Two (2) suites consisting of at least one (1) bedroom with an adjoining parlor. One of these is for the International Guest and one is for North Carolina's International Officer or most recent Officer.

4.11.2 Up to fourteen (14) bedrooms (for Past International Officers and the Host Council in attendance at the Convention. The actual number may vary.)

4.11.3 Three (3) complimentary rooms should, where possible, be relatively near each other for Past / Present International Officers.

4.12 Observe the Rules of Protocol as defined by Lions Clubs International and the Host Council.

4.12.1 Arrange transportation for the Honored Guest (s) to and from the airport and any other place deemed necessary during the course of the Convention.

4.12.2 Provide fruit and refreshments in the suite of the Honored Guest *as* indicated in the information from Lions Clubs International.

4.12.3 Provide fruit and refreshments in the suite of the North Carolina highest ranking International Officer,

4.12.4 Provide fruit in the rooms of the Past International Officers and the Host Council.

5. The Host Council shall be responsible for the following:

5.1 Assuring that the Convention Chairperson and others he designates, be placed on the mailing list to receive notification of The Council meetings, etc.

5.2 Providing the Welcome Banners owned by the State Council of Governors for display at the Convention.

5.3 Provide the International Flag Set for use at the Convention.

5.4 Assuring that each District Governor provides his District Banner for display at the Convention.

5.5 Appoint, at their earliest convenience, the District Governor in charge of the Service of Remembrance.

5.5.1 Provide the list of deceased Lions to the Host Club for printing purposes.

5.6 Set the rates for the Vendor Booths that are made available at the Convention site.

5.6.1 Determine if any organizations are to be given their booth space rent free.

- 5.7 Provide, in a timely manner, any photo or copy that is to be placed in the official Convention Program.
- 5.8 The Host Council will be responsible for paying any facility charges for meeting room areas due to our not meeting the reservation and attendance requirements as specified in the contract with the hosting facility.
6. The Host Club is to furnish a list of suggestions and a financial statement with actual attendance figures to the current Council of Governors at the August meeting following the Convention.

Note: The 1997-98 Council of Governors at the February 1998 Council Meeting, voted to establish a format for maintaining and recording the Past District Governors' List that is printed in the NC Lions State Convention Program. The approved format is: District by letter, the year served. District Governor's Name and the Home club name of the Governor the year he or she served as Governor. As in the past, the following indications are to be recorded; died in office, deceased, inactive, served as Council Chairperson and served as an International Officer.

North Carolina Lion's Web Sites Administration Policy

Using the World Wide Web is strongly encouraged in that it provides the Lions of North Carolina with a powerful tool to convey information quickly and efficiently on a broad range of topics relating to its activities, objectives, policies and programs.

Section 1: Each Web site shall have a clearly defined purpose that supports the mission of the International Association of Lions Clubs, the Lions of North Carolina and its respective districts and local subordinate clubs. The district governor, club president, or designee in accordance with official policies, shall approve the defined purpose and general content of the Web site.

- (a) Use of the name, goodwill, emblem and other logos of the association shall be according to the guidelines established in the by-laws of the International Association of Lions Clubs.
- (b) The Web site must abide by all laws regarding copyrights, trademarks, and other intellectual property.
- (c) Non-copyrighted material, text, clip art, hypertext links, images and sound or video clips may be used only if they directly relate to the association's mission.
- (d) The Web site shall not contain any advertisements or commercial endorsements, except those which the International Association, state, district or club has approved and is deemed appropriate.
- (e) The Web site shall not engage in the electronic sale of merchandise, merchandise commissioned by the International Association, or competing products, without the approval of the association, state, district or subordinate clubs.
- (f) The Web site shall not contain any links direct to any sites that contain material that is not appropriate to the mission of the International association.

Section 2: For the purpose of preventing duplication on the Web, a Web site shall normally be limited only to information for which the establishing organization is responsible.

Section 3: Consistent with other leadership responsibilities for public and internal communication, the decision whether or not to establish a Web site, and to publish appropriate information that supports the mission of the International Association of Lions Clubs, the Lions of North Carolina and its respective districts and local subordinate clubs, falls to the district governor, club president, or designee.

- (a) No individual member may own the rights to a Web site.
- (b) Passwords or other identifying user names shall be maintained by the organization, its respective districts or local subordinate club.
- (c) The Web site should include an email contact address for reaching the person managing the site, so visitors can report any problems or concerns.

Section 4: Editorial control of a Web site's contents shall be the responsibility of the organization.

- (a) The contents of a Web site must be updated at least quarterly and maintained.
- (b) A Web site that no longer provides accurate information about the organization, its leadership, programs or services, shall be discontinued and removed from the World Wide Web within a reasonable period of time.

Section 5: Who is responsible to review the club, district, and state Web sites and make recommendations to the State Council?

- (a) State Council "Information & Technology Committee".

Approved: At "open" State Council Meeting---August 11, 2007

Page 22

MD-31 Lion's Policy & Procedures Manual