

**Lions Clubs International MD-2
(Texas)**

POLICY MANUAL

REVISIONS APPROVED

August 4, 2017

MULTIPLE DISTRICT 2 TABLE OF CONTENTS

| | |
|--|----|
| Purpose | 1 |
| Council of Governors | 1 |
| Council Chairperson..... | 2 |
| Council Vice Chairperson | 3 |
| Council Secretary | 3 |
| Council Treasurer..... | 4 |
| Administrative Oversight Committee | 7 |
| Council of Governors Dress Code | 7 |
| Partners in Service..... | 8 |
| Council Chairperson Elect | 8 |
| First Vice District Governors | 9 |
| Council Chairperson Elect Elect | 10 |
| Second Vice District Governors..... | 11 |
| State Administrator | 12 |
| Financial Consultant..... | 12 |
| Legal Consultant | 13 |
| Convention and Elections | 14 |
| Rotation Schedule for Host Sub-District..... | 14 |
| Host Sub-District’s Responsibility for Expenses | 14 |
| Sub-District Host Committee | 14 |
| Convention Advisory Committee | 14 |
| Voting Process | 15 |
| Election Committee..... | 16 |
| Counting the Ballots and Determining Election Results..... | 17 |
| International Convention Committees | 18 |
| Parade Band Chairperson..... | 18 |
| Registration and Voting Chairperson..... | 19 |
| Hospitality Chairperson | 19 |
| Texas Breakfast Chairperson | 19 |
| Texas Caucus Chairperson..... | 19 |
| Gifts Chairperson | 19 |
| Travel Chairperson..... | 20 |
| Bulletin Chairperson | 20 |
| Texas Lions Camp Liaison..... | 20 |
| Texas Lions Foundation Liaison..... | 20 |

| | |
|--|----|
| Texas Lions Eyeglass Recycling Enter | 21 |
| International Family | 21 |
| Conflict of Interest Policy | 22 |
| Committee Chairpersons | 22 |
| Lions Alert Chairperson | 23 |
| Campus Club Chairperson | 24 |
| Constitution and Bylaws and Policy Manual Committee | 25 |
| Constitution and Bylaws and Policy Manual Chairperson | 26 |
| Diabetes Awareness Committee Chairperson | 28 |
| Information Technology Chairperson | 29 |
| Leader Dog Chairperson | 30 |
| Texas Leo Program | 31 |
| Formation of the Multiple District 2 Texas Leo District | 31 |
| Responsibilities of the Council of Governors | 31 |
| Texas Leo Club Chairperson..... | 32 |
| Lions Quest Committee Chairperson | 34 |
| World Services for the Blind Chairperson | 35 |
| Long Range Strategic Planning..... | 37 |
| Opportunities for Youth Contests | 37 |
| Responsibilities of the Council of Governors | 37 |
| Opportunities for Youth Contests Committee Chairperson(s)..... | 38 |
| Public Relations Chairperson | 41 |
| Youth Exchange Chairperson | 42 |
| Texas Lions Newsletter Editor..... | 44 |
| USA/Canada Lions Leadership Forum Liaison | 44 |
| Texas Hall of Fame | 44 |
| Other Council Business..... | 46 |
| State Pin Selection..... | 46 |
| Electronic Banking Provision | 46 |
| Promote Texas Fund | 47 |
| Purchasing Supplies and Equipment..... | 47 |
| Reimbursement | 47 |
| Council of Governors Meeting Expenses | 48 |
| Council Chairperson Expenses | 48 |
| Council Chairperson-Elect Expenses | 48 |
| Council Chairperson-Elect-Elect Expenses | 48 |
| District Governors Expenses..... | 49 |
| District Governors-Elect Expenses | 49 |
| First Vice District Governors Expenses..... | 49 |
| International Association of Lions Clubs Officers Expenses | 49 |
| Revision of the Policy Manual..... | 49 |
| Adoption of Revisions to the Policy Manual | 50 |

MULTIPLE DISTRICT 2

LIONS OF TEXAS

POLICY MANUAL

PURPOSE

The purpose of this Policy Manual is to provide for the operation of the Multiple District Council of Governors and the committees appointed by them. It is intended that this will help to continue the prestigious tradition of Texas Lionism. It is also intended that this will permit future Councils to benefit by the experience of past Councils and of the International Officers who have been elected from Texas.

COUNCIL OF GOVERNORS

1. The District Governors of the Sub-Districts within Multiple District 2 shall constitute the Council of Governors.
2. The Multiple District 2 Council of Governors shall include one Past District Governor who shall serve as Council Chairperson.
3. The Council of Governors of Multiple District 2 shall be the governing authority for the Lions of the State of Texas, with all powers of leadership residing with the District Governors.
4. Each member of the Multiple District 2 Council of Governors, excluding the Council Chairperson, shall have one (1) vote on each question requiring action of the Council of Governors.
5. Subject to the provisions of the Constitution and Bylaws of the International Association of Lions Clubs and of Multiple District 2, the Multiple District 2 Council of Governors shall administer the affairs of Multiple District 2. The International Association of Lions Clubs grants specific powers to the Council of Governors. Powers of the Council of Governors are defined in the Multiple District 2 Constitution and By Laws Article VI Section 3.pg 9.
6. The Council of Governors shall meet no less than four (4) times each year. A Council meeting may be for more than one (1) day duration if needed.
7. Formal decisions are to be made at scheduled meetings of the Council of Governors.
8. In the event of an unanticipated emergency, members of the Council of Governors may be contacted and polled to reach a decision, with ratification of that decision required to be made at the next formal Council meeting.

9. Regular or special meetings of the Council may be held through the use of alternative meeting formats, such as teleconferencing and/or web conference. Such action may be initiated with approval of the majority of the Council of Governors.

COUNCIL CHAIRPERSON

The Multiple District 2 Council Chairperson shall be the coordinator of the Council of Governors. He/she shall have been elected according to the provisions of the Constitution and Bylaws and Board of Directors policies of the International Association of Lions Clubs and the Multiple District 2 Constitution and Bylaws. The Multiple District 2 Council Chairperson shall serve for a one-year term only, and cannot serve in that capacity again. The Council Chairperson shall follow Robert's Rules of Order Newly Revised to conduct meetings of the Council of Governors and other meetings.

His/Her specific responsibilities shall be to:

1. Further the purposes of the International Association of Lions Clubs.
2. Provide leadership, direction, and initiative for the International Association of Lions Clubs and Multiple District 2 programs, goals, and long range planning.
3. Create and foster harmony and unity among the Sub-Districts of Multiple District 2 and assist the District Governors with solving issues.
4. Serve as the chairperson of all the meetings of the Council of Governors and the Multiple District 2 Convention.
5. Issue a call for the Council of Governors meetings through the Multiple District 2 Administrative Secretary.
6. Collaborate with the Multiple District 2 Administrative Secretary to prepare an agenda for each meeting of the Council of Governors, which shall be distributed to the First and Second Vice District Governors, the Texas International Family, the Multiple District 2 Committee Chairpersons, and others listed on the agenda at least fifteen (15) days prior to the meetings.
7. The Council Chairperson shall conduct a preliminary planning meeting of the Council prior to the regular Council meeting. The Texas International Family and the First and Second Vice District Governors shall be invited to attend.
8. Be knowledgeable about the duties of the committees and committee chairpersons appointed by the Council of Governors.

9. Maintain a working relationship with the Texas International Association Family.
10. Keep members of the Council of Governors aware of the activities of Lionism in general and especially within the State of Texas.
11. Serve as the Chairperson of the Multiple District 2 Administrative Oversight Committee.
12. Serve as a co-signer for Multiple District 2 disbursement of funds along with the Council Secretary, the Council Treasurer and the Vice Council Chair.
13. Receive the written request for the dispute resolution process as authorized by the International Association of Lions Clubs.
14. Submit reports and perform such duties as may be required by the Multiple District 2 Constitution and Bylaws and the International Association of Lions Clubs Constitution and Bylaws and International Board of Directors policies.
15. Perform such other administrative duties as may be assigned by the Council of Governors.
16. Facilitate, at the close of their term of office, the timely presentation of all Multiple District 2 accounts, funds and records to their successor in office.

COUNCIL VICE CHAIRPERSON

The Multiple District 2 Vice Chairperson of the Council of Governors shall be a member of the Council of Governors. This Governor shall be elected by the Council of Governors.

Their specific responsibilities are:

1. To preside at meetings and functions of the Multiple District Council of Governors during the temporary absence of the Multiple District 2 Council Chairperson.
2. Serve as a co-signer for Multiple District 2 disbursement of funds along with the Council Chair, Council Secretary, and the Council Treasurer.
3. Other duties assigned by the Council of Governors.

COUNCIL SECRETARY

The Multiple District 2 Council Secretary shall be a member of the Council of Governors. He/she shall be elected by the Council of Governors. The duties of the Multiple District 2 Council Secretary, under the supervision and direction of the Council of Governors, shall be to:

1. Work with the Multiple District 2 Administrative Secretary keeping an accurate record of the proceedings of all meetings of the Council of Governors.
2. Collaborate with the Multiple District 2 Administrative Secretary to forward copies of the record of proceedings within ten (10) working days after each meeting of the Council to all members of the Council of Governors for review, for any necessary correction, and for approval by the Council of Governors.
3. Assist the Council of Governors in conducting the business of Multiple District 2 and perform such other duties as may be assigned to him/her by the Council of Governors.
4. Serve as a co-signer along with the Council Chairperson, Vice Council Chairperson, and Council Treasurer for all Multiple District 2 disbursements.

COUNCIL TREASURER

The Multiple District 2 Council Treasurer shall be a member of the Council of Governors. He/she shall be elected by the Council of Governors. The duties of the Multiple District 2 Council Treasurer, under the supervision and direction of the Council of Governors, shall be to:

1. Be the custodian of Multiple District 2 Lions funds, unless directed otherwise by the Council of Governors, and serve as a co-signer along with the Council Chairperson, Vice Council Chairperson and Council Secretary for all Multiple District 2 disbursements.
2. In cooperation with the Multiple District 2 Administrative Secretary, receive and give proper receipts for all monies required to be paid by the Sub-District treasurers, deposit the same in a bank or banks designated by the Council of Governors, and disburse the same under the supervision and control of the Council of Governors by checks drawn against said deposits signed by himself/herself and countersigned by the Council Chairperson or other duly authorized member of the Council of Governors.
3. Establish or cause to be established, in cooperation with the Multiple District 2 Administrative Secretary, the Multiple District 2 accounting system and system of internal accounting controls in accordance with generally accepted accounting principles.
4. In cooperation with the Multiple District 2 Administrative Secretary, maintain proper books of account on the accrual basis for each of the separate Administrative and Promote Texas

Funds of Multiple District 2 and permit inspection of same by any member of the Council of Governors or any duly authorized agent of either the Council or a Lions Club in Multiple District 2 at any reasonable time for any proper purpose.

5. In cooperation with the Multiple District 2 Administrative Secretary, prepare or cause to be prepared interim accrual basis financial statements for the Administrative and Promote Texas Funds of Multiple District 2 in accordance with generally accepted accounting principles and which are to be presented and reviewed during each Council of Governors meeting.
6. In cooperation with the Multiple District 2 Administrative Secretary, prepare or cause to be prepared an annual budget which reflects the anticipated revenues and expenses for the Administrative and Promote Texas Funds for Multiple District 2, and present that budget to the Council of Governors at the first meeting.
7. Present the budget at all subsequent meetings of the Council of Governors for review of the revenues received and disbursements for expenses for comparison to those that were anticipated in the budget presented at the first meeting of the Council to determine if revision of the budget is needed.
8. In cooperation with the Multiple District 2 Administrative Secretary, prepare or cause to be prepared annual accrual basis financial statements for the Administrative and Promote Texas Funds in accordance with generally accepted accounting principles at year-end in comparison to the annual budget which reflects the financial condition of Multiple District 2 for the year completed.
9. In cooperation with the Multiple District 2 Administrative Secretary, insure that an Annual Audit or Review (whichever is deemed necessary with an Annual Audit being conducted at a minimum of every two years) by a Certified Public Accountant (CPA) selected by the Council of Governors by November 1 each year or as soon thereafter as practical.
10. In cooperation with the Multiple District 2 Administrative Secretary, insure that preparation and timely submission of required Federal and/or State tax returns are completed by their respective due dates.
11. In cooperation with the Multiple District 2 Administrative Secretary, insure that an internal review of the books of account and related records is completed by a knowledgeable person selected by the Council of Governors during each year on a periodic basis.
12. Maintain and adhere to all accounting procedures established and approved by the Council of Governors.
13. In cooperation with the Multiple District 2 Administrative Secretary, collect Multiple District 2 per capita dues for the Administrative and Promote Texas Funds from each Sub-District on a timely basis.

14. In cooperation with the Multiple District 2 Administrative Secretary, maintain or cause to be maintained the Multiple District 2 dues records for each Sub-District and establish or cause to be established controls and maintenance of controls over billing.
15. Once arrangements have been made by the Multiple District 2 Council of Governors for electronic banking, follow the security procedures established by the bank(s) selected by the Council of Governors for electronic billing, electronic receipt, and deposit of dues and other funds from individual Lions Clubs and Sub-District treasurers, and the disbursement of Multiple District 2 funds.
16. Disallow funds to be advanced from the Administrative fund without prior approval by the Council of Governors; or the disbursement of Promote Texas Funds without the recommendation of the Promote Texas Committee and the approval of the Council of Governors.
17. Require that all disbursements be reported on a standard expense reporting form with invoices for the expended amounts attached to the reporting form.
18. Insure that reimbursements from the Multiple District 2 funds are in compliance with the “General Reimbursement Policy” of the International Association of Lions Clubs.
19. Insure that all the bills of Multiple District 2 are paid in a timely manner as invoiced or as justified with a statement of charges and disbursements are only made when approved by the Council of Governors and included in the approved budget.
20. In cooperation with the Multiple District 2 Administrative Secretary insure that perpetual inventory records are maintained on all merchandise items purchased for resale by Multiple District 2, such as vests, International Parade Uniform items, and Texas flags.
21. In cooperation with the Multiple District 2 Administrative Secretary, insure that all items sold out of the Multiple District 2 office have sales invoices generated with appropriate invoice controls.
22. Maintain an impressed petty cash fund.
23. In cooperation with the Multiple District 2 Administrative Secretary, insure that all bank accounts are reconciled to the books of account on a monthly basis.
24. Receive from the Multiple District 2 Leo Chairperson, a properly prepared and adopted budget which is in compliance with the provisions of the Standard Leo Club Constitution and Bylaws as approved by the International Association of Lions Clubs Board of Directors and which contains details about anticipated income and expenditures and include the

amount that has been voted on and approved by the Council of Governors and the Multiple District 2 Texas Leo Council in the annual Council of Governors budget.

ADMINISTRATIVE OVERSIGHT COMMITTEE

The Multiple District 2 Administrative Oversight Committee shall consist of seven (7) members: the Council Chairperson, two (2) District Governors, who shall be selected by the Council Chairperson, the Council Chairperson-Elect, a First Vice District Governor who shall be selected by the Council Chairperson-Elect, a Second Vice District Governor who shall be selected by the Council Chairperson-Elect-Elect and the Immediate Past Council Chairperson. The current Council Chairperson shall serve as the Committee Chairperson.

The specific responsibilities of the Multiple District 2 Administrative Oversight Committee shall be to:

1. Monitor the work activities, salaries, benefit schedules, and expenses related to Multiple District 2 administration.
2. Conduct a semi-annual performance review for employees in their first year of employment, completing the reviews by December 1 and June 30 for each employee.
3. Conduct an annual performance review, completed by June 30, for each employee after their first year of employment.
4. Report the results of the performance review to the Council of Governors.
5. Make recommendations for changes in employment status, salaries, and benefits for any employee. However, such recommendations shall not be implemented without the approval of the Council of Governors. The decision of the Council of Governors shall not conflict with Federal regulations.

COUNCIL OF GOVERNORS DRESS CODE

In promoting the Multiple District 2 image of Lionism, members of the Council of Governors should dress to make a most favorable personal presentation of themselves to the other Lions of the world and the general public. The recommended appropriate types of attire are the following:

1. **STANDARD ATTIRE:** Blazer, dress slacks (or skirt for ladies), white dress shirt (or blouse for ladies), Lions tie (or scarf for ladies), and black dress shoes or boots. The color and style of the first four (4) items shall be at the discretion of the Council.

2. FORMAL ATTIRE: Dinner jacket, dark tuxedo trousers, and black shoes. The choice of a white or dark dinner jacket is the option of the Council as is the choice of a formal evening gown for the lady Council members.

3. RECOMMENDED ATTIRE FOR THE SPECIFIC FUNCTIONS:

| <u>MD-2 Council Meetings</u> | <u>MD-2 Convention</u> | <u>International Convention</u> |
|---------------------------------|---------------------------|--|
| Council Meeting-Standard Attire | Meetings-Standard Attire | Parade-Parade Uniform |
| Saturday Banquet-Formal Attire | Banquet-Formal Attire | Banquets-Formal Attire |
| Other Times-Optional | Necrology-Standard Attire | Show-Standard Attire |
| | | Swearing In Ceremony- Standard Attire |

Attire at other functions is at the option of the Council of Governors.

PARTNERS IN SERVICE

The Partners in Service of the District Governors may arrange meetings and programs for other Partners in Service during the times the Council of Governors, First Vice District Governors, and Second Vice District Governors have their meetings. The Partner in Service of the Council Chairperson may act as the coordinator of such activities and programs.

COUNCIL CHAIRPERSON-ELECT

The Council Chairperson-Elect shall be a Past District Governor of Multiple District 2. He/She shall have been elected according to the provisions of the Constitution and Bylaws of Multiple District 2. He/She shall serve a one-year term as Council Chairperson-Elect and may not serve in that capacity again. The Council Chairperson-Elect is expected to follow Robert's Rules of Order Newly Revised when conducting meetings.

The duties of the Council Chairperson-Elect shall be to:

1. Act for the Council Chairperson in the absence of the Chairperson and Vice Council Chairperson with the approval of the Council of Governors.
2. Evaluate the achievements of the Multiple District 2 appointed Committees and report such findings to the Council Chairperson.
3. Serve as the Chairperson of the Council of First Vice District Governors.

4. Preside at all meetings of the Council of First Vice District Governors.
5. Be a non-voting member of the Council of First Vice District Governors.
6. Be responsible for the training, the orientation, and coordination of the First Vice District Governors in becoming familiar with the responsibilities and duties of the Council of Governors to ensure an orderly transition between the two Councils.

The Council Chairperson-Elect is expected to attend all Council of Governors meetings, the Multiple District 2 Convention, all special training provided by Multiple District 2, and all other meetings and special events provided by Multiple District 2 including those at the Texas Lions Camp. The Council Chairperson-Elect shall be encouraged to attend the convention of the International Association of Lions Clubs.

FIRST VICE DISTRICT GOVERNORS

The First Vice District Governor, subject to the supervision and direction of the District Governor, shall be the chief administrative assistant to the District Governor. His/Her specific responsibilities shall be, but are not limited to:

1. Furthering the purposes of the International Association of Lions Clubs.
2. Performing such administrative duties as assigned by the District Governor.
3. Performing such other functions and acts required by the International Board of Directors.
4. Participating in the cabinet meetings, conducting meetings in the absence of the District Governor, and participating in Council of Governors meetings as appropriate.
5. Assisting the District Governor in reviewing the strengths and weaknesses of the clubs in the district, identifying the existing and potentially weak clubs and establishing plans for strengthening them.
6. Conducting club visitation as the representative of the District Governor when requested by the District Governor.
7. Act as Liaison for the District Governor Team with the Global Membership Team.
8. Working with the District Convention Committee and assisting the committee to plan and conduct the annual district convention and assisting the District Governor to organize and promote other events within the district.
9. Supervising other district committees at the request of the District Governor.

10. Participating in the planning of the next year, including the district budget.
11. Familiarizing their self with the duties of the District Governor so that, in the event of a vacancy of the office of the District Governor, they would be better prepared to assume the duties and responsibilities of said office as the acting District Governor until the vacancy is filled according to the Bylaws and rules of procedure adopted by the International Board of Directors.
12. Shall actively engage in all matters to be continued in the district during the next year.

The First Vice District Governor is expected to attend the Council of Governors meetings, the Council meetings of the First Vice District Governors, all special training and orientation provided by Multiple District 2 and LCI, the annual Multiple District 2 Convention, and other special meetings and events of Multiple District 2 including those held by the Texas Lions Camp.

COUNCIL CHAIRPERSON-ELECT-ELECT

The Council Chairperson-Elect-Elect shall be a Past District Governor of Multiple District 2 and shall be elected in accordance with the Constitution and Bylaws of Multiple District 2. The Council Chairperson-Elect-Elect shall serve a one-year term as Council Chairperson-Elect-Elect and may not serve in that capacity again. The Council Chairperson-Elect-Elect is expected to follow Robert's Rules of Order Newly Revised when conducting all meetings.

The duties of the Council Chairperson-Elect-Elect shall be to:

1. Serve as the Chairperson of the Council of Second Vice District Governors.
2. Preside at all meetings of the Council of Second Vice District Governors.
3. Be a non-voting member of the Council of Second Vice District Governors.
4. Keep the Council of Second Vice District Governors informed about Lionism in the International Association of Lions Clubs and particularly in the Multiple District 2 of Texas.
5. Be responsible for the coordination of training and orientation of the Second Vice District Governors in becoming familiar with the responsibilities and duties of the Council of Governors.

SECOND VICE DISTRICT GOVERNORS

The Second Vice District Governor, subject to the supervision and direction of the District Governor, shall be an assistant in the administration of the district and a representative of the District Governor.

The specific responsibilities of the Second Vice District Governor shall be, but are not limited to:

1. Furthering the purposes of the International Association of Lions Clubs.
2. Performing such administrative duties assigned by the District Governor.
3. Performing such other functions and acts as required by the International Board of Directors.
4. Participating in the cabinet meetings and conducting meetings in the absence of the District Governor and participating in the Council of Governors meetings as appropriate.
5. Familiarizing their self with the health and status of the clubs in the district and assisting the District Governor and the First Vice District Governor in identifying and strengthening the existing and potentially weak clubs.
6. Conducting club visitation as the representative of the District Governor when requested by the District Governor.
7. Assisting the District Governor and First Vice District Governor in planning and conducting the annual district convention.
8. Working with the District Governors Team and assisting the team to prevent loss of clubs and members, particularly due to inactive club administration and/or financial problems or negligence.
9. Working with the District Lions Clubs International Foundation (LCIF) Coordinator and assisting the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF.
10. Working with the District Information and Technology Chairperson and assisting the committee to promote the use of the International Association of Lions Clubs' web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.
11. Act as the Liaison for the District Governor Team with the Global Leadership Team.

12. Supervising other district committees at the request of the District Governor.
13. Assisting the District Governor, First Vice District Governor, and the cabinet in planning for the next year.
14. Becoming familiar with the duties of the District Governor so that, in the event of a vacancy in the offices of the District Governor and the First Vice District Governor, one would be better prepared to assume the duties and responsibilities of said offices as the acting District Governor or acting First Vice District Governor until the vacancies are filled according to the Bylaws and rules of the procedure adopted by the International Board of Directors.

The Second Vice District Governor must attend the Council of Governors meetings, all meetings of the Council of the Second Vice District Governors, all special training and Orientation offered by Multiple District 2 and LCI, the annual Multiple District 2 Convention, and all other special meetings and events of Multiple District 2 including those held at the Texas Lions Camp.

STATE ADMINISTRATOR

The duties of a State Administrator will include any or all of the duties of the Council Secretary and the Council Treasurer, and also provide assistance to the Council Chairperson in the day-to-day functions of the Multiple District. This position may at the discretion of the Council of Governors be either an employee of the Multiple District or contracted to a service provider to fulfill this function. Oversight of this position will be by the Council of Governors or a committee chosen by the Council.

FINANCIAL CONSULTANT

The Council of Governors may determine the need for a financial consultant for Multiple District 2. Approval by a two-thirds (2/3) vote of the entire Council of Governors shall be required prior to contracting for a financial advisor requiring the expenditure of funds.

Prior to contracting for the services of financial consultant, the Council shall have a written description of the specific services that are necessary and the method by which the Council shall evaluate the services provided by the financial consultant.

Any compensation for services provided by a financial advisor shall be included in the annual budget developed and approved by the Council of Governors, approved by two-thirds majority vote of the entire Council of Governors, and comply with the policies of the International Association of Lions Clubs and the Constitution and Bylaws of Multiple District 2.

Whether compensated for services or volunteering services, a financial consultant shall be required to have the following qualifications:

1. Be licensed to practice as a financial consultant in the State of Texas.
2. Have several years of successful experience as a financial advisor and have demonstrated knowledge about sound investment practices.
3. Have demonstrated skill in the development of investment policy statements.
4. Be of high moral character and well respected in the community.
5. Have adequate time to be available to the Council of Governors when needed.
6. Have the ability to explain recommendations and/or concerns to the Council of Governors in terms which are easily understood.
7. Be familiar with the policies of the International Association of Lions Clubs.

LEGAL CONSULTANT

The Council of Governors may include a legal consultant as a non-voting and unpaid member of the Council. Approval for an individual to serve as a legal consultant shall require a two-thirds (2/3) vote of the entire Council of Governors. The legal consultant shall be required to have the following qualifications:

1. Is an attorney licensed to practice in the State of Texas.
2. Be of high moral character.
3. Be knowledgeable about basic labor and business law and other areas of concern to the Council of Governors.
4. Be knowledgeable about the legal policies of the International Association of Lions Clubs.
5. Must be a Lions Club member, in good standing, of a club in Multiple District 2 and be willing to serve without compensation.
6. Have sufficient time, energy, and resources to be available to the Council of Governors as needed.
7. Have excellent verbal and written skills.

CONVENTION AND ELECTIONS

Rotation Schedule for Host Sub-District:

The rotation schedule is as Published in the MULTIPLE DISTRICT 2 CONSTITUTION & BYLAWS Pg11 Art. VII, Sec 8.

Host Sub-District's Responsibility for Expenses:

The Sub-District which hosts the Multiple District 2 Convention shall be responsible for providing the funding for the expenses of the Multiple District 2 Convention.

Sub-District Host Committee:

The host Sub-District shall be the Sub-District in which the Chairperson of the Council of Governors resides and holds their Lions Club membership.

As the Chairperson of the Multiple District 2 Convention, the Council Chairperson may appoint a District Host Committee Chairperson and one or more other committee chairpersons such as Housing and Registration, Banquets and Luncheons, Partners in Service Activities, Publicity, and a Secretary/Treasurer or Secretary and Treasurer for the District Host Committee.

The District Host Committee shall:

1. Closely coordinate Convention functions and activities with the Multiple District 2 Convention Committee, and shall solicit that committee's advice.
2. Consider available hotels for use as the headquarters hotel by determining the number and size of meeting rooms, banquet facilities, availability, and number of guest rooms.
3. Provide status reports to the Council of Governors.
4. After the Council approves the hotel, negotiate for the necessary items which might include, but is not limited to:
 - a. Cost of guest rooms and number of complimentary rooms;
 - b. Parking facilities, including motor homes;
 - c. Availability of equipment for meeting rooms.

Convention Advisory Committee:

The membership of the Multiple District 2 Convention Advisory Committee shall be the three (3) most immediate Past Council Chairpersons. The most immediate Past Council Chairperson shall serve as chairperson of the Committee.

The Multiple District 2 Convention Advisory Committee shall provide assistance to the Multiple District 2 Sub-District Host Committee in the organization and conduction of the Multiple District 2 Convention. Should the Council of Governors decide that it is apparent that the Multiple District 2 Sub-District Host Committee has not or cannot make adequate preparation for the Convention in a timely manner; the Council may request that the Multiple District 2 Convention Advisory Committee assume the planning and operation of the Convention under the supervision of the Council of Governors.

Voting Process:

1. Voting procedures during the annual Multiple District 2 elections shall be in compliance with the International Association of Lions Clubs Constitution and Bylaws, the Multiple District 2 Constitution and Bylaws, and this Policy Manual.
2. Voting during the Multiple District 2 elections shall be by individual secret ballot. Each delegate or the alternate present at the convention shall be entitled to cast one (1) vote on every question or candidate on the ballot. Absentee voting or voting by proxy is not allowed.
3. Each chartered Lions Club in Multiple District 2 which is in good standing with the International Association of Lions Clubs, Multiple District 2, and their respective Sub-District, shall be entitled in each annual convention of Multiple District 2 to delegates as provided in Article VII Section 2 Club Delegate Formula of the Multiple District 2 Constitution and Bylaws.
4. Endorsement for International Candidates must be as established in Multiple District 2 Constitution and Bylaws, Bylaws Article 1 Section 1.
5. A Quorum is as established in the Multiple District 2 Constitution and Bylaws, Article VII, Section 5. A majority of the delegates in attendance at any session of a Multiple District Convention shall constitute a quorum. A Multiple District Convention consists of multiple sessions. Each Sub-District convention serves as a session as well as the Multiple District Convention, which is the final session.
6. Voting for all Multiple District 2 elections shall be held at any time while the Sub-District convention is in session.
7. Individual ballots and voter registration forms for Multiple District 2 elections shall be prepared and provided by the Multiple District 2 State Administrator at the direction of the Council of Governors for each Sub-District.
8. Each Sub-District shall receive voter registration forms, including an original and a carbonless copy, which shall be used to register each voter at the time of voting. An election

judge appointed by the District Governor, and confirmed by the District Cabinet, shall print the voter's name and the voter shall sign the voter registration form. Each Sub-District will receive sufficient sequentially numbered ballots for each voting delegate with each ballot being an original and a carbonless paper copy.

9. Each registered voter shall receive a ballot for voting. The voter shall separate the completed ballot and place the original ballot in the ballot box marked "RETURN TO STATE OFFICE BALLOT BOX" and place the carbonless copy in the ballot box marked "RETAIN IN DISTRICT BALLOT BOX."
10. Ballot boxes are to be sealed immediately upon the conclusion of the allowed voting time with the sealing label provided to the District Governor. All ballots and registration forms, including those which are cancelled and/or unused, shall be returned to the Multiple District 2 State Office.
11. At the discretion of each District Governor, the ballot boxes containing the original ballots completed during voting shall be returned to the Multiple District 2 State Office by either priority mail, overnight mail, or personal delivery (if convenient) by the close of the business day on the Tuesday immediately following the election held in his/her Sub-District. The ballot boxes are to be mailed with a Request for Confirmed Receipt to: Lions of Texas Multiple District 2 State Office, P.O. Box 294509, Kerrville, Texas 78029.
12. The District Governor shall retain the ballot box marked "RETAIN IN DISTRICT" which contains the carbonless copies of the ballots and bring that box to the Election Committee prior to the scheduled time for counting the Ballots. The District Governor shall not count these duplicate ballots or open the sealed ballot box except as described in these policies for counting the ballots and determining the election results.
13. Any candidate may designate a poll watcher in each Sub-District.
14. Except as otherwise provided herein, the decision of the majority on any question shall be binding on all Lions. In the event of three or more qualified candidates running for any office, a plurality shall elect. In the event of tie votes the decision shall be determined by a lot vote.
15. Electronic Voting may be allowed provided the Tabulation is completed at the MULTIPLE DISTRICT 2 State Convention only. There will be no preview of votes until opened for tabulation. All secrecy measures must remain in place to allow for electronic voting

Election Committee:

The Multiple District 2 Election Committee shall consist of the Immediate Past Council Chairman who shall serve as Chairman, a District Governor chosen by the Council of

Governors, and the President of the Past District Governors Association. The Election Committee may, by majority vote, add two additional members to assist in the work of the Committee.

All members of the Election Committee shall be from different Sub-Districts. If the President of the Past District Governors Association is from the same Sub-District as either the Immediate Past Council Chairman or the selected District Governor, the President of the Past District Governors Association shall appoint another officer of that Association to serve as its representative on the Committee.

Counting the Ballots and Determining Election Results:

The following procedures shall be followed for counting the ballots and determining the election results:

1. After all original ballots are received in the Multiple District 2 Office, the Multiple District 2 Election Committee shall meet at the Multiple District Convention to open and count the ballots. The counting of the ballots shall be completed no later than the scheduled commencement of the Pre-Council of Governors meeting scheduled during the Multiple District 2 Convention.
2. The Multiple District 2 Election Committee shall notify the Multiple District 2 State Administrator and the Council Chairperson of the time and place the Committee intends to count the ballots at least fourteen (14) days prior to the commencement of such meeting. The Multiple District 2 State Administrator shall notify each District Governor and each candidate appearing on any ballot about the time and place of such meeting at least ten (10) days prior to the commencement of the meeting. The ballot counting shall be open for observation to all Multiple District 2 Lions as available space permits, and for observation by a representative of each candidate whose name is printed on the ballot.
3. A vote "FOR" or "AGAINST" a candidate, or "FOR" or "AGAINST" a proposition, shall be counted if the voter's intent is clearly ascertained by a majority of the members of the Multiple District 2 Election Committee.
4. Any ballot in which the voter's intent cannot be clearly ascertained by a majority of the members of the Multiple District 2 Election Committee shall be considered defective and shall not be counted.
5. A defect occurring on one (1) item on a ballot shall not render the votes on other items defective. Such defective ballots shall be signed by the Multiple District 2 Election Committee Chairperson and placed in a separate envelope to be held for further examination if needed.
6. Upon completion of the counting of the ballots, the Multiple District 2 Election Committee shall promptly submit a written report to the Council Chairperson and the Multiple District

2 State Administrator. The report shall detail the results of each ballot item. A copy of the report shall then be delivered to each District Governor and to each candidate whose name is printed on any ballot. The report shall include a Sub-District by Sub-District total of votes cast for each candidate, for or against each proposition and the total of defective ballots relating to each candidate or proposition.

7. A District Governor may not open the sealed container holding the carbonless ballots and registration form and count the ballots until after the Multiple District 2 Election Committee has delivered its report as stated above.
8. Recount of any item on the ballot may be requested after the Multiple District 2 Election Committee has counted the votes, but before the Council of Governors has ratified the votes.
9. A District Governor or candidate may request a recount of any and all the ballots, or any proposition, if the results of the ballot count indicate candidate or proposition with the most votes received less than 55 percent of the votes cast.
10. If a discrepancy occurs between the count of the Multiple District 2 Election Committee and the District Governor, which would affect the outcome of any item on the ballot, the Multiple District 2 Election Committee shall perform a recount and verification between the original and carbonless copies of that Sub-District. If a discrepancy continues to exist after the recount, the matter shall be referred to the Council of Governors for final determination.
11. All challenges to any votes or to the results of the count of the Multiple District 2 Election Committee shall be made to the Council of Governors and a resulting determination made by the Council no later than thirty (30) days following the challenge.

INTERNATIONAL CONVENTION COMMITTEES

The Chairperson of the Council of Governors shall appoint, with the approval of the Council, members of the Council of Governors to serve as co-chairpersons for the following activities of the International Association of Lions Clubs: Parade and Band; Registration and Voting; Hospitality; Texas Breakfast; Texas Caucus Gifts; Travel; and Bulletin. Duties of the co-chairpersons shall include, but is not limited to the following.

Parade and Band Chairperson:

The chairperson(s) for this committee, assisted as needed by the Multiple District 2 State Administrator is responsible for determining and promulgating information about the parade staging area and route recommending to the Council if a band should be used, obtaining and filing parade entry forms as are appropriate, and providing flags for the Elite Marching Unit.

The Parade and Band chairpersons shall ensure that all Multiple District 2 parade participants wear the official parade uniform and only Lions march in the Elite Unit.

The official regular uniform is a Texas red, white, and blue vest, a white, long sleeved shirt with collar (Western cut preferred), unfaded navy blue denim jeans, black or dark colored boots or shoes, a Cattleman's Western style hat of natural color and a tie.

The Elite Unit Uniform is the same uniform as the official regular uniform, plus Elite Unit chaps and spurs with black boots.

Lions participating in the International Parade are not allowed to wear pins or jewelry that is noticeable on the Texas vest while marching in the parade.

Registration and Voting Chairperson:

The chairperson for this committee is responsible for planning and providing any assistance needed for voters, considers ways to encourage every delegate or alternate to vote, consider what special transportation is needed to the voting area

Hospitality Chairperson:

The chairperson for this committee is responsible for determining the cost and feasibility of providing a hospitality room. If a room is to be provided, determining the hours of operation, scheduling Lions to operate the room, and provide refreshments and food.

Texas Breakfast Chairperson:

The chairperson(s) for this committee is responsible for arranging for the meeting room and meal, arranging for advance ticket sales and ticket takers, arranging for recognizing special dignitaries, arranging for a Master of Ceremonies and the program, providing complimentary tickets with the approval of the Council of Governors, and making this event financially self-sustaining.

Texas Caucus Chairperson:

The chairperson for this committee is responsible for inviting all candidates for an International Association of Lions Clubs office to appear and speak or to be represented, providing information to the candidates about the time and place to appear and the amount of time allowable for them to speak, introducing each candidate or representative to the audience, and arranging to allow the Multiple District 2 International Association of Lions Clubs Family to offer comments about the candidate to those attending the caucus.

Gifts Chairperson:

The chairperson for this committee is responsible for making recommendations to the Council of Governors for the Texas gift that is to be provided to each District Governor-Elect and appropriate International Association of Lions Clubs International Family and, with the approval of the Council of Governors and the Texas International Family, purchasing and transporting the gifts to the Convention and arranging for the distribution of the gifts.

Travel Chairperson:

The chairperson of this committee is responsible for reporting to the Council members about special transportation arrangements such as charter flights, adjunct tour, and special travel activities and ensuring that travel arrangements or special activities do not conflict with voting at the Convention.

Bulletin Chairperson:

The chairperson of this committee is responsible for arranging provisions for the development and distribution of a daily news bulletin for Multiple District 2 Lions, ensuring that the bulletin includes at least the location, date, and time of the Multiple District 2 functions, parade information, information about the Multiple District 2 Hospitality Room, and information about the candidates.

TEXAS LIONS CAMP LIAISON

The Council Chairperson shall appoint a member of the Council of Governors who, after ratification by a majority of the Council, shall serve as a member of the Executive Committee of the Texas Lions Camp, Inc. The Council Chairperson may serve as the Texas Lions Camp Liaison with the approval of the Council of Governors.

- 1.The Texas Lions Camp Liaison shall monitor the financial and administrative programs and other activities of Texas Lions Camp Directors for the Council of Governors.
- 2.The Texas Lions Camp Liaison shall report about Texas Lions Camp activities and present recommendations to the Council of Governors that are considered appropriate to a smoother operation of the Camp.

TEXAS LIONS FOUNDATION LIAISON

The Council Chairperson shall appoint a member of the Council of Governors who, after ratification by a majority of the Council, shall serve as a member of the Board of Directors of the Texas Lions Foundation. As a representative of the Board of Directors of the Texas Lions Foundation, the Liaison shall provide information to the Council of Governors about the current activities of the Texas Lions Foundation including grants given, contributions received from the

Lions Clubs and individual Lions in Multiple District 2, and awards. The Liaison shall encourage financial support of the Texas Lions Foundation and offer to assist District Governors in the grant application process if requested.

TEXAS LIONS EYEGLASS RECYCLING CENTER

The Council Chairperson shall appoint a member of the Council of Governors who, after ratification by a majority of the Council, shall serve as a member of the Board of Directors of the Texas Lions Eyeglass Recycling Center. As a representative of the Board of Directors of the Texas Lions Eyeglass Recycling Center, the Liaison shall provide information to the Council of Governors about the current activities of the Texas Lions Eyeglass Recycling Center including contributions received from the Lions Clubs and individual Lions in Multiple District 2. The Liaison shall encourage financial support of the Texas Lions Eyeglass Recycling Center.

INTERNATIONAL FAMILY

Lions elected as International Officers from Multiple District 2 shall meet with the Council of Governors before or during each regularly scheduled Council meeting.

They shall:

1. Bring to the attention of the Council those matters relating to the International Association of Lions Clubs that affect Multiple District 2, the Sub-Districts, and Lions Clubs of Multiple District 2.
2. Offer unbiased advice as requested by the District Governors or as needed.
3. Create and foster positive relations between the Lions of Multiple District 2 and Lions of other districts and countries.
4. Recommend the timeliness of nominating Multiple District 2 candidates for an International Association of Lions Clubs office.
5. Work to support the campaign committee of any candidate nominated by Multiple District 2 for an International Association of Lions Clubs office.
6. Cooperate with the Multiple District 2 International Association of Lions Clubs Convention Committee including, but not be limited to, assisting the Caucus Committee making arrangements and presenting all candidates for International Office to the Multiple District 2 Caucus or to other Multiple District 2 meetings.
7. Encourage Multiple District 2 Lions to attend the International Association of Lions Clubs Convention.

CONFLICT OF INTEREST POLICY

A Lion who is determined by the Council of Governors to have a conflict of interest with a position as Multiple District 2 appointed Chairperson, committee member, or Multiple District 2 office and candidacy for International Association of Lions Clubs office, shall resign from such position prior to seeking Multiple District 2 nomination for the International Association of Lions Clubs office.

COMMITTEE CHAIRPERSONS

1. The Council of Governors shall appoint Multiple District 2 Committee Chairpersons as they deem appropriate for the successful operation of Multiple District 2.
2. A chairperson may, with the approval of the Council, appoint committee members to assist with the work. The Council may exercise confirmation of the committee members.
3. Unless otherwise directed by the International Association of Lions Clubs or Multiple District 2 Constitution and Bylaws, the term of these chairpersons shall expire June 30 of each year. Reappointment shall not result in any Lion serving as the same chairperson for more than five (5) years, or two (2) consecutive terms, whichever is greater.
4. Those appointed chairpersons whose duties are related directly to programs organized and promoted by the International Association of Lions Clubs shall follow the content and design of the International Association of Lions Clubs program in making such a program successful in Multiple District 2 and its Sub-Districts. These chairpersons may include, but not be limited to: Lions Alert, Campus Lions Clubs, Diabetes Awareness, Information and Technology, Lions Clubs International Foundation, Leader Dog, World Services for the Blind, Leo Clubs Program, Lions Quest, Opportunities for Youth Contests, Public Relations, and Multiple District 2 Youth Exchange and Camp Program.
4. Those appointed chairpersons whose duties are unique to a Multiple District 2 program not directly operated by the International Association of Lions Clubs shall follow the content and design of those program entities to make that program successful in Multiple District 2 and its Sub-Districts. These chairpersons may include, but not be limited to, Constitution and Bylaws and Policy Manual, Long Range Planning Commission, Multiple District 2 Convention Committee, Texas Lions Newsletter, and USA/Canada Leadership Forum.
5. The Multiple District 2 Chairpersons shall complete duties assigned by the Council of Governors including, but not limited to:
 - a. Adapting related programs to the needs of Multiple District 2.

- b. Providing or monitoring distribution of program materials and providing training, including successful program organizational, motivational, and implementation techniques to Lion leaders throughout Multiple District 2 as requested by the Council of Governors and individual District Governors.
- c. Providing the Council of Governors with written reports about the status of their committee and oral reports as needed.
- d. Reporting situations needing immediate attention to the Council Chairperson.

Lions Alert Chairperson

The Multiple District 2 Lions ALERT Chairperson shall be appointed by the Council Chairperson to serve a term of three (3) years. The appointment is subject to the approval of the Council of Governors each year.

Qualifications:

The Multiple District 2 Lions ALERT Chairperson shall:

1. Have knowledge and experience in emergency preparedness and response.
2. Have demonstrated ability to cooperate and work with local and State emergency assistance authorities in the development of a Lions ALERT plan.
3. Have proven ability to mobilize a Lions ALERT team after an emergency has occurred.
4. Have the time, energy, resources, and willingness to organize and carry out a Lions ALERT plan in the event of a local emergency.
5. Have knowledge about the Lions ALERT program resources including the Lions ALERT Guide (IAD 911).
6. Have an understanding of the program parameters.
7. Have an understanding of Lions Clubs International Foundation (LCIF) resources.

Responsibilities:

The responsibilities of the Multiple District 2 Lions ALERT Chairperson before an emergency occurs shall include, but are not limited to, the following:

1. Develop a Multiple District 2 Lions ALERT plan.

2. Encourage and promote Lions ALERT plans in each Sub-District of Multiple District 2.
3. In cooperation with local and state emergency preparedness officials, organize Multiple District 2 training classes and seminars for Sub-District Lions ALERT chairpersons.
4. Remind all Lions ALERT chairpersons to complete an annual review of their Lions ALERT plans.

The responsibilities of the Multiple District 2 Lions ALERT Chairperson after an emergency occurs shall include, but not be limited, to the following:

1. Serve as the central figure in implementing the Multiple District 2 Lions ALERT plan. Communicate with club, Sub-District, and Multiple District 2 leaders as well as outside agencies about the situation and the capabilities of the Lions ALERT team.
2. Assist Sub-Districts implementing a Lions ALERT plan.
3. Encourage Sub-Districts to work together in the event of a natural, man-made or health-care emergency.
4. Remind Lions ALERT team members to comply with safety regulations.
5. Work with the public relations chairperson to submit Lions ALERT news and photos to the local media.
6. Remind Lions to use Lions logo signs and wear Lions logo apparel when serving as members of the Lions ALERT team.

Campus Club Chairperson

The Multiple District 2 Campus Club Chairperson shall be appointed by the Council Chairperson for a term of three (3) years. The appointment is subject to the approval of the Council of Governors each year.

Responsibilities:

The responsibilities of the Multiple District 2 Campus Club Chairperson shall include, but are not limited to, the following:

1. Overseeing the Multiple District 2 campus development program throughout his/her term.
2. Providing instruction about campus club development for the Sub-District campus club chairpersons and others in Multiple District 2.

3. Helping the Sub-District campus club chairpersons establish goals and develop action plans to attain such goals.
4. Monitoring research conducted by the Sub-District campus club chairpersons in identifying areas of possible campus club extension activities.
5. Providing annual training to the Sub-District campus club chairpersons.
6. Communicating monthly or more if needed with the Sub-District campus club chairpersons.
7. Preparing articles on campus club development for Multiple District 2 and International Association of Lions Clubs publications.
8. Reporting progress to the Council of Governors and Multiple District 2 Extension Chairperson and encourage them to become directly involved in campus club growth.
9. Providing encouragement, coaching, and motivational aids for all Lions, especially Sub-District campus club chairpersons and extension chairpersons.
10. Assuring that the Sub-District chairpersons are adequately monitoring the transfer of graduating campus-based Lions club members into community-based Lions clubs.

Constitution and Bylaws and Policy Manual Committee

The Multiple District 2 Constitution and Bylaws and Policy Manual Committee shall be appointed by the Council of Governors. The Committee shall be composed of up to two (2) members from the Council of Governors, two (2) members from the Immediate Past Council of District Governors, two (2) First Vice District Governors, two (2) Past District Governors and such other committee members as the Council deems necessary or advisable, There shall be no more than two (2) members from any Sub-District in Multiple District 2 serving at the same time on the Committee.

The Multiple District 2 Constitution and Bylaws and Policy Manual Committee shall meet at the discretion of the Committee Chairperson or at the request of the Council of Governors.

Responsibilities:

1. The Multiple District 2 Constitution and Bylaws and Policy Manual Committee shall review the Multiple District 2 Constitution and Bylaws and the Policy Manual at least annually and may review these documents more frequently as needed.
2. The Multiple District 2 Constitution and Bylaws and Policy Manual Committee shall receive all proposed revisions to the Multiple District 2 Constitution and Bylaws and the Multiple District 2 Policy Manual which are submitted by a District Governor or any Lion

in good standing. The Committee may also initiate proposals to the Council of Governors for revisions or amendments.

3. The Multiple District 2 Constitution and Bylaws and Policy Manual Committee shall review all proposed revisions submitted and provide a written report of the Committee's recommendations to the Multiple District 2 Administrative Secretary at least fourteen (14) days prior to the Council of Governors Meeting when the proposed revisions or amendments and the Committee's recommendations are to be reviewed and considered for approval by the Council of Governors.
4. The Multiple District 2 Constitution and Bylaws and Policy Manual Committee shall assist in formalizing proposed changes to the documents.
5. The Multiple District 2 Constitution and Bylaws and Policy Manual Committee shall monitor that the Multiple District 2 Constitution and Bylaws is in compliance with the Constitution and Bylaws of the International Association of Lions Clubs.

Constitution & Bylaws and Policy Manual Committee Chairperson

The Multiple District 2 Constitution and Bylaws and Policy Manual Committee and Chairperson shall be appointed by the Council Chairperson, with the approval of the Council of Governors, to serve a term of three (3) years or more as determined by the Council of Governors. The appointment shall be reviewed and considered for approval each year by the Council of Governors.

Qualifications:

The Multiple District 2 Constitution and Bylaws and Policy Manual Committee and Chairperson shall be required to have the following qualifications:

1. Be a Past District Governor of Multiple District 2.
2. Be respected and credible within Multiple District 2.
3. Be knowledgeable about the Constitution and Bylaws of the International Association of Lions Clubs, the Policy Manual of the International Association of Lions Clubs Board of Directors, and the Constitution and Bylaws and the Policy Manual of Multiple District 2.
4. Have good interpersonal skills and a positive attitude.
5. Have good verbal and written communication skills and the ability to communicate effectively with individuals and various groups of people.

6. Have the time, energy, resources, and commitment to carry out the responsibilities of the position of chairperson.
7. Be attentive to detail, be creative, and have good organizational and planning skills.

Responsibilities:

The responsibilities of the Multiple District 2 Constitution and Bylaws and Policy Manual Committee and Chairperson shall include, but are not limited to, the following:

1. Setting the dates and time for the meetings of the Multiple District 2 Constitution and Bylaws and Policy Manual Committee.
2. Notifying the Council Chairperson, Multiple District 2 State Administrator and the Multiple District 2 Constitution and Bylaws and Policy Manual Committee members of the dates and times the Committee is to meet.
3. Preparing an agenda for each meeting of the Multiple District 2 Constitution and Bylaws and Policy Manual Committee.
4. Reviewing the Executive Summary Reports and the revisions to the Constitution and Bylaws and Policy Manual of the International Association of Lions Clubs Board of Directors and notifying the Multiple District 2 Constitution and Bylaws and Policy Manual Committee about any revisions that need to be reviewed by the Committee.
5. Submitting written and oral reports to the Council of Governors that contain the recommendations of the Multiple District 2 Constitution and Bylaws and Policy Manual Committee.
6. Ensuring that the revisions to the Multiple District 2 Policy Manual which are approved by the Council of Governors are made to that document as soon as practical.
7. Ensuring that the responsibilities of the Multiple District 2 Constitution and Bylaws and Policy Manual Committee are carried out.
8. Assisting as necessary in the preparation of the Multiple District 2 ballot which is to be used to vote on revisions to the Multiple District 2 Constitution and Bylaws and to elect candidates for officers of the International Association of Lions Clubs and preparation of the Voter Information page(s) to help Lions understand the propositions on the ballot.

Diabetes Awareness Committee Chairperson

The Multiple District 2 Diabetes Awareness Chairperson shall be appointed by the Council Chairperson and ratified by the Council of Governors. The appointment shall be for three (3) years subject to the approval of the Council of Governors each year.

Qualifications:

The Multiple District 2 Diabetes Awareness Chairperson shall be required to have the following qualifications:

1. Have good interpersonal skills and the ability to communicate effectively with individuals and various groups of people.
2. Have demonstrated the willingness to work to improve the quality of life for persons suffering from diabetes.
3. Have some knowledge about diabetes, and be willing to obtain information concerning diabetes education, prevention and control, including medical or technological advances.
4. Be familiar with the International Association of Lions Clubs Board of Directors Policy as it pertains to Diabetes Awareness and Action Programs.
5. Be familiar with Diabetes Awareness Month and World Diabetes Day.
6. Be familiar with opportunities for Lions to create and contribute to diabetes projects.
7. Be familiar with diabetes project funds available through Core 4 Lions Clubs International Foundation (LCIF) grants.
8. Be familiar with requirements for diabetes awareness and action awards.
9. Have the time, energy, willingness, and resources to serve in this position.

Responsibilities:

The Multiple District 2 Diabetes Awareness Chairperson shall be responsible for:

1. Leading in the planning and facilitating of diabetes awareness presentations for forums, Multiple District 2 meetings, and Multiple District 2 conventions.
2. Encouraging District Diabetes Awareness Chairpersons to develop action plans which include annual goals and activities and which include partnering with local diabetes associations and health care professionals.

3. Assisting District Diabetes Awareness Chairpersons with applying for project funds available through Core 4 Lions Clubs International Foundation (LCIF) grants if requested.
4. Keeping the Council of Governors and the International Association of Lions Clubs office informed about Multiple District 2 and Sub-Districts' activities in diabetes awareness.

Information Technology Chairperson

The Multiple District 2 Information Technology Chairperson shall be appointed by the Council of Governors for a three (3) year term of office. The appointment is subject to review and approval by the Council of Governors each year.

Qualifications:

The Multiple District 2 Information Technology Chairperson shall have the following qualifications:

1. Extensive, successful experience with information and technology.
2. Exceptional knowledge and skills in the use of various computer applications and programs.
3. Good verbal and written communication skills and be able to communicate effectively with Lions at all levels of the organization.
4. Be willing to commit the time, energy, and resources necessary to carry out the responsibilities of the position of chairperson.
5. Be very familiar with the resources available for the use of technology from LCI.

Responsibilities:

The Multiple District 2 Information Technology Chairperson shall be responsible for:

1. Creating and maintaining the Multiple District 2 web site.
2. Ensuring that current information is available to the Lions of Multiple District 2 as requested and coordinating with the Multiple District 2 State Administrator on content and current issues regarding the website.
3. Providing training upon request to assist the District Governors and Vice District Governors in the navigation of the LCI and Multiple District 2 web pages, the use of technology resources available from LCI and in utilizing technology for various tasks including filing required reports.

4. Working on innovative projects as requested.
5. Collaborating with other Multiple District 2 Committee Chairpersons as requested or needed.
6. Serving as a resource for the Sub-District Information Technology Chairpersons.

Leader Dog Chairperson

The Multiple District 2 Leader Dog Chairperson shall be appointed by the Council of Governors for a three (3) year term, to be approved by the Council of Governors each year.

Qualifications:

The Multiple District 2 Leader Dog Chairperson shall be required to have the following qualifications:

1. Be a respected and credible Lion in his/her own Lions Club, Sub-District and in Multiple District 2.
2. Have a strong interest in assisting individuals who are blind or visually impaired, some basic knowledge about the needs of these individuals, and have a good understanding of the value and availability of Leader Dog programs
3. Have good interpersonal skills and good oral and written abilities to communicate with a variety of individuals in different settings.
4. Have the time, energy, resources, and willingness to carry out the responsibilities of this position.
5. Be able to travel within Multiple District 2.

Responsibilities:

The Multiple District 2 Leader Dog Chairperson shall be responsible for:

1. Educating Sub-District Leader Dog Chairpersons, other Lions, and non-Lions in Multiple District 2 about Leader Dog programs.
2. Keeping Sub-District Leader Dog Chairpersons, other Lions, and non-Lions in Multiple District 2 aware of the need for funds to operate Leader Dog programs.

3. Encouraging Sub-District Leader Dog Chairpersons to visit all the Lions Clubs in their Sub-District to inform Lions about the availability of Leader Dog programs and the need to raise funds to operate these programs.
4. Providing the Council of Governors, District Leader Dog Chairpersons, and other Lions in Multiple District 2 Quarterly Reports and new developments at Leader Dogs for the Blind.
5. Assisting Sub-District Leader Dog Chairpersons and other Lions in seeking out and offering Leader Dog services for individuals who are blind or visually impaired in Multiple District 2.
6. Keeping Leader Dogs for the Blind aware of activities being held on its behalf in Multiple District 2 so that Leader Dogs for the Blind can support these activities.
7. Representing Leader Dogs for the Blind by setting up displays at Multiple District 2 meetings and serving as a guest speaker at Lions Clubs or Sub-Districts within Multiple District 2 when requested to do so whenever possible.
8. Use appropriate media to deliver Leader Dog Program information to the Lions of Texas with the cooperation of the Public Relations chair.”

Texas Leo Program

Formation of the Multiple District 2 Texas Leo District

The Multiple District 2 Council of Governors may authorize the formation of a Leo Multiple District when there are ten (10) or more Leo Clubs in Multiple District 2 with a cumulative membership of one hundred (100) or more Leos sponsored by Lions Clubs and recognized by the International Association of Lions Clubs. The Multiple District 2 Texas Leo District shall follow the International Association of Lions Clubs Standard Leo Multiple District Constitution. The territorial boundaries of the Multiple District 2 Texas Leo District shall coincide with the boundaries of the Lions Multiple District 2. The purpose of the Multiple District 2 Texas Leo District is to advance the purposes and objects of the International Association of Lions Clubs Leo Club Program in Multiple District 2.

Responsibilities of the Council of Governors

The Council of Governors shall be responsible for:

1. Appointing the Multiple District 2 Leo Chairperson and submitting the required signed and completed form to the Youth Programs Department of the International Association of Lions Clubs.

2. Reviewing all rulings made by the Multiple District 2 Texas Leo Council regarding complaints of a constitutional nature raised by any Leo Sub-District, Leo Club, or any member of a Leo Club in Multiple District 2.
3. Approving all levies requested of Leo Club members by the Multiple District 2 Texas Leo Council including provision for funding in the annual Council of Governors budget to enable the efficient operation of the Multiple District 2 Texas Leo Council subject to normal rules of audit.
4. Ensuring that the Multiple District 2 Texas Leo Council turns over any profit at the end of the fiscal year, which is to be deposited into the Leo's Reserve account of the Council of Governors.
5. Providing written notice of withdrawal of sponsorship by the Multiple District 2 Council of Governors to the Multiple District 2 Texas Leo Council President in the event such action becomes necessary.

Texas Leo Club Chairperson

The Multiple District 2 Leo Club Chairperson shall be appointed by the Council of Governors to serve a three (3) year term. This appointment shall be subject to the approval of the Council of Governors each year.

Qualifications:

The Multiple District 2 Texas Leo Club Chairperson shall have the following qualifications:

1. Have a record of successful leadership experience working with students twelve (12) to twenty-nine (29) years of age, with their parents, and other adults.
2. Be a credible and well respected Lion in their Lions Club, district, and in Multiple District 2.
3. Have the willingness, energy, temperament, sense of humor, time, and resources to carry out the responsibilities of the chairperson.
4. Have good verbal and written communication skills and be able to make effective presentations to groups of people who have a variety of backgrounds and experiences.
5. Be familiar with regulations governing student groups on a school campus.
6. Have knowledge about the Leo Club program and the resources which are available from the International Association of Lions Clubs.

7. Have good organizational and planning skills.
8. Have a basic knowledge of team-building and motivational skills necessary to work with students and other adults.
9. Be able to travel within Multiple District 2 and elsewhere if necessary.

Responsibilities:

The Multiple District 2 Texas Leo Club Chairperson shall be responsible for:

1. Overseeing the Multiple District 2 Texas Leo Club program development.
2. Providing encouragement, coaching, and motivational aids to all Lions who are actively involved in Leo Club extension and development activities.
3. Meeting at least quarterly and individually with Sub-District Leo Club Chairpersons.
4. Publicizing and promoting the Leo Club Program.
5. Serving as a non-voting advisor to the Multiple District 2 Texas Leo Council.
6. Serving as the official liaison between the Council of Governors and the Multiple District 2 Texas Leo Council.
7. Attending Council of Governors meeting and participating in the deliberations of the Council which concern the Multiple District 2 Texas Leo Council.
8. Reporting to the District Leo Councils all resolutions adopted by the Multiple District 2 Texas Leo conference and approved by the Multiple District 2 Council of Governors.
9. Conducting research to identify areas of possible Leo Club extension activities.
10. Conducting leadership training in Multiple District 2 for District Leo Club Advisors and Leo Club officers in accordance with the International Association of Lions Clubs Board of Directors policy.
11. Maintaining contact with the District Leo Club Advisors and encouraging them to report on the progress of the Leo Clubs in their district.
12. Completing all reports required by the International Association of Lions Clubs and the Multiple District 2 Council of Governors.

13. Submit an Annual Budget for approval by the Council of Governors Elect, for the upcoming fiscal year, prior to the MULTIPLE DISTRICT 2 State Convention.

Lions Quest Committee Chairperson

The Multiple District 2 Lions Quest Chairperson shall be appointed by the Council of Governors for a three (3) year term, subject to approval by the Council of Governors each year.

Qualifications:

The Multiple District 2 Lions Quest Chairperson shall have the following qualifications:

1. Previously employed for several years as a successful educator or have had significant related experience in the field of public education.
2. Knowledgeable about federal and Texas Public schools policies and procedures as well as knowledge about the challenges facing educators in the areas of student discipline and other related issues.
3. Have a good understanding of the learning characteristics of elementary and secondary school students and of the scope and sequence of life skills training, positive character development, civic values, service learning, and substance abuse prevention.
4. Have a proven record of leadership as well as have respect and credibility with the Lions of Multiple District 2.
5. Have excellent interpersonal relationship skills.
6. Have excellent oral and written communication skills and the ability to make effective presentations to groups of people in a variety of environments.
7. Have accessibility to educational and legislative leaders at many levels from the local community, to the state or higher levels.
8. Have the time, willingness, energy, and ability to commit to a three (3) year term as the Lions Quest Chairperson.
9. Have the ability to travel within Multiple District 2 and elsewhere as needed to carry out the responsibilities of this position.
10. Have the ability to attend a seminar about the Lions Quest program sponsored by the International Association of Lions Clubs.

Responsibilities:

The Multiple District 2 Lions Quest Chairperson shall be responsible for:

1. Being familiar with the Lions Quest programs of Skills for Growing, Skills for Adolescence, and Skills for Action as described on the Lions Quest web site and the Lions Quest program information on CD and DVD.
2. Speaking at Lions Club meetings, Sub-District cabinet meetings, Multiple District 2 meetings, and other Lions gatherings and conferences about the Lions Quest programs.
3. Knowing what resources are available from the Lions Clubs International Foundation (LCIF) and providing information to Lions Clubs that request it.
4. Networking with educational institutions and other organizations involved in education including the Texas State Board of Education, local school superintendents, and Boards of Education, school principals, teachers, and others in Multiple District 2.
5. Learning about the scope of Lions Quest activity currently occurring in the Sub-Districts and Multiple District 2 including the Lions Clubs that have sponsored the program in years and schools that utilize the program.
6. Encouraging Lions Clubs in Multiple District 2 to promote the program to school officials in the communities.
7. Encouraging Lions Clubs in Multiple District 2 to sponsor Lions Quest training or material purchases for local schools.
8. Assisting Lions Clubs involved with Lions Quest to identify local sources of funding to support and sustain the program.
9. Generating publicity about Lions Quest activity in Multiple District 2.
10. Keeping the Council of Governors and the LCIF Lions Quest Department informed about the progress of Lions Quest activity in Multiple District 2.
11. Assisting with coordination of Lions Quest training workshops in Multiple District 2 and with drafting Lions Quest Core 4 grant proposals as appropriate.

World Services for the Blind Chairperson

The Council of Governors shall appoint the Multiple District 2 World Services for the Blind Chairperson for a three (3) year term of office, the appointment to be reviewed and approved by the Council annually.

Qualifications:

The Multiple District 2 World Services for the Blind Chairperson shall have the following qualifications:

1. Be a respected and credible Lion in his/her Lions Club, Sub-District and in Multiple District 2.
2. Have a strong interest in assisting individuals who are blind, and have some knowledge about the needs of these individuals and a willingness to learn more.
3. Have good knowledge about the mission, programs and services available from World Services for the Blind.
4. Have good interpersonal and the verbal and written skills to communicate with a variety of groups of individuals in many different settings.
5. Have the time, willingness, energy, and resources to carry out the responsibilities of the chairperson's position.
6. Be able to travel within Multiple District 2 and to the World Services for the Blind campus.

Responsibilities:

The Multiple District 2 Lions World Services for the Blind Chairperson shall be responsible for:

1. Educating District Lions World Services for the Blind Chairpersons, Lions Clubs members, and others in Multiple District 2 about the programs and services available from Lions World Services for the Blind.
2. Encouraging District Lions World Services Chairpersons to visit all the Lions Clubs in their Sub-District to inform Lions about the availability of the Lions World Services for the Blind programs and the need to raise funds to operate these services.
3. Providing the Council of Governors, District WSB Chairpersons and other Lions in MULTIPLE DISTRICT 2 quarterly reports and new developments at WSB.
4. Assisting District World Services for the Blind Chairpersons and others seeking out and offering services for individuals who are blind.
5. Advising District Lions World Services for the Blind Chairpersons and others about the procedure for obtaining services through Lions World Services for the Blind.

6. Representing Lions World Services for the Blind by setting up displays at Multiple District 2 meetings and serving as a guest speaker at Lions Clubs or other organizations within Multiple District 2 upon request.
7. Using appropriate media to deliver World Services for the Blind program information to the Lions of Texas with the cooperation of the Public Relations Chairperson.
8. Keeping World Services for the Blind aware of activities being held on its behalf in MULTIPLE DISTRICT 2 so that WSB can support these activities.

Long Range Strategic Planning

The Long Range Planning Commission shall be composed of Past District Governors appointed by each of the sixteen (16) District Governors. The Lions selected by each District Governor should be required to have the experience, expertise, enthusiasm, and commitment necessary for participating in strategic planning which will benefit all the Lions of Multiple District 2.

Members of the commission must be willing and able to serve for a three (3) year term, attend all scheduled meetings of the Long Range Planning Commission, and to carry out assignments given to them by the Council of Governors and/or the Chairperson of the Commission.

The Long Range Planning Commission shall meet a minimum of three (3) times during the fiscal year (July 1 through June 30).

Opportunities for Youth Contests

The following contests are available each year, as determined by the Council of Governors, for participation by youth in Multiple District 2: Diabetes Awareness Essay Contest, Drug Awareness Speech Contest, Outstanding Youth Award Contest, the International Association of Lions Clubs Peace Poster Contest, and the essay contest for youth with visual impairments and blindness.

Responsibilities of the Council of Governors:

1. Determining which Multiple District 2 Opportunities for Youth Contests are to be conducted each year in addition to the International Association of Lions Clubs Peace Poster Contest.
2. Determining the dollar amount of the entry fee which shall be paid by each sponsoring Lions Club for each contestant entered into the Multiple District 2 Opportunities for Youth Contests, with the exception of the contests sponsored by the International Association of Lions Clubs which do not require entry fees.

3. Reviewing and approving the amount of the awards recommended by the Multiple District 2 Opportunities for Youth Contests Chairpersons for the Multiple District 2 Opportunities for Youth Contests, with the exception of the contests sponsored by the International Association of Lions Clubs which do not require entry fees.
4. Determining how the funds for the awards will be raised and including that amount in the annual budget of the Council of Governors.
5. Ensuring that the amount of the awards and recognition is uniform for the Diabetic Awareness Essay Contest, the Drug Awareness Speech Contest, and the Outstanding Youth Award Contest.
6. Approving any changes in the rules of the Multiple District 2 Opportunity for Youth Contests made by the Opportunities for Youth Contests Chairpersons, Contest Coordinators, or others before these rule are published and distributed to the contestants and sponsoring Lions Clubs or published on the Texas Lions web site.
7. Holding the award grants in trust until they are collected by the winning recipients or returning any award grants to the Council of Governors Administrative Fund which have been forfeited by the winning contestants because those scholarship grant awards have not been collected within the required two (2) years limitation.
8. Appointing the Multiple District 2 Opportunities for Youth Contest Chairperson(s).

Opportunities for Youth Contests Committee Chairperson(s)

The Multiple District 2 Opportunities for Youth Contests Chairperson(s) shall be appointed by the Council of Governors for a term of office to be determined by the Council of Governors. The appointment(s) shall be reviewed and approved annually by the Council of Governors.

Qualifications:

The Multiple District 2 Opportunities for Youth Contests Chairperson(s) shall have the following qualifications:

1. Have a record of successful leadership experience working with secondary school age students, their parents, community leaders, and others.
2. Be a credible and respected Lion in his/her Lions Club, Sub-District, and Multiple District 2.
3. Have the willingness, commitment, energy, temperament, time, and resources to carry out the responsibilities of the position of chairperson.

4. Have experience in judging secondary school level youth contests.
5. Be very familiar with the UIL and NCAA rules which effect scholarships for students enrolled in recognized institutions of higher learning in Texas.
6. Have excellent verbal and written communication skill and a proven ability to communicate in an effective, positive manner and make effective presentations to students, parents, chaperones, and others.
7. Have the skills to effectively promote the Opportunities for Youth Contests and to solicit funds for the contest scholarship awards.
8. Have good organizational and planning skills, the ability to initiate activities, and the ability to work without direct on-going supervision.

Responsibilities

The Multiple District 2 Opportunities for Youth Contests Chairperson(s) shall be responsible for:

1. Determining the specific theme for the Diabetes Awareness Essay Contest and the Drug Awareness Contest each year and submitting that information to the Council of Governors by the first day of August each year.
2. Recommending the amounts for awards to the Council of Governors, and ensuring that the amount of the awards and recognition is uniform for the Diabetes Awareness Essay Contest, the Drug Awareness Speech Contest, and the Outstanding Youth Award Contest with the exception of the contests sponsored by the International Association of Lions Clubs which do not require entry fees.
3. Assisting in acquiring donations for the funds to be used for the scholarship awards to the winning contestants for the Diabetes Awareness Essay Contest, the Drug Awareness Contest, and the Outstanding Youth Award Contest with the exception of the contests sponsored by the International Association of Lions Clubs which do not require entry fees.
4. Submitting a recommendation to the Council of Governors that estimates the cost of the contests for the next fiscal year.
5. Providing recommendations in writing for any necessary revisions to the rules or application forms for the Multiple District 2 Opportunities for Youth Contests to the Council of Governors at least three (3) weeks prior to the date of the first scheduled meeting of the Council of Governors.

6. Providing the approved Multiple District 2 Opportunities for Youth Contests rules to the Multiple District 2 Information and Technology Chairperson and requesting publication of these rules on the Texas Lions web site.
7. Providing the contest rules approved by the Council of Governors to the District Opportunities for Youth Contest Chairpersons.
8. Maintaining records of the names and contact information for chaperones for contestants sponsored by districts or Lions Clubs for the Opportunities for Youth Contests.
9. Appointing coordinators for each of the approved youth contests including the International Association of Lions Clubs Peace Poster Contest entries submitted as finalists in the Sub-Districts of Multiple District 2.
10. Ensuring that each of the appointed coordinators has passed a legal background check and has the experience and skills necessary to carry out the responsibilities of the position of coordinator.
11. Securing three (3) qualified judges for each of the Multiple District 2 Opportunities for Youth Contests.
12. Verifying that each of the judges chosen for the Multiple District 2 Opportunities for Youth Contests has not served for any Sub-District contest preparatory for the Multiple District 2 contests, that each judge chosen is not a member of a Lions Club which is sponsoring a contestant, and that each of the judges chosen are not related to a contestant.
13. Ensuring that all the required forms are completed and signed appropriately including, but not limited to, the Opportunities for Youth Contests Application Form, Medical Power of Attorney Form, the Chaperone Guidelines, the Contestant Code of Conduct, and the Contestant Biographical Summary.
14. Securing the three (3) judges required to serve for each of the approved Opportunities for Youth Contests.
15. Scheduling and providing orientation the evening before the contests for all contestants, chaperones and parents.
16. Ensuring compliance by all participants with the Multiple District 2 Opportunities for Youth Contests rules and requirements.
17. Coordinating with the Multiple District 2 Convention District Host Committee to acquire suitable rooms with good acoustics and free from outside noises and distractions and with controlled access for conducting the Multiple District 2 Opportunities for Youth Contests.

18. Coordinating with the Multiple District 2 Convention District Host Committee to arrange for the Multiple District 2 Opportunities for Youth luncheon.

Public Relations Chairperson

The Multiple District 2 Public Relations Chairperson shall be appointed by the Council of Governors for a three (3) year term. This appointment shall be reviewed and considered for approval each year by the Council of Governors.

Qualifications:

The Multiple District 2 Public Relations Chairperson shall have the following qualifications:

1. Be a credible and respected Lion in Multiple District 2.
2. Have knowledge and experience in the areas of publicity and working with public media.
3. Have a positive attitude, an extroverted, congenial temperament, and good interpersonal skills.
4. Have the temperament to delay gratification, and tolerate frustration.
5. Have excellent verbal and written communication skills.
6. Be knowledgeable about the resources available from the International Association of Lions Clubs for use with news releases.
7. Be a creative thinker and willing to try innovative approaches to publicize Lions service and the organization in general.
8. Have good organizational and motivational skills and the ability to create trust.
9. Have the time, energy, commitment, and resources to carry out the responsibilities of the position of chairperson.

Responsibilities:

The Multiple District 2 Public Relations Chairperson shall be responsible for:

1. Developing an annual action plan with long-term goals and short-term action steps and timelines for the Multiple District 2 public relations program which shall be developed in collaboration with the Multiple District 2 Long Range Planning Committee and Multiple District 2 Public Relations Chairpersons and which is to be presented to the Council of Governors for approval at the beginning of each Lions year.

2. Providing quarterly activity and progress reports to the Council of Governors.
3. Working collaboratively with the Multiple District 2 Information and Technology Chairperson and other Multiple District 2 Chairpersons.
4. Serving as the Multiple District 2 chief advisor for public relations and publicity and conducting a basic training course for all Sub-District Public Relations Chairpersons.
5. Providing guidance and support to Lions Clubs Public Relations Chairpersons within Multiple District 2.
6. Handling public relations for Multiple District 2 including news releases to all media and editing or assisting in the preparation of the Multiple District 2 newsletter.
7. Motivating Lions in Multiple District 2 to promote continuous public relations programs in each community.
8. Encouraging representation by the Sub-District Public Relations Chairpersons at Sub-District, Multiple District 2 and International Lions Clubs conventions.
9. Advising Sub-District Public Relations Chairpersons about printed and other public relations materials available from the International Association of Lions Clubs and promoting its use for both internal and external communications.
10. Providing advance notice to Multiple District 2 Lions Clubs about special Multiple District 2 or International Association of Lions Clubs special Lions events.

Youth Exchange Chairperson

The Multiple District 2 Youth Exchange Chairperson shall be appointed by the Council of Governors for a three (3) year term of office. The appointment shall be reviewed each year and approved by the Council of Governors.

Qualifications:

The Multiple District 2 Youth Exchange Chairperson shall have the following qualifications:

1. Have a proven record of successful experience working with high school and university level students, their parents or guardians.
2. Be familiar with the information available from the International Association of Lions Clubs for Youth Exchange Chairpersons.

3. Be a credible and well respected Lion in his/her Lions Club, Sub-District, and Multiple District 2 and be able to pass a legal background check.
4. Have the commitment, willingness, energy, temperament, time, and resources to carry out the responsibilities of the position of chairperson.
5. Have verbal and written communication skills and be able to communicate in a positive manner.
6. Make presentations to various age groups and to individuals with different experiences and backgrounds in a variety of settings.
7. Have good organizational and planning skills, self-initiative, and motivation.
8. Be able to travel within Multiple District 2 and elsewhere if necessary.

Responsibilities:

The Multiple District 2 Youth Exchange Chairperson shall have the following responsibilities:

1. Agree to comply with all of the Youth Exchange Program policies and guidelines which have been approved by the Board of Directors of the International Association of Lions Clubs.
2. Inform all District Governors and District Youth Exchange Chairpersons in Multiple District 2 about the Lions International Youth Exchange Program.
3. Inform all District Governors and District Youth Exchange Chairpersons of Multiple District 2 that initial communication between an interested sponsor club and a host club shall be through the Multiple District 2 Youth Exchange Chairperson.
4. Ensure that Youth Exchange Program applicants are screened by the sponsoring Lions Club prior to their acceptance into the program, and given a proper orientation once accepted.
5. Communicate travel arrangements, insurance and indemnity requirements, and other needs to all involved parties in a timely manner.
6. Take appropriate measures to prepare for possible emergency situations.
7. Work with sponsoring and hosting Lions Clubs to ensure applicants and arrangements are in compliance with the International Association of Lions Clubs policies.

8. Report the Youth Exchange Program activities to the Youth Programs Department at the International Association of Lions Clubs Headquarters on the Annual Youth Exchange Program Report Form.
9. Provide quarterly reports to the Multiple District 2 Council of Governors.

Texas Lions Newsletter Editor

The Texas Lions Newsletter Editor shall be appointed by the Council of Governors for a one (1) year term. The appointment shall be reviewed for approval annually by the Council of Governors.

The Texas Lions Newsletter Editor shall collaborate with the Council of Governors, with the Multiple District 2 Public Relations Chairperson, the Multiple District 2 Information and Technology Chairperson, and other Multiple District 2 chairpersons, to prepare and publish articles which raise public awareness about Lions activities in Multiple District 2 and which share information about special events and items of interest with the Lions of Multiple District 2.

The Texas Lions Newsletter Editor shall keep the Council of Governors informed about his/her activities as editor, encourage the Council and all Lions to submit articles to be published in the newsletter, and solicit recommendations from the Council and Lions in Multiple District 2 for ways to improve the contents of the newsletter.

USA/Canada Lions Leadership Forum Liaison

The USA/Canada Lions Leadership Forum Liaison shall be appointed by the Council of Governors for a three (3) year term. The appointment shall be reviewed and approved annually by the Council of Governors.

The USA/Canada Lions Leadership Forum Liaison shall be a Lion who has demonstrated interest, enthusiasm, commitment, and leadership in promoting attendance and participation in the USA/Canada Leadership Forum and who has personally attended the Forum for several years.

The USA/Canada Lions Leadership Forum Liaison shall be responsible for setting up a display of materials at the location of the Council of Governors meetings and the Multiple District 2 Convention which publicize the special events and highlights of the Forum each year and encouraging attendance by the District Governors and all Lions at the Forum.

Texas Hall of Fame

1. Elevation of Lions into the Texas Lions Hall of Fame bestows an honor upon one who has been outstanding in using their time, talents, and resources to further the cause of humanitarian services.
2. The Multiple District 2 Administrative Secretary shall, at the first Council meeting each year, distribute information about nomination criteria to District Governors.
3. Selection shall be by the Hall of Fame Committee for each district. The committee of five (5) members, each from different clubs, shall be appointed by the District Governor by the February Council of Governors Meeting.
4. Minimum standards to qualify as a nominee for the Texas Lions Hall of Fame are:
 - a. Be an active or deceased member with at least fifteen (15) years of service.
 - b. Having provided outstanding and dedicated service as a Lion beyond the call of duty.
 - c. Having provided other than service as a Lion to community, state, and nation.
 - d. Having accomplished special achievements in, or contributions to, humanitarian service for those less fortunate.
 - e. Not having solicited in any manner for this recognition which will automatically eliminate the soliciting candidate for that year.
5. A fee to be determined by the Council of Governors shall accompany the profile of each nominee. The Hall of Fame fee covers the cost of the Hall of Fame Medallion and the Hall of Fame Plaque which is presented to each nominee. Each year, the Council of Governors shall review the costs of the medallion and the plaque to insure that the fee is adequate to cover these costs.
6. Presentation of the selected nominee by the District Governor shall be at the Multiple District 2 Convention.
7. A plaque containing the list of names of the Texas Lions Hall of Fame members shall be maintained in an appropriate space at the Multiple District 2 Office.
8. The nominees shall be selected in accordance with the following schedule which shows a rotation every three (3) years

| YEAR | DISTRICTS | | | | |
|-------------|------------------|------|------|------|----------------|
| 2013-2014 | 2-T1 | 2-E1 | 2-A1 | 2-S1 | 2-S4 |
| 2014-2015 | 2-T2 | 2-T3 | 2-X3 | 2-A2 | 2-S2 2-S5 |
| 2015-2016 | 2-E2 | 2-X1 | 2-X2 | 2-A3 | 2-S3 |

| | | | | | | |
|-----------|------|------|------|------|------|------|
| 2016-2017 | 2-T1 | 2-E1 | 2-A1 | 2-S1 | 2-S4 | |
| 2017-2018 | 2-T2 | 2-T3 | 2-X3 | 2-A2 | 2-S2 | 2-S5 |
| 2018-2019 | 2-E2 | 2-X1 | 2-X2 | 2-A3 | 2-S3 | |
| 2019-2020 | 2-T1 | 2-E1 | 2-A1 | 2-S1 | 2-S4 | |
| 2020-2021 | 2-T2 | 2-T3 | 2-X3 | 2-A2 | 2-S2 | 2-S5 |
| 2021-2022 | 2-E2 | 2-X1 | 2-X2 | 2-A3 | 2-S3 | |

OTHER COUNCIL BUSINESS

State Pin Selection

1. The Multiple District 2 State Pin selection for the upcoming year shall be done by the First Vice District Governors Council.
2. The selected pin design shall be purchased from a Lions International Licensed manufacturer.
3. When submitting the full color designs to the manufacturers, a resume of the specifications should include at least the following:
 - a. Quality of pin-art work, soft metal, poly pin, cloisonné, etc.,
 - b. Exact size of finished pin,
 - c. Type of Lions emblem, raised or stamped,
 - d. Type of pin fastener or clutch preferred, and
 - e. Total number of pins to be bid.
4. The Council of First Vice District Governors shall decide how the pins will be financed and shipped.
5. The First Vice District Governors shall not distribute or promote their trading pin until after the close of the International Association of Lions Clubs Convention at which they take the oath of office as District Governors.

Electronic Banking Provision

Electronic banking shall be permitted in Multiple District 2 where proper controls are provided and permitted. Provision for electronic banking shall be reviewed and approved annually by the sitting Council of Governors.

The Council of Governors shall be responsible for approving a minimum of two (2) individuals whose signatures are required for every disbursement.

The Council of Governors shall be responsible for making arrangements with the bank selected by the Council of Governors to handle the Multiple District funds.

The Council Treasurer shall be responsible for the collection and disbursements of all Multiple District 2 funds.

The Multiple District 2 State Administrator shall be responsible for handling the bookkeeping procedures for all funds received or disbursed.

The billing of Sub-Districts and individual Lions Clubs in Multiple District 2 may be handled electronically where proper controls are provided and permitted.

In addition, funds may be received by Multiple District 2 by check or electronic transfer with the approval of the Council of Governors, and with provision of proper controls.

Promote Texas Fund

See Multiple District 2 Constitution & Bylaws Article IX, Section 3.

Purchasing

Supplies and Equipment:

Purchases of supplies and equipment for Multiple District 2 in amounts of five hundred dollars (\$500.00) or less shall be handled with authorization of the Council Chairman or one of the Council Officers.

Purchases of supplies and equipment five hundred dollars and one cent (\$500.01) to one thousand dollars (\$1,000.00) shall be authorized by the Council Chairman and one other Officer approved by the Council of Governors.

Purchases exceeding one thousand dollars (\$1,000.00) shall be recommended by Council Officers and approved by 2/3 majority vote of the sitting Council of Governors.

Reimbursement

1. Reimbursement for expenses shall be in compliance with the "General Reimbursement Policy" established by the International Association of Lions Clubs and which are applicable at the time.

2. The maximum to be allowed for any Multiple District 2 financed Council of Governors meeting or Multiple District 2 Convention attendance reimbursement claim is four (4) days and three (3) nights.
3. Reimbursement claims shall be subject to budget limitations.
4. Requests for reimbursement shall be by completing expense forms provided by the Multiple District 2 State Administrator. The request of itemized expenses shall be accompanied by original receipts and submitted to the Multiple District 2 State Administrator by day 20 of the following month. The Council in recognizing an emergency situation shall approve requests not in compliance with this policy.

Council of Governors Meeting Expenses

Reimbursement for expenses incurred in association with the Council of Governors meetings shall be those previously included in the annual budget as approved by the Council of Governors.

Extraordinary type expenses of five hundred dollars (\$500.00) or less shall be approved by the Council Chairman or one of the Officers of the Council of Governors.

Extraordinary type expenses of five hundred dollars and one cent (\$500.01) to one thousand dollars (\$1,000.00) shall be authorized by the Council Chairman and one other Officer approved by the Council of Governors. Extraordinary type expenses exceeding one thousand dollars (\$1,000.00) shall be recommended by Council Officers and approved by a majority vote of the sitting Council of Governors.

Council Chairperson Expenses

Reimbursement for expenses associated with attendance at the Council of Governors meetings and the International Association of Lions Clubs Convention by the Chairperson of the Multiple District 2 Council of Governors shall be in compliance with the “General Reimbursement Policy” established by the International Association of Lions Clubs in the amount determined by the Council of Governors and included in the annual Multiple District 2 budget approved by the Council of Governors.

Council Chairperson-Elect Expenses

Reimbursement for expenses associated with attendance at the International Association of Lions Clubs Convention by the Council Chairperson Elect shall be in compliance with the “General Reimbursement Policy” established by the International Association of Lions Clubs in the amount determined by the Council of Governors and included in the annual Multiple District 2 budget approved by the Council of Governors

Reimbursement for expenses associated with their official duties as Council Chairperson-Elect shall be in compliance with the “General Reimbursement Policy” established by the International Association of Lions Clubs in the amount determined by the Council of Governors and included in the annual Multiple District 2 budget approved by the Council of Governors.

Council Chairperson-Elect-Elect Expenses

Reimbursement for the Multiple District 2 Council Chairperson-Elect-Elect associated with his/her official duties as Council Chairperson-Elect-Elect shall be in compliance with the “General Reimbursement Policy” established by the International Association of Lions Clubs in the amount determined by the Council of Governors, and included in the annual Multiple District 2 budget approved by the Council of Governors.

District Governors Expenses

District Governors shall be reimbursed for their expense in attendance at the Council of Governors meetings, as allocated in the Multiple District 2 budget approved by the Council of Governors, when they are not reimbursed by the International Association of Lions Clubs.

District Governors-Elect Expenses

District Governors-Elect shall be reimbursed for their expense associated with attendance at the Multiple District 2 Convention as allocated and approved by the Council of Governors in the annual budget.

First Vice District Governors Expenses

First Vice District Governors shall be reimbursed for their expense associated with attendance at the Council of Governors Meeting with their Sub-District’s District Governor’s consent when they are substituting for that absent District Governor. The reimbursement amount shall be that allocated in the annual Multiple District 2 budget approved by the Council of Governors or the International Association of Lions Clubs.

Chairpersons Expenses

Multiple District 2 Committee Chairpersons shall be reimbursed for their expenses which have been authorized in the annual Multiple District 2 budget approved by the Council of Governors.

International Association of Lions Clubs Officers Expenses

International Association of Lions Clubs officers, where required, or as approved by the Multiple District 2 Council of Governors, shall be paid by “General Reimbursement Policy” and with approval of the Multiple District 2 Council of Governors.

REVISION OF THE POLICY MANUAL

The Multiple District 2 Policy Manual may be revised in the following manner:

1. A proposed revision shall be submitted by a District Governor or other Lion to the Multiple District 2 Constitution and Bylaws and Policy Manual Committee for review. The Multiple District 2 Constitution and Bylaws and Policy Manual Committee may also initiate proposed revisions.
2. The Multiple District 2 Constitution and Bylaws and Policy Manual Committee shall review the proposed revisions(s) and prepare a report containing the Committee's recommendations to the Council of Governors for their review and decision.
3. The Multiple District 2 Constitution and Bylaws and Policy Manual Committee shall submit a report with recommendations for revisions which are to be considered by the Council of Governors to the Multiple District 2 State Administrator at least fourteen (14) days or more prior to the Council of Governors meeting at which the proposed revisions are to be considered.
4. The Multiple District 2 State Office Administrator shall distribute a copy of the report to the Council Chairperson and the members of the Council of Governors at least ten (10) days prior to the Council of Governors Meeting.

ADOPTION OF REVISIONS TO THE POLICY MANUAL

The adoption of all revisions to the Multiple District 2 Policy Manual, with the exception of revisions regarding Multiple District 2 elections, shall be by formal majority vote by the Council of Governors during one of the quarterly business meetings of the Council of Governors.

Revisions regarding Multiple District 2 elections shall require a two-thirds vote of the members of the Council of Governors during one of the quarterly business meetings of the Council of Governors.