Policy Manual

Volume II of III

April 2015

District N-4
Policy Manual
Volume II

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Volume II of III

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IX. CONTESTS IX

A. ENVIRONMENTAL PHOTO CONTEST . . . . . IX-A

Every Lion, in good standing and from a club in good standing, can enter a photograph of his / her immediate surroundings into the club level Lions Environmental Photo Contest.

1. Purposes: IX-A-1

- to showcase the beauty of nature.
- to assist in fulfilling the 1972 Lions Clubs International commitment to protect the environment.

2. Rules: IX-A-2

- Every Lion, in good standing, from a club in good standing, can enter a photograph of his or her immediate surroundings into the club level Lions Environmental Photo Contest.
- Lions can enter photographs of their environment in one of the following five categories:
    - animal life (without people in the photograph)
    - plant life (without people in the photograph)
    - urban or natural landscape (without people in the photograph)
    - weather phenomenon (without people in the photograph)
    - Special theme: Beauty of the rural environment. Photos celebrating our natural local surroundings
- One photo per Club is selected and entered in the District selection process.
- The District Environment Chair arranges judging using LCI criteria.
- One District photo is selected and sent to the MD-N level for selection.
- The MD-N Environment Chair arranges judging using the LCI criteria.
- One MD-N photo is selected and sent to LCI for judging.
- Registered attendees of the Lions Clubs International Convention shall vote for the six international photo contest winners, including Best of Show.

3. Prizes: IX-A-3

- Twenty five posters are selected for publication in the LCI calendar.
- Winning club level photographs will advance to the District, Multiple District and International competitions.
- An engraved award is provided to the winning photographers in six categories. For more information, visit www.lionsclubs.org and keyword search "photo contest."
- For more information about the Lions Environmental Photo Contest, contact the District Environment Chair or visit:
  www.lionsclubs.org/EN/common/pdfs/contest_official_rules.pdf

B. INTERNATIONAL PEACE POSTER CONTEST . . . . . IX-B

1. Purpose: IX-B-1
   - To promote peace throughout the world by engaging youth
   - To encourage youth to examine the meaning of peace and visually display their interpretation of the annual LCI peace theme.

2. Rules: IX-B-2

- Only a Lions club can sponsor the contest in a local school(s) or organized, sponsored youth group(s), such as YMCA programs, Boys & Girls Clubs, Scouts, etc. A Lioness club can sponsor the contest through its sponsoring Lions club. Note: The contest cannot be held in youth groups sponsored by a Lions club, such as a Leo club or Scout unit. However, individual members of those groups, such as Leos or Scouts, may participate if the contest is held at their school or other organized youth group.
- A kit must be purchased for each contest sponsored. Each kit includes a sticker to be placed on the back of the winning poster prior to forwarding it to the next level of judging. Entries not featuring an official sticker on the back or meeting the rules listed below will be disqualified.
- Contest is open to students who will be 11, 12 or 13 years of age on November 15. Eligible birthdates can be found under the Contest Rules & Conditions found in the Peace Poster Kit.
- Artwork must be no smaller than 13 inches by 20 inches (33 centimeters by 50 centimeters) and no larger than 20 inches by 24 inches (50 centimeters by 60 centimeters). Do not mat or frame artwork.
- Only one entry per student and each entry must be the work of only one student.
- All artwork must be the individual student's original creation. Duplications are not accepted.
- All media are accepted. Note: Chalk, charcoal and pastel entries should be sealed with a fixative spray to prevent smearing. Do not laminate entries.
- Three-dimensional entries will not be accepted. Nothing may be glued, stapled or attached to the artwork in any way.
- The use of lettering or numbering on the front of the poster, in any language, is not allowed. All artist signatures or initials should be written on the back of the poster.
- Artwork should be done on a flexible material so it can be rolled for shipping in a mailing tube. Do not fold poster.
- Participants accept all responsibility for late, lost, misdirected or illegible entries. Entries sent with insufficient postage will be disqualified. Lions Clubs International is not responsible for entries damaged, destroyed or lost during the judging process.
- Entries cannot be acknowledged or returned. They become property of Lions Clubs International upon receipt. Peace Poster Contest images cannot be used without written permission from Lions Clubs International.
- In consideration for the opportunity to enter the Peace Poster Contest, participants agree to allow Lions Clubs International to use their names and photographs for promotional and publicity purposes.

- An international grand prize winner is not eligible to receive subsequent prizes in future Peace Poster contests sponsored by Lions Clubs International.
- Lions Clubs International may cancel the contest without notice at any time. The contest is void where prohibited, taxed or restricted by law.
- By entering, participants agree to be bound by these rules and the decisions of the judges and Lions Clubs International.

3. Prize: IX-B-3

- The international grand prize winner, two family members (one being a parent or legal guardian) and the sponsoring club president or a club member (as designated by the sponsoring club president) are required to attend the award ceremony at Lions Day with the United Nations in New York City, New York, USA (subject to change).
- Prizes: Clubs may set their own prizes.
- Club Prize value shall not exceed the District prize value.
- The District prizes are as follows:
  1^{st} = $300.00; 2^{nd} = $200.00; 3^{rd} = $100.00

To order your Peace Poster Kit, visit:
http://www.lionsclubs.org/EN/member-center/planning-projects/youth/peace-poster/index.php
For more information, visit:
http://www.lionsclubs.org/EN/our-work/youth-programs/peace-poster-contest/index.php

C. SPEAK OUT CONTEST . . . . . IX-C

Purpose:

- To provide youth with the opportunity to practice and build skills through public speaking
- To encourage youth to have a public voice in issues of concern to them

The Speak-Out shall be held at three levels: Club; Region; District.
A winner at the District level, shall proceed to the MD-N District Speak Out, to be held at the Multiple District-N Convention, in May.
See Forms section **XI-G-1** of this Policy Manual, for the necessary forms and regulations.

1. Club Speak Out IX-C-1

- This event shall be the responsibility of the Club Speak-Out Chair.
- There shall be only one speaker per Club at the Region Speak-out, unless determined otherwise, by consensus of all Clubs in the Region.
- This level must be completed by the end of February.
- The prize structure shall be as follows:
    - 1st prize minimum $75.00 maximum $100.00 plus a plaque or trophy
    - 2nd prize minimum $50.00 maximum $75.00 plus a medallion
    - 3rd prize minimum $25.00 maximum $50.00 plus a medallion
    - Runners up minimum $15.00 maximum $25.00 plus a medallion
- The Club shall adhere to the prize structure and provide the prizes.
- The Club Chair shall be responsible for:
    - supplying the school(s) with: regulations and all other pertinent information
    - arranging the date, place, three judges, two questioners and one timekeeper
    - providing the winner with the time, date and location of the Regional Speak-Out
    - ensuring the winner has transportation to the Regional Speak-Out.
    - providing the respective Region or Zone Chair with the name of the winner and the topic within two days after the Club Speak-Out.

2. Regional Speak-Out IX-C-2

- This event shall be the responsibility of the Region Chair. If there is no Regional Chair the Zone Chair shall be responsible. If there are two Zone Chairs then the responsibility for hosting the Regional Speak Out shall alternate between Zones. Each year, the Zone Chair shall inform the District Chair which Zone is hosting the Regional Speak Out.
- There shall be only one speaker per Region at the District Speak-out.
- This level must be completed at least two weeks prior to the District Speak-Out.
- The prize structure shall be as follows:
    - 1st prize minimum $100.00 maximum $300.00 plus a plaque or trophy
    - 2nd prize minimum $50.00 maximum $100.00 plus a plaque or trophy
    - 3rd prize minimum $25.00 maximum $50.00 plus a plaque or trophy
    - Runners up minimum $20.00 maximum $25.00 (medallions optional)
- The Region shall adhere to the prize structure and provide the prizes.
- The Region or Zone Chair shall:
    - Arrange date, place, three judges, two questioners, one timekeeper;
    - supply regulation and all pertinent information to the judges.
    - provide the District Chair within two days after the Regional Speak-Out, with the winner's name and topic to be used at the District Speak-Out;
    - ensure the winner attends the District Speak-Out.
- The Region shall be responsible for the transportation, meals and one hotel room for two nights for the winner and two adults, if required.
- Each Club shall share in the Regional Speak Out expenses.
- Costs of transportation and meals must be consistent with the District Policy.

3. District Speak-Out IX-C-3

The District Chair shall:

- Supply regulations and all pertinent information to each Club, Region, Zone Chair.
- designate a committee for the April Convention Speak-Out
- ensure the committee arranges:
    - the accommodations for the speakers;
    - provides three judges, two questioners and a timekeeper;
    - arranges banquet tickets for the winner and two adults
    - has the winner introduced at the convention Banquet.
- notify the Multiple District Speak-Out Chair of winners name and speech topic within one week after the Speak-Out.
- arrange transportation of the speaker and one escort to attend the Multiple District Speak-Out.
- Operate the District Speak Out within the financial confines of the District Budget.

The prize structure shall be as follows:

The winner shall receive:

- $500.00
- the Daisy Sheppard Trophy, kept in the winner's school for one year
- a personal trophy or plaque.

1st runner-up shall receive:

- $300.00
- a personal trophy or plaque.

2nd runner-up shall receive:

- $200.00
- a personal trophy or plaque.

Remaining contestants shall receive:

- $100.00
- a personal trophy or plaque.

District N-4 shall be responsible for the transportation, meals, banquet tickets and two nights hotel expenses for the winner and escort to the Multiple District Speak Out as per the District Policy.

The District Governor or the Vice District Governor shall act as host to the winner and escort at the Multiple District Convention.

4. Regulations IX-C-4

The regulations located in Section **XI-G-1g** shall be provided to each school, at the first contact to secure speakers for the Club level Speak Out. All participants, at all levels, shall have access to the regulations.

Speakers shall complete a Participant's Resume, found in Forms section **XI-G-1a**.

Regulations cover the requirements for: eligibility; limits and penalties; speech; questions; and identification.

5. General Information IX-C-5

Seating:

- Judges at all Lions public speaking competitions shall be seated separately.
- Contestants shall be seated facing the audience.
- Questioners shall be seated together to avoid repetitive questions.
- Questioners shall alternate when asking questions.
- Provisions shall be made to have judges indicate when they are ready for the next speaker, i.e.; a nod from each judge to signal the Chair.

Time Keeping:

- Timekeepers shall have a method of monitoring minutes and seconds. i.e.; a stopwatch.
- Time limits and penalties shall be enforced. Time penalties may affect the outcome of a Speak-Out.

Judging & Adjudication:

- Any Lions Club Speak Out Judge shall not, in the same year, serve as judge where s/he would encounter the same speaker(s) in another Lions public speaking competition.
- Any Lions Club Speak Out Questioner shall not, in the same year, serve as questioner where s/he would encounter the same speaker(s) in another Lions public speaking competition.
- Competent judges and questioners shall be selected from people familiar with students at this level and with public speaking.
- Questioners shall not score speakers.
- General positive adjudication shall be given for all speakers at all levels.
- Specific adjudication shall be given for the winner and the runner up (so that all present can see and understand why they were selected).
- At the three levels the judges shall be required to hand in their judging sheets to the Chair.
- If a list of suggested Speak Out topics is provided to schools, this list shall be changed each year to conform with current issues.

6. Judge's Check List IX-C-6

- Judges shall use the Judge's Check List, Section **XI-G-1c**, when assessing each speaker.

When evaluating each contestant each judge shall take note of the following:

- Delivery of Speech:
- Materials in Speech:
- Responses to Questions:
- Judges shall penalize contestant when required

The penalty shall be deducted from the contestant's TOTAL SCORE by the adjudicating Judge.

E. INTERNATIONAL NEWSLETTER CONTEST . . . . . IX-D

1. Purpose: IX-D-1
   - to promote interactions among Lions throughout the world
   - to encourage Lions to showcase their humanitarian services

2. Rules: IX-D-2
   - Clubs and districts are eligible to submit two copies of their best newsletters or bulletins

3. Prize: IX-D-3
   - One first place and four honorable mentions are given.

For more information visit: http://www.lionsclubs.org/EN/common/pdfs/pr763.pdf

F. INTERNATIONAL WEB SITE CONTEST . . . . . IX-E

1. Purpose: IX-E-1
   - to promote interactions among Lions throughout the world
   - to encourage Lions to showcase their humanitarian services
   - to make Lions and local Clubs more accessible to their communities

2. Rules: IX-E-2
   - Web sites designed by Lions clubs, districts and multiple districts may be entered in this contest.

3. Prize: IX-E-3
   - One first place and two honorable mentions are awarded.

For more information visit: http://www.lionsclubs.org/EN/common/pdfs/pr763.pdf

G. LIONS INTERNATIONAL ESSAY CONTEST . . . . . IX-F

1. Purpose: IX-F-1
   - to encourage visually impaired youth to engage in essay writing
   - to assist in the social and academic integration of visually impaired youth

2. Rules: IX-F-2
   - visually impaired 11-13 year olds are eligible to participate.

3. Prizes: IX-F-3
   - Awards are given for various levels of achievement.

For more information, visit: http://www.lionsclubs.org/EN/member-center/online-community/official-contests/lions-international-essay-contest.php

For rules and the entry form, visit: http://www.lionsclubs.org/EN/common/pdfs/pr41.pdf

X. AWARDS X

A. Lions Clubs International (LCI) Awards . . . . . X-A
More information is available at: www.lionsclubs.org

1. LCI Awards X-A-1

a. Club Excellence Award
Annual award to club presidents and clubs that meet the award requirements in the area of membership growth, service and club management set by the International Board of Directors. Completed application must be submitted to the English Language Department by September 30. Clubs that excel in community service, membership growth, communication and organizational management may qualify for the Excellence Awards. Clubs receive a banner patch and the club president receives a Club Excellence Pin to acknowledge his / her outstanding leadership.

b. Club President Excellence Award
The President's Retention Campaign recognizes successful retention efforts in two ways. First, direct recognition for club presidents is stressed through the guidelines for the Club President Excellence Award. Net membership gain is one criterion (complete rules are found in the President's Retention Campaign brochure). Successfully implementing the President's Retention Campaign will help club presidents earn this coveted award.

c. Club Anniversary Patch
Special banner patches have been designed to acknowledge a club's longevity of service to the community. The patch is accompanied with a letter from the International President.

d. Club Twinning Banner Patch
The Club Twinning Program is a reciprocal correspondence and exchange program between clubs of different countries. A Club Twinning recognition patch is awarded to Lions or Leo clubs that actively participate in this program for the first twinning relationship recorded in a fiscal year. For more information, visit the LCI website at www.lionsclubs.org and keyword search "twinning."

e. **October Membership Growth Month Website Recognition**
The LCI October Membership Growth Program encourages clubs to invite members year round, but recognizes that October is both a popular invitation time for clubs and a time when prospective members can be especially receptive to joining a Lions club. The October Membership Growth Program recognizes clubs for their achievement through acknowledgement of their efforts on the LCI Web site

f. President's Retention Campaign Banner Patch
The President's Retention Campaign recognizes successful retention. Complete rules are found in the President's Retention Campaign brochure. The club banner patch is available for clubs that make retaining quality members a priority. Clubs can earn this award in two ways:

- Ninety percent of the members in the club on July 1 of any Lions year must be in the club on June 30 of the next year. Death and transfers are excluded.
- Reverse membership losses. Clubs of any size that had net membership losses for the previous two years but attain a "zero" net loss in the program year ending June 30 will also receive a banner patch to acknowledge their achievement.

g. E-Clubhouse Banner Patch
A banner patch is given to each club that participates in the e-Clubhouse program.

h. **Women's United in Service Award**

United in Service Pins are awarded to district governors for achieving a net increase of 25 or more women during a fiscal year.

i. District Governor Extension Awards

The District Governor Extension Award is awarded to District Governors who charter one or more clubs within their district. The prestigious pin is personalized to display the number of clubs chartered during their year.

District Governor Extension Awards are issued to the immediate past district governor after June 1 following their fiscal. The award will indicate the number of new clubs formed in the previous fiscal year that are still in good standing as of May 31 of the next fiscal year.

j. **Family Membership Pins**

District Family Pins are awarded to District Governors who meet the following criteria during a fiscal year:

- One Crystal Pin – awarded to Districts that added 30 new family members or one new family Lions club with a minimum of 40 percent family members
- Two Crystal Pin – awarded to Districts that added both 30 new family members and one new family Lions club with a minimum of 40 percent family members.

2. LCI Foundation Awards and Recognition. X-A-2

In appreciation of Lions making LCIF's achievements possible LCIF provides award and recognition programs. Recognition varies depending upon level of support, and is available to individuals, clubs, districts, and corporations. It can include pins, plaques, acknowledgement cards, and other forms of appreciation. More information is available at:
http://www.lcif.org/EN/index.php
Visit : http://www.lcif.org/EN/_files/pdfs for copies of LCIF information sheets in pdf.

a. 100% Club Support Certificate of Appreciation

This award recognizes districts in which every club in the district has made a donation to LCIF.

b. 100% District Member Support Certificate

Recognizes districts in which every member in the district, based on year-end membership, donates US$20 or more to LCIF.

c. 100% Melvin Jones Fellowship Banner Patch

Clubs receive a 100 Percent Melvin Jones Fellowship award banner when all current club members are Melvin Jones Fellows. The LCIF Chair awards the club a Certificate of Distinction at the international convention.

d. 100% Member Support Banner Patch

Clubs may receive banner patches and chevrons to recognize LCIF Contributing Members when all Club members become Contributing Members. Clubs are awarded a 100 percent Member Support banner patch and chevron for the first year of 100 percent Contributing Membership. For each subsequent year of 100 percent Contributing Membership, clubs receive a chevron.

e. 100% Progressive Melvin Jones Fellowship Banner Patch

Clubs receive a diamond-shaped banner patch when all current members reach the first level of the Melvin Jones Fellowship Progressive program. Clubs receive diamond patches when all members reach new levels of the Progressive program. The LCIF Chair awards the Club a Certificate of Distinction at the international convention.

f. Club Donation Plaque / Patch / Chevron

Clubs that make an unrestricted donation of US$1,000 or more, receive a plaque, or if requested, a banner patch and chevron.

g. Corporate Donation Plaque

Recognizes corporations that donate US$1,000 or more to LCIF.

h. LCIF Contributing Member Lapel Pin
When individuals donate US$20, US$50 or US$100 or when such a donation is made in their name, a bronze, silver or gold lapel pin is received.

a. LCIF Friend of Humanity Gold Medal Award
This award recognizes very select Lions, no more than 50 each year, who have provided exceptional and longstanding service to LCIF. The award is for Lions who have generated significant financial support of LCIF or helped increase the Foundation's stature and identity. The LCIF Chair approves the nominees, and recipients receive a gold medal with a ribbon. An individual may receive the award only once.

b. LCIF Helping Hands Award
This award recognizes Lions who promote greater awareness of, and support for, LCIF at the club, region, district or multiple district level. There is no limit on the number of awards to be issued annually and individuals can receive the award more than once. The awards are determined by the LCIF Chair. Recipients receive an annual pin.

c. LCIF Honour Roll Certificate
Individuals who contribute US$100 or have that amount donated in their honor are eligible to receive this recognition. Recipients receive an Honour Roll certificate and their names are added to the Honour Roll at International Headquarters.

d. LCIF Legacy to Lions
This award recognizes individuals for naming LCIF as a beneficiary of their estate.

m. LCIF Memorial Donation Card
When donations ≥ US$25, are made to LCIF in memory of another, both the donor and the family of the deceased are sent acknowledgment cards.

n. LCIF Top Ten Certificate
This award recognizes the top ten districts worldwide, in donations to LCIF.

o. Melvin Jones Banner Patch / Chevron

Clubs receive a banner patch and chevron to recognize the initial naming of a MJF and a chevron for increased levels of Fellowship participation by club members. The club receives a chevron in subsequent years the first time a member is honoured with a MJF.

p. Melvin Jones Fellowship

Individuals who donate US$1,000, and persons for whom such donations are made, are recognized as Melvin Jones Fellows (MJF). Melvin Jones Fellows receive a lapel pin, personalized wall plaque and a congratulatory letter. Their names are displayed on a monitor in the LCIF Recognition Room at International Headquarters, and they receive a specialized pin for each level achieved. The MJF award provides 75 percent of the Foundation's revenue. Contributions can be made by individuals (including non-Lions), clubs or districts. Donations may be in one sum, or in installments of a minimum of US$100 over a five-year period. It is possible to make a donation and choose the MJF recipient later by writing "Melvin Jones Fellow to be named later" on the check or bank draft. Donations that qualify for the Melvin Jones Fellowship can be made in the following categories: measles, area of greatest need, disaster, humanitarian needs, sight and youth.
Complete the MJF application at: http://www.lcif.org/EN/_files/pdfs/lcif42m.pdf

q. Progressive Melvin Jones Fellowship

For those who already hold a MJF, the Progressive Melvin Jones Fellowship (PMJF) provides an opportunity to advance in the Fellowship program. For each subsequent donation of US$1,000 beyond the initial MJF donation, donors receive a new level of recognition, signified by a unique PMJF pin in accordance with their level of giving. The PMJF program has 100 levels, representing gifts between US$2,000 and US$100,000. Like MJFs, donors can honor another individual with PMJF donations.

r. Special Events Donation Card

If a club or individual makes a donation to LCIF to recognize a special event, (eg. Birthday, anniversary) a personal acknowledgment is given to the recipient.

3. International President's Award X-A-3

a. **Ambassador of Goodwill**
The International President presents up to 35 awards during the president's year. Lions who receive this award are ineligible to receive it again.

b. Head of State Medal
This is given to national heads of state or heads of government in recognition of their support of the Association.

c. International Director Recognition
Outgoing International Directors receive this award upon completion of their term in appreciation for their service to the association.

d. International Leadership
Lions and Leos who have made a significant leadership contribution during the International President's year in office are eligible to receive this award.

e. International Medal of Merit
This award is given at the discretion of the international president to local government officials such as mayors.

f. International President's Certificate of Appreciation
Lions and Leos who have performed a significant service to the association are given this award at the International President's discretion.

g. **International President's Letter of Commendation**
Lions who have offered exceptional service to meet worldwide humanitarian need are eligible to receive this award at the International President's discretion.

h. **International President's Medal of Distinction**
This award is given to prime ministers when they are not Head of State, governors, or others of similar status, at the discretion of the International President.

i. Medal of Honor
This award recognizes extraordinary humanitarian efforts. It shall be awarded posthumously, to Lions and non-Lions, at the discretion of the International President.

j. Presidential
The International President may present up to 775 awards during his / her presidential year.

k. The International Order of the Lion
This award recognizes the achievements by a layman in the areas of humanities, science and religion. It is given at the discretion of the international president.

B. MD N Awards . . . . . X-B

1. MD-N Outstanding New Lion Recognition X-B-1

a. MD Rookie of the Year Award

This Lion is selected for this award based on the information provided in the **XI-B-9** nomination form and the evidence that s/he had demonstrated an attitude and actions that go beyond the expectations for fulfillment of the required duties of a new Lion. This Lion would have earned the equivalent District award and been nominated for this honour by the District N-4 Governor.
For more information visit: http://www.lionsn4.ca/upload/882d9730da.pdf

2. MD-N Club Executive Awards X-B-2

a. MD Secretary of the Year Award / Outstanding Secretary

This Lion is selected for this award based on the information provided in the **XI-B-8** nomination form and the evidence that s/he had demonstrated an attitude and actions that go beyond the expectations for fulfillment of the minimal required duties of a secretary. This Lion would have earned the equivalent District award and been nominated for this honour by the District N-4 Governor.
For more information visit: http://www.lionsn4.ca/upload/fbc79703d1.pdf

b. MD President of the Year Award / Outstanding President

This Lion is selected for this award based on the information provided in the **XI-B-7** nomination form and the evidence that s/he had demonstrated an attitude and actions that go beyond the expectations for basic fulfillment of the required duties of a President. This Lion would have earned the equivalent District award and been nominated for this honour by the District N-4 Governor.
For more information visit: http://www.lionsn4.ca/upload/bbea5a8315.pdf

3. MD-N District Chair Awards X-B-3

a. MD Diabetes Awareness Chair Award
An award is provided annually to the Council Chair for presentation to the Multiple District Chair for achievement in fulfilling the requirements of the position.

b. MD Hearing Chair Award
An award is provided annually to the Council Chair for presentation to the Multiple District Chair for achievement in fulfilling the requirements of the position.

c. MD International Relations Chair Award
An award is provided annually to the Council Chair for presentation to the multiple district chair for achievement in fulfilling the requirements of the position.

d. MD Lions ALERT Banner Patch Award
A one-time banner patch award is available to clubs, districts and multiple districts that submit to Lions International Headquarters their written Lions ALERT plan.

e. MD Lions ALERT Chair Award
An award is provided annually to the district governor and council chair for presentation to the district and multiple district chair for achievement in fulfilling the requirements of the position.

f. MD Lions Services for Children Chair Award
An award is provided annually to the Council Chair for presentation to the multiple district chair each fiscal year, for achievement in fulfilling the requirements of the position.

g. MD Sight Chair Award
An award shall be provided annually to the Council Chair for presentation to the multiple district chair for achievement in fulfilling the requirements of the position**.**

C. National / Provincial Awards . . . . . X-C

1. Harry A Newman Diabetes Award X-C-1

This award, named after the first Canadian President of Lions Clubs International, recognizes the efforts of Lions in battling the global threat of diabetes. The award may be given to a Club, Lion, Lioness, or Leo, in good standing in Canada, who has shown outstanding commitment to Lionism and the work of the Canadian Diabetes Association. Each recipient of the Harry A. Newman Diabetes Award shall receive an engraved glass award from the Canadian Diabetes Association; a Harry A. Newman lapel pin; and, a personalized letter from the Canadian Diabetes Association President and CEO. Each sponsoring club shall receive a letter of thanks from the Canadian Diabetes Association for their donation and participation in this award. For applications contact the District Diabetes Chair or visit:
http://www.diabetes.ca/get-involved/supporting-us/harry-newman-diabetes-award/

2. Lions Foundation of Canada (LFC) Awards & Recognitions X-C-2

Funds from these awards are used to maintain the Canadian Dog Guide Program of the Lions Foundation of Canada. For more information on these awards and certificates visit the LFC website at: http://www.dogguides.com/lions.html

a. LFC Life Membership

Available to Lions, Lioness, Leos and families, the Life Membership honours a fellow member, a past president, or a family member. This award certificate is provided for a $100.00 CAD donation. It can be mounted on wood with an additional $50.00 charge.

b. LFC Progressive Life Membership

Further honours someone who is already a Life Member. The recipient will receive a lapel pin and a certificate. The Progressive Life Membership is awarded for a donation of $100 CAD.

c. LFC Fellowship

This Fellowship is reserved for Lions who consistently provide excellent service to their club or to Lions Foundation of Canada. The recipient of this award will be presented with a personalized, commemorative plaque, and a Fellowship Award lapel pin. Fellowships are available for Lions, Lioness and Leo Clubs, a district, or individuals for a donation of $250.00 CAD.

d. Judge Brian Stevenson Fellowship

To recognize outstanding Lions and other deserving recipients, for their community involvement or great achievement, P.I.P. Brian Stevenson endorsed this fellowship. The award is presented at a personally designed presentation ceremony to honour the recipient's accomplishments. The Judge Brian Stevenson Fellowship is not available for personal purchase. To betstow the award, an individual, club, district, or multiple district shall nominate a person meeting the criteria. The $500.00 CAD fee shall be used to build the endowment fund for Lions Foundation of Canada, with the interest annually supporting the Dog Guide program. The recipient shall receive a Judge Brian Stevenson medallion, lapel pin and signed certificate.

e. Progressive Judge Brian Stevenson Fellowship

This Fellowship is available only for JBS Fellows. The recipient receives a gold bar pin to be worn on the white ribbon of the Judge Brian Stevenson medallion, a lapel pin set with a ruby, and a personalized certificate. The PJBSF is available for a fee of $500 CAD to a club, district, multiple district, or an individual who wishes to honour someone. Personal purchases are not permitted. The funds shall be used to build the endowment fund for Lions Foundation of Canada as it continues to provide Dog Guides.

f. 100% Club Award

Clubs who have 100% of their members as LFC Life Members, LFC Fellows or Judge Brian Stevenson Fellows shall receive a banner patch.

3. Lion Max Simms Memorial Camp Awards X-C-3

a. LMSMC Fellowship

The award recognizes individuals who have supported, and shown leadership in providing service to, persons with special needs; recognizes service to, or involvement with the LMSMC; and, provides a means of supporting the continued operation of the LMSMC. The $250 sponsorship fee covers the Lion Max Simms Memorial Camp Fellowship and may be awarded by a Lion or non-Lion, individual or group, to a Lion or Non-Lion, who has provided, or supported, service for individuals with special needs. The award is not available for personal purchase. The recipient is awarded a certificate and medallion. The recipient's name shall be posted at the Lion Max Simms Memorial Camp.

b. LMSMC Life Membership

The award recognizes individuals who have supported, and shown leadership in providing service to, persons with special needs; recognizes service to, or involvement with the LMSMC; and, provides a means of supporting the continued operation of the LMSMC. The $100 sponsorship fee, covers the Lion Max Simms Memorial Camp Life Membership which may be awarded by a Lion or non-Lion, individual or group to a Lion or Non-Lion, who has provided or supported service for individuals with special needs. The award is not available for personal purchase. The recipient shall receive a certificate.

4. **Canadian Lions Eyeglass Recycling Centre** X-C-4

The mission statement of the Calgary Correctional Centre (CCC) Eyeglass shop recycling program is: to provide offenders with an opportunity to contribute in a meaningful way to the global community through the "Lions Eyeglass Recycling Program". Used eyeglasses are reconditioned, catalogued and provided to those in need, living in developing countries. For more information, visit the CLERC website at: http://www.clerc.ca/?page_id=90

a. Eyeglass Recycling Contributor Banner Patch

This banner patch is available to all Lions Clubs involved in the recycling of eyeglasses through the Calgary recycle centre. Participating Clubs receive a Banner Crest and yearly tab for eyeglasses collection or financial donations. Funds are used to cover processing and shipping costs.

5. Lions Quest Foundation of Newfoundland & Labrador X-C-5

a. Lions Quest Canada Foundation Fellowship

The Lions Quest Fellowship was established in 2003 to recognize deserving recipients. Lions Quest Fellows will receive a crystal award and a lapel pin at a cost of $500 per Fellowship. The Lions Quest Fellowship funds will be used to promote, enhance and expand the work being done to fulfill the LQF mission to empower adults in developing develop healthy, capable young people of strong character.

D. District N-4 Awards . . . . . X-D

1. General Information X-D-1

- All District awards are not required to be presented each year.
- It is at the discretion of the District Governor which awards are to be presented.
- The District Governor shall be held personally responsible for any expenses exceeding the awards budget.
- The official application Forms are found in Section XI of this Manual.
- To be eligible for these awards the nomination form(s) must be completed and forwarded to the District Governor at the end of the Lions year (June 30).
- The District Governor makes the final decision and presents the Awards at the October convention.

For more information, visit: http://www.lionsn4.ca/publications.php

2. District Governor Team Awards X-D-2

a. District Governor Certificate of Appreciation Award
A certificate is sent automatically from the LCI District and Club Administration Division, to recognize a District Governor who has completed a successful term in office.

b. Vice District Governor Award
It is appropriate for the District Governor to present plaques or other award to the members of the District Governor's Team, at the completion of the term of office.

c. Cabinet Secretary-Treasurer Award
It is appropriate for the District Governor to present plaques or other award to the members of the District Governor's Team, at the completion of the term of office.

d. District Governor Team Excellence Award
In appreciation of the special efforts made by District Governor Teams, LCI presents this award to members of governor teams who meet the requirements set by the International Board of Directors, after completion of the term of office. Completed application must be submitted to the English Language Department by September 30.

3. District Governor's Awards X-D-3

Lions and Clubs are only considered for these District awards if the appropriate nomination or application form, located in section **XI** of this Policy Manual, has been submitted on their behalf, to the DG for that award.

a. Individual Awards

1.) 100% President Award

This award is given to all Presidents who complete the basic requirements of their Club Officer role, and submit the application form in Section **XI-D** of this Policy Manual.

2.) 100% Secretary Award

This award is given to all Secretaries who complete the basic requirements of their Club Officer role, and submit the application form in Section **XI-D** of this Policy Manual.

3.) 100% Treasurer Award

This award is given to all Treasurers who complete the basic requirements of their Club Officer role, and submit the application form in Section **XI-D** of this Policy Manual.

4.) Best District Chair Award

This Lion contributes significantly to assisting the DG in the operations of the District, the meeting of the DG goals and the promotion of the issues in his / her own portfolio. This Lion exemplifies a spirit of Lionism in attitude and behaviour. This Lion meets the criteria identified in the nomination Form **XI-D** of this Policy Manual and is nominated for this award, through the submission of the award Form. This Chair: attends the District cabinet and general meetings; reports on activities to the District Governor and all Lions through the District Governor's Newsletter; where possible, attends the MD Fall Conference and Conventions; and is an asset to the District. This Lion goes beyond fulfilling the expected duties of a District Chair.

5.) Best President Award

This award is determined on the basis of the Secretary submitting the nomination form **XI-D-3a-5)**; the President earning the 100% President award; and the evidence displaying that s/he has gone beyond the normal expectations for the President role. This President will have contributed significantly to the operations of the Club and contributed to the enhancement of the ability of the Club, Zone, or District to provide humanitarian service.

6) Best Secretary Award

This award is determined on the basis of the President submitting the nomination form **XI-D-3a-6)**; the secretary earning the 100% secretary award; and the evidence displaying that s/he has gone beyond the normal expectations for the secretary role. This secretary will have contributed significantly to the operations of the Club and contributed to the enhancement of the ability of the Club, Zone, or District to provide humanitarian service.

7.) Best Zone Chair Award

This Lion contributes significantly to assisting the DG in the operations of the District by: supporting the DG in meeting his / her goals; providing educational opportunities and practical support to Clubs within the Zone; and promoting of LCI and District N-4 programs, projects and activities within his / her own Zone. This Lion exemplifies a spirit of Lionism in attitude and behaviour. This Lion meets the criteria identified in the nomination **Form XI-D** of this Policy Manual and is nominated for this award, through the submission of the award Form. This Chair: attends the District cabinet and general meetings; reports on activities to the District Governor and maintains regular contact with the 1st Vice District Governor. The Zone Chair enlists the support of other Lions when needed and is an asset to the District. This Lion goes beyond fulfilling the expected duties of a Zone Chair.

. 8.) Campus Club Award Pin

A Campus Award Pin is presented to any Lion who forms a Campus Lions Club, as determined by the district governor.

9.) Certified Guiding Lion Certificate

A certificate is provided to all Lions who successfully complete the Certified Guiding Lion course.

10.) Club Branch Pin

The President of Clubs that sponsor a branch is sent a pin to present to the Club branch liaisons.

11.) Club Rebuilding Award

This award is given to one individual who is recommended by district governor for having furnished the most assistance in reactivating a status quo or cancelled club or providing sustainable membership growth in a small club.

12.) Diabetes Awareness Chair Award

An award is provided annually to the district governor to the district chair for achievement in fulfilling the requirements of the position.

13.) Environment Chair Award

An award is provided annually to the District Governor for presentation to the district chair for achievement in fulfilling the requirements of the position.

14.) Extension Award Medallion and Certificate

Extension awards are presented to the two Lions, who, in the opinion of the serving District Governor, provided the greatest assistance in the organization of a new Lions club. Lions nominated for an Extension Award receive a medallion for new clubs that are in good standing after the club has been chartered for a year and a day for each of the first five clubs chartered, and greater awards for chartering 10, 15, 20, 25, 30, 40, 50, 75, 100 and 150 clubs.

The Extension Award will be sent to the District Governor for presentation to the club organizer(s). A thank you certificate will be provided along with the charter for the Lions that have been nominated for the extension award. Any Lion may receive the award, including

transfer charter members, with the exceptions of: the District Governor; new charter members; and, international representatives.

15.) Hearing Chair Award

An award is provided annually to the District Governor for presentation to the district chair for achievement in fulfilling the requirements of the position.

16.) International Relations Chair Award

An award is provided annually to the District Governor for presentation to the district chair for achievement in fulfilling the requirements of the position**.**

17.) Lion of the Year

This award, usually a plaque and a lapel pin, is given to a Lion who strongly represents the objects and goals of Lionism. This Lion demonstrates:

- a spirit of understanding and cooperation;
- strong leadership abilities and willingness to use them;
- humanitarian compassion;
- an interest in, and presence of, mentoring skills;

and has taken action during the current Lions year, in an area that has created a significant positive, impact in the Club, Zone or District.

18.) Lions ALERT Chair Award

An award is provided annually to the District Governor for presentation to the district Chair for achievement in fulfilling the requirements of the position.

19.) Lions International Relations Award

An award is provided annually to the District Governor for presentation to the Lion within the District who has developed the most outstanding international relations project. This award is available to District Governors upon request.

20.) Lions Services for Children Award

An award is provided annually to the District Governor for presentation to the district chair each fiscal year, for achievement in fulfilling the requirements of the position.

21.) Long Term Service Award

This award is intended to recognize dedicated Lions who have provided outstanding service to their Clubs and District for at least 30 years. These Lions would have supported local, District and global efforts through strong leadership, supportive mentoring, and "hands-on" work. These experienced Lions would be participants in Club, Zone and District governance and operations. To be eligible, these Lions must still be active in their Clubs, Zones and Districts. Lions must be nominated by their Clubs or Zones. See the Forms section of this Policy Manual for the nomination form. Using the established criteria and the nomination information provided, the District Governor selects one Lion each year to receive this 30 year pin.

22). The Milestone Chevron Award

The Charter Monarch Chevron and Monarch Chevron Awards are issued at the following years of service: 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, 75 and over. Chevron Awards for the current fiscal year are automatically sent to District Governors in the first quarter, for presentation to the recipients at an appropriate event, such as a District Convention or other celebration.

23.) Outstanding Service Award

The District Governor has the discretion to present one (1) award to either a club or an individual for outstanding service, in an area not covered by other awards.

24). Presidential Certified Guiding Lion Award

A Certified Guiding Lion who successfully guides a new club through its first two years of service, achieves a net growth in membership and attains other achievements as noted on the award application is eligible for the Presidential Certified Guiding Lion Award Metal.

25.) Rookie of the Year award

The President submits a nomination **(Form XI-D)** for a Lion who has been in the Club, less than a year and exhibits characteristics which exemplify Lionism. This Lion is engaged in Club activities as a leader and worker; attends meetings at the Club, Zone and District level; pursues opportunities to learn about Lionism; demonstrates leadership abilities; supports others; and, exceeds routine expectations for a "rookie". The DG uses the DG Team, and DG Advisory Teams to assist in selecting the most deserving new Lion.

26.) Sight Chair Award

An award shall be provided annually to the district governor for presentation to the district chair for achievement in fulfilling the requirements of the position.

27.) Visitation Awards

The Visitation Policy provides for the granting of three levels of awards annually and a special award after every five consecutive year block of receiving any level (Bronze, Silver, Gold) annual award.

The award program is intended to enhance participation in Lion activities and improve overall Club, Zone and District operations as a result of increased participation. The awards are structured to:

- increase club visitations
- improve Zone meeting attendance
- improve Club representation at District Conventions

Awards criteria are found in the Forms and Templates Section **XI-G-2** of this Policy Manual.

b. Club Awards

1) Best Club Award

Clubs complete the application form, **XI-D**, and the District Governor selects the Club which meets the most criteria and, in the DG Team's opinion, has contributed most to the Zone and District. The Club, its officers, and its members display a willingness, supported by actions, to go beyond the minimal expectations for their roles. This Club, for this year, presents itself as "the best in the District".

2) Campus Club Sponsor Award Patch

A Campus Award Patch is awarded to the Lions Club that sponsors a new Campus Lions Club. An embroidered Lions emblem surrounded by a door and the words *Campus Lions Club*, to be mounted on the official club banner, shall be presented to the sponsor Club.

3) Club Branch Banner Patch

Clubs that sponsor a branch receive a Club Branch Banner Patch.

4) Club Humanitarian Award

All Clubs within District N-4 shall be eligible and have an equal opportunity to receive this award. Each Zone Chair shall send a nomination to the District Governor.
The Selection Committee, composed of the District Governor's Team, shall base their decision on the following assessments:

- The value of an individual club project, or a collection of projects, promoting community service. Eg. Projects related to: Sight, Hearing, Speech, Diabetes, Drug, etc.
- The needs, impact and success of such project(s) within the community.
- The level of Club participation in working together to achieve a single goal.
- The overall Club commitment to the Lions Code of Ethics and Lions Club Objects.

5) Club Membership Growth Award

This award is based strictly on objective measures. The eligible Club with the greatest net gain in membership in the current Lions year, receives the award.

6) Club Twinning Banner Patch

Club Twinning is the reciprocal correspondence and exchange program between clubs located in different countries. A banner patch is awarded to Lions or Leo Clubs that participate in this program, for their first twinning relationship in a fiscal year. For more information, visit Club Twinning on the LCI website at:
http://www.lionsclubs.org/EN/member-center/planning-projects/international-relations/club-twinning/index.php

7) Family Membership Banner Patch

The Family Membership Banner Patch is awarded to new clubs adding 10 or more new family members at the time of charter. The banner patch is sent with the new club charter.

8) Lions ALERT Banner Patch Award

A one-time banner patch award is available to clubs and Districts that submit to Lions International Headquarters their written Lions ALERT plan.

9) Lions Club Community and Cultural Award

Each year, one club in a district that has been the most active in organizing successful community and cultural activities is selected by the District Governor to receive a banner patch award. This award is available to District Governors upon request.

10) Lions/UNICEF School-in-a-Box Banner Patch

A Lions Club, Leo Club, District or Multiple District that donates a total of US$500 or more to LCIF for the Lions/UNICEF School-in-a-Box program receives a banner recognition patch for the corresponding fiscal year. For donations of US $500 or more in subsequent years, clubs, districts and multiple districts shall receive a chevron recognition patch, reflecting the fiscal year of the donation.

11) Most Improved Club Award

This award is given to a Club which has significantly increased its performance in the current year, above the levels for the past several years. The Club may have experienced difficulties, which it has now resolved, that had limited its performance; or, the Club may not have previously been active at the Zone or District level, and that changed within this year. The award recognizes the extra effort that Club members have made to overcome issues resulting in low performance. Indicators of success for this award include:

The Club:

- attends District and Zone meetings.
- pays all dues on time.
- submits all WMMR reports to LCI, the DG Team, Zone Chair; provides reports to Zone meetings.
- name no longer appears as a concern on the LCI report to the DG.
- demonstrates effective leadership.
- has an increase in membership.
- conducts new activities.
- has increased participation in current projects.

12) New Club Sponsor Patch

An embroidered Lions emblem surrounded by the words "New Club Sponsor," which may be mounted on the official club banner, will be presented to the sponsoring club who sponsors a new Lions club**.**

13) New Horizons: In Diabetes Education Award

An award is provided annually to the District Governor for presentation within the district to the Lions Club that has been most active in diabetes awareness, education, prevention and control during the fiscal year.

14) **Outstanding Club (International Relations) Banner Patch** Award

Each year, one club in a district is selected by the governor to receive the Outstanding Club Patch for participation in international relations activities. This award is available to district governors upon request.

15) Reading Action Program Banner Patch

Each Lions Club that reports a reading or other literacy activity during the fiscal year through the online Service Activity Report will receive the "Reading Action Program" club banner patch. To be considered for the award Lions clubs must report their activities by July 15. Only one patch will be issued per club per fiscal year.

16) Sight Preservation, Awareness and Action Award

An award is provided annually to the District Governor for presentation to the one Lions Club that has been most active in sight-related service projects within the district during that year.

17) Strides: Lions for Diabetes Awareness – Banner Patch Award

A qualifying Lions club, district or multiple district will receive a Strides banner patch for organizing a "Strides: Lions for Diabetes Awareness" event. For Strides events held in subsequent years, clubs, districts and multiple districts will receive a chevron patch recognition, reflecting the fiscal year in which the event was held. The award criteria and award application may be downloaded from the association's website**.**

4. Club President Awards X-D-4

a. Certificate of Appreciation

LCI Certificates of Appreciation are available for Lion leaders to download and present to Lions participating in:

- Eyeglass Recycling
- Culture
- International Relations
- Lions ALERT
- Lions Crew at Work Lions Green Team
- Lions Children First

b. President's Certificate of Sponsorship

Lions sponsoring new members are entitled to receive an International President's Certificate of Sponsorship. These certificates are included in the New Member Kit, which is given to each new member at the time of induction. Prior to presenting the kit, it should be opened and the President's Certificate of Sponsorship should be personalized.

New Member Kits are available from the Club Supplies Department at no charge to the clubs.

c. **Lion of the Year**

This award, usually a plaque and a lapel pin, is given to a Lion who strongly represents the objects and goals of Lionism. This Lion demonstrates:

- a spirit of understanding and cooperation;
- strong leadership abilities and willingness to use them;
- humanitarian compassion;
- an interest in, and presence of, mentoring skills; and, has taken action during the current Lions year, in an area that has created a significant positive impact in the Club, Zone or District.

d. **Lions Young Leaders in Service**

These awards are intended for use by Lions clubs to recognize young people, ages 12-18, who have completed 50 hours (silver seal certificate) or 100 hours (gold seal certificate) of community service. Young Leaders in Service kits, including implementation guidelines and promotional flyers, are available from the Youth Programs Department at International Headquarters and on the association's Web site.

e. Membership Key

This award is issued automatically to Lions who sponsor new members to existing clubs. There are 17 levels of Keys depending on the number of new members a Key recipient has sponsored.

f. Year-Round Growth Excellence Banner Patch

Clubs that bring in the required number of members in their category will receive a Year-Round Growth Membership Excellence Banner Patch acknowledging their efforts in strengthening their membership during a given fiscal year. Banner patches will automatically be sent to club secretaries following the close of the fiscal year.

The club categories, and required number of new members for the category, are:

- Clubs with 21 or fewer members: bring in 3 or more new members
- Clubs with 22 – 40 members: bring in 5 or more new members
- Clubs with 41 or more members: bring in 8 or more new members.

g. Year-Round Growth Excellence Lapel Pin

Lions who sponsor three or more members during a given fiscal year will receive the Year-Round Growth Membership Excellence Lapel Pin. Pins will automatically be sent to club secretaries for distribution to qualifying members following the close of the fiscal year.

XI. FORMS and TEMPLATES XI

Due to its size and need for ease of accessibility, this section is located in a separate document with a separate Table of Contents.

It is entitled:

Policy Manual Volume III of III

XII. INTRODUCTION TO ROBERT'S RULES OF ORDER XII

A. Basics of Roberts Rules Of Order . . . . . XII-A

Using Parliamentary Procedure is the best way to manage business meetings. Some essential guidelines for the Chair are:

- Allow only motions that are in order.
- Have members obtain the floor properly.
- Require all speakers to speak clearly and concisely.
- Ensure that all speakers obey the rules of debate and act with courtesy and respect.

The following points are used to explain the basics of Parliamentary procedures.

1. Parliamentary Procedure XII-A-1

   ➢ What is Parliamentary Procedure?

   It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion

   ➢ Why is Parliamentary Procedure Important?

   Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

2. Order of Business XII-A-2

   ➢ Example of the Order of Business

   Organizations using parliamentary procedure usually follow a fixed order of business. One example is provided:

   1) Call to order.
   2) Roll call of members present.
   3) Presenting minutes of last meeting.
   4) Officers' reports.
   5) Committee reports.
   6) Special orders:
      Important business previously designated for consideration at this meeting.
   7) Unfinished business.
   8) New business.
   9) Announcements.
   10) Adjournment.

3. Motions and Voting XII-A-3

➢ Motions

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action, or a stand, on an issue. Individual members can:

- Call to order.
- Second motions.
- Debate motions.
- Vote on motions.

➢ Types of Motions

There are four Basic Types of Motions:

- **Main Motions**: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor and yield to privileged, subsidiary and incidental motions.
- **Subsidiary Motions**: Their purpose is to change or affect how a main motion is handled and is voted on before a main motion.
- **Privileged Motions**: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
- **Incidental Motions**: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

There are two other motions that are commonly used that relate to voting.

- **Motion to Table:** This motion is often used in the attempt to "kill" a motion. However, the option is always present, to "take from the table" for reconsideration by the membership.
- **Motion to Postpone Indefinitely:** This is often used as a means of parliamentary strategy and allows opponents of motion to test their support without an actual vote being taken. Also, debate is once again open on the main motion**.**

➢ How are Motions Presented?

1. **Obtain the floor**
   a. Wait until the last speaker has finished.
   b. Rise and address the Chair by saying, "King Lion or President."
   c. Wait until the Chair recognizes you.
2. **Make Your Motion**
   a. Speak in a clear and concise manner.
   b. Always state a motion affirmatively.
      Eg. "I move that we ..." vs. "I move that we do not ..".
   c. Avoid personalities and stay on your subject.
3. **Wait for Someone to Second your Motion.**
4. **Another member will second your motion or the Chair will call for a second.**
5. **If there is no second to your motion it is lost.**
6. **The Chair States Your Motion**
   a. The Chair will say, "it has been moved and seconded that we ..."
   thus placing your motion before the membership for consideration and action.

b. The membership then either debates your motion or may move directly to a vote.
c. Once your motion is presented to the membership by the Chair it becomes "assembly property" and cannot be changed by you without the consent of the members.

7. **Expand on Your Motion**
   a. This is the time to speak in favor of your motion, rather than when you present it.
   b. The mover is always allowed to speak first.
   c. All comments and debate must be directed to the Chair.
   d. Keep to the time limit for speaking that has been established.
   e. The mover may speak again only after other speakers are finished, unless called upon by the Chair.
8. **Put the Question to the Membership**
   a. The Chair asks "Are you ready to vote on the question?"
   b. If there is no more discussion a vote is taken.
   c. On a motion to move the previous question may be adapted.

- Voting on a Motion

The method of voting on any motion depends on the situation and the by-laws or policy of the organization. There are five methods used to vote by most organizations, they are:

By Voice: The Chair asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.

By Roll Call: Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.

By General Consent: If a motion is likely to be supported, the Chair can call for support by saying: "if there is no objection ...". The membership shows agreement by their silence. However, if one member opposes by saying, "I object," the item must be put to a vote.

By Division: This is a variation of a voice vote. It does not require a count unless the Chair so desires. Members raise their hands or stand.

By Ballot: When secrecy is desired, members anonymously write their vote on paper.

4. Additional Resources XII-A-4

For additional information, refer to http://robertsrules.com/ or www.robertsrules.org

XIII. GLOSSARY XII

This section of the Policy Manual is intended to clarify commonly used acronyms and terms and should be particularly useful for new Lions.

A. ACRONYMS . . . . . XIII-A

B&A	Budget and Audit Committee
CC	Council Chair
CDA	Canadian Diabetes Association
CEP	Club Excellence Process
CLERC	Canadian Lions Eyeglass Recycling Centre
CST	Cabinet Secretary Treasurer
DG	District Governor
DGE	District Governor Elect
GHHCF	General Hospital Health Care Foundation
GLT	Global Leadership Team
GMT	Global Membership Team
ID	International Director
IP	International President
IPCC	Immediate Past Council Chair
IPCST	Immediate Past Cabinet Secretary-Treasurer
IPDG	Immediate Past District Governor
IPID	Immediate Past International Director
IPIP	Immediate Past International President
IPP	Immediate Past President
LCI	Lions Clubs International
LCIF	Lions Clubs International Foundation
LFC	Lions Foundation of Canada
LMSMC	Lion Max Simms Memorial Camp
LRP	Long Range Planning Committee
MD	Multiple District
MD-N	Multiple District N
MMR	Monthly Membership Report
N-4	Sub District N4
PCC	Past Council Chair
PCST	Past Cabinet Secretary Treasurer
PDG	Past District Governor
PID	Past International Director
PIP	Past International President
PP	Past President
PRC	Past Region Chair
PZC	Past Zone Chair
RAP	Reading Action Program
RC	Region Chair

VDG	Vice District Governor
WMMR	Web Monthly Membership Report
ZC	Zone Chair

B. TERMS . . . . . XIV-B

CABINET – DG, VDGs, CST, District Committee Chairs, Region Chairs, Zone Chairs, PDG's, Club President's or their designates.

CC - Council Chair. Chosen by the incoming Multiple District Council of Governors to preside over Council meetings.

CLERC - Canadian Lions Eyeglass Recycling Centre located in Calgary, AB. It is a**n official** Lions Clubs International Eyeglass Recycling Centre to provide free, recycled eyewear to people in developing countries.

Council - Consists of the sitting DGs, Council Secretary-treasurer, and the CC

DG - District Governor. An International position and Chief Administrative Officer of the District; Elected by the district to preside over the area for 1 year. The DG for In Transition Districts, must be appointed by the International Board.

DGE - District Governor Elect. Title of the incoming DG who has been duly elected at the April Sub-district Convention and who will take office on 1 July of that year.

District - Geographic area consisting of a minimum of 36 Lions Clubs and a minimum of 1250 Lions. District N-4 covers the geographical area from Pouch Cove to Fogo.

District Governor's Advisory Committee - Zone Chair, Region Chair, Club Presidents and Secretaries within the Zone. The Zone Chair shall be the Chair of this Committee. There is a DG Advisory Committee for each Zone in the District.

District Officers - DG, IPDG, 1st VDG, 2nd VDG, CST, Region Chairs, Zone Chairs

e-clubhouse - An internet access point available to all Lions Clubs wishing to establish a Club website, managed by LCI. Lions Clubs across the world can find a new home on the Internet with the e-Clubhouse. E-clubhouse enables clubs to build a Web site and enhance their presence on the Web.

ID - International Director - Elected by delegates to the International Convention to serve on the International Board for 2 years.

IP - International President - Elected by delegates to the International Convention to serve for a term of 1 year.

LCI - Lions Clubs International - The International association of Lions Clubs, established in 1917; the largest service organization in the world and the first to be recognized by the United Nations.

LCIF - Lions Clubs International Foundation - Responsible for LCI projects and charities. Manages grants.

LFC - Lions Foundation of Canada - Located in Oakville Ontario and trains guide dogs.

LEO - Lions youth organization; organized by a Lions Club to provide a means for youth, age 12 to age 18, with opportunities for community service

LIONNET - LionNet is a network of national and state level service sites called LionNet nodes. They aim to promote the use of the Internet to members of LCI.

Lion Tamer - Member of the Club Board of Directors who is responsible for keeping the operational paraphernalia of the Club. (eg. Gong, flags, banners, etc)

Lions QUEST - Lions Quest programs are comprehensive, positive youth development and prevention curricula that unite the home, school and community to cultivate capable and healthy young people of strong character. Lions Quest K-12 programs teach essential life skills that support character development, social and emotional learning, civic values, substance and violence prevention, and service-learning.

LMSMC - Lions Max Simms Memorial Camp - Established in 1981, maintained and operated by the Lions, Lioness and Leo Clubs of Newfoundland and Labrador; a fully-accessible camp for individuals who have special needs; located on the Exploit's River near Bishop's Falls in Central Newfoundland; used year round for camping by individuals with special needs and groups accessing the facility for conferences and meetings.

MD - Multiple District - Consists of a geographic area with several districts. Multiple District N shall consist of all Sub-Districts within the Atlantic Provinces of Canada and the Lions Clubs of Calais, Fort Kent and Fort Fairfield in the State of Maine, USA, with the boundary lines as adopted by the Multiple District Convention of 2006 and approved by the Board of Directors of Lions Clubs International on July 6, 2007.

MD Fall Conference - Multiple District Meeting held in late October/early November. Hosting of this meeting is rotated through the 4 sub-districts of MD N.

MD Convention - Multiple District Meeting held in May. Hosting of this meeting is rotated through the 4 sub-districts of MD N.

MMR - Monthly Membership Report - Completed and filed by the club secretary showing membership by categories for the month. Sent to LCI, the DG, VDG's, and Zone Chairs.

PU101 - report completed and filed by club secretary showing incoming club officers. Due to DG by April 15. Due to LCI by May 31

Region - a collection of at least 10 Lions Clubs, divided into at least two Zones. The Region is represented by a Region Chair. The Region Chair is elected at the annual Sub-District Convention (April), by Clubs within the Region.

Tail Twister - Member of the Club Board of Directors who promotes harmony, good fellowship and enthusiasm at club meetings by appropriate stunts and games and a judicious imposition of fines on club members.

USA/CANADA FORUM - An annual leadership training and educational conference normally conducted for the Lions of the USA and Canada during the month of September each year, at a location in one of the two countries mentioned above.

VDG - Vice District Governor - Elected for 1 year to serve as 2nd VDG, if the Lion is elected as the 1st VDG the following year, then s/he qualifies for election as DG.

WMMR - LCI website location for submitting the Monthly Membership (and Activities) Report (MMR) online.

Zone - area of the district consisting of 4-8 clubs presided over by a zone chair

C. email ADDRESSES . . . . . XIII-C

These District-assigned Lions email addresses will only be effective for the users, for the duration of their term in office. When the emails are activated, the user will be given a password and instructions on how to access the email.

It is expected that all official electronic correspondence to District Cabinet members, will occur through these addresses. This will give Lions a consistent address for submitting reports and contacting positions.

1. District Governor's Team XIII-C-1
    a. Immediate Past District Governor . . . . . n4ipdg@lionsn4.ca
    b. District Governor . . . . . n4dg@lionsn4.ca
    c. 1st Vice District Governor . . . . . n4vdg1@lionsn4.ca
    d. 2nd Vice District Governor . . . . . n4vdg2@lionsn4.ca
    e. CST . . . . . n4cst@lionsn4.ca

2. District N-4 Committee Chairs XIII-C-2

a. ALERT . . . . . alertchair@lionsn4.ca
b. Budget & Audit . . . . . bachair@lionsn4.ca
c. Constitution & By Laws . . . . . constitutionchair@lionsn4.ca
d. Convention . . . . . conventionchair@lionsn4.ca
e. Community and Cultural Activities . . . . . activities@lionsn4.ca
f. Diabetes Awareness and Action . . . . . diabeteschair@lionsn4.ca
g. Environmental Stewardship . . . . . environmentchair@lionsn4.ca
h. Global Leadership Team . . . . . glt@lionsn4.ca
i. Global Membership Team . . . . . gmt@lionsn4.ca
j. Hearing & Speech . . . . . hearingchair@lionsn4.ca
k. Honorary . . . . . honorarychair@lionsn4.ca
l. Information Technology . . . . . itchair@lionsn4.ca
m. International Understanding & Cooperation . . . . . iuchair@lionsn4.ca
n. Lion Max Simms Memorial Camp (LMSMC) . . . . lmsmcchair@lionsn4.ca
o. Lions Clubs International Foundation (LCIF) . . . . . lcifchair@lionsn4.ca
p. Lions Foundation of Canada (LFC) – Dog Guides.. lfcchair@lionsn4.ca
q. Long Range Planning . . . . . lrpchair@lionsn4.ca
r. Public Relations . . . . . prchair@lionsn4.ca
s. Nominations & Elections . . . . . elections@lionsn4.ca
t. Pins & Visitation . . . . . pin@lionsn4.ca
u. Sergeant-At-Arms . . . . . sergeant-at-arms@lionsn4.ca
v. Sight Conservation & Work with the Blind . . . . . sightchair@lionsn4.ca
w. VOCM Cares – Lions Radio Bingo Liaison . . . . . vocm@lionsn4.ca
Opportunities for Youth . . . . . opportunities@lionsn4.ca
i. Leo Clubs . . . . . leochair@lionsn4.ca
ii. Peace Poster . . . . . ppchair@lionsn4.ca
iii. Lions Quest . . . . . questchair@lionsn4.ca
iv. Speak Out . . . . . speakoutchair@lionsn4.ca
x. Hospital Visitation Committee Chair

3. District N-4 Representatives XIII-C-3
    a. Lions / CDA Liaison . . . . . .
    b. Lions District N-4 Foundation . . . . . n4foundationchair@lionsn4.ca
    c. Lions Foundation of Canada - director . . . . . .
    d. LMSMC Foundation - representatives . . . . . .
    e. Lions Quest Foundation NL - representatives .

4. Zone Chairs and Clubs XIII-C-4
    a. Zone 1
        i. Chair . . . . . zone1chair@lionsn4.ca
        ii. Alexander Bay . . . . . alexanderbay@lionsn4.ca
        iii. Brimstone Head . . . . . .
        iv. Gander . . . . . gander@lionsn4.ca
        v. Musgrave Harbour . . . . . .
        vi. St Brendan's . . . . . .

    b. Zone 2
        i. Chair . . . . . zone2chair@lionsn4.ca
        ii. Badger's Quay . . . . . .
        iii. Gambo . . . . . .
        iv. Hare Bay-Dover . . . . . .
        v. Indian Bay . . . . . .
        vi. Wesleyville-Cabot . . . . . .

    c. Zone 3
        i. Chair . . . . . zone3chair@lionsn4.ca
        ii. Bloomfield-Musgravetown . . . . . .
        iii. Bunyan's Cove . . . . . .
        iv. Clarenville . . . . . clarenville@lionsn4.ca
        v. Randon . . . . . .

    d. Zone 4
        i. Chair . . . . . zone4chair@lionsn4.ca
        ii. Bonavista . . . . . bonavista@lionsn4.ca
        iii. Fort Point . . . . . .
        iv. Port Rexton Area . . . . . .
        v. Port Union . . . . . .

    e. Zone 5
        i. Chair . . . . . zone5chair@lionsn4.ca
        ii. Arnold's Cove . . . . . .
        iii. Come By Chance . . . . . .
        iv. North Harbour . . . . . northharbour@lionsn4.ca
        v. Southwest Arm . . . . . .

vi. Sunnyside . . . . . .

f. Zone 6
   i. Chair . . . . . zone6chair@lionsn4.ca
   ii. Community Five . . . . . .
   iii. Dunville . . . . . .
   iv. Green's Harbour . . . . . .
   v. Placentia . . . . . .
   vi. Whitbourne . . . . . .

g. Zone 7
   i. Chair . . . . . zone7chair@lionsn4.ca
   ii. Baccalieu . . . . . baccalieu@lionsn4.ca
   iii. Bay Roberts . . . . . bayroberts@lionsn4.ca
   iv. Carbonear . . . . . .
   v. Hant's Harbour . . . . . hantsharbour@lionsn4.ca
   vi. Shearstown . . . . . .
   vii. Victoria . . . . . victoria@lionsn4.ca

h. Zone 8
   i. Chair . . . . . zone8chair@lionsn4.ca
   ii. Goulds . . . . . .
   iii. MUN . . . . . mun@lionsn4.ca
   iv. Portugal Cove . . . . . .
   v. Pouch Cove . . . . . .
   vi. St John's . . . . . stjohns@lionsn4.ca
   vii. St John's Health Care . . . . . .

i. Zone 9
   i. Chair . . . . . zone9chair@lionsn4.ca
   ii. Conception Bay South . . . . . .
   iii. Mount Pearl . . . . . mountpearl@lionsn4.ca
   iv. St Vincent's . . . . . .
   v. Trepassey . . . . . .
   vi. Waterford Hospital . . . . . .

j. Zone 10
   i. Chair . . . . . zone10chair@lionsn4.ca
   ii. Bay L'Argent . . . . . .
   iii. Burin . . . . . .
   iv. English Harbour East . . . . . .
   v. Fortune . . . . . .
   vi. Garnish . . . . . .
   vii. Grand Bank . . . . . .
   viii. Marystown . . . . . .
   ix. St Lawrence . . . . . .

5. Lioness and Leo Clubs XIII-C-5
    a. Goulds Lioness . . . . . .
    b. District N-4 Leo Executive . . . . . .
        i. President . . . . . .
        ii. Vice President . . . . . .
        iii. Secretary . . . . . .
        iv. Treasurer . . . . . .
    c. Leo Clubs
        i. Clarenville Leos . . . . . .
        ii. Come By Chance Leos . . . . . .
        iii. Conception Bay South Leos . . . . . .
        iv. Goulds Leos . . . . . .
        v. Marystown Leos . . . . . .
        vi. Southwest Arm Leos . . . . . .
        vii. Waterford Valley Leos . . . . . .

NOTE: the additional email addresses will be included as they are created.

XIV. AMENDMENTS TO THE DISTRICT POLICY MANUAL . . . XIV

A. PROCESS . . . . . XIV-A

- Any Lion requesting a District N-4 Policy change, shall bring such proposal to his / her Club president or the respective District Chair. If approved by the Club or District Committee, such proposal shall proceed to the District Governor.
- A proposed written amendment shall be submitted to the District Governor by a Club President, on behalf of a Club; a District Chair on behalf of his / her Committee; a VDG; or CST.
- Any proposed amendments, additions, deletions or revisions to this Policy Manual shall first be submitted by the District Governor to the District N4 Constitution and By-Laws Committee for review and recommendation.
- Where necessary, such proposed amendments shall also be reviewed by the Budget and Audit and / or the Long Range Planning Committees, to determine the feasibility and appropriateness of such a proposal. When all required Committees' reviews of the proposal, result in a recommendation to proceed, the District Governor shall give approval for presentation to the membership.
- Proposed amendments shall be presented as "Notice of Motion" at the next District N-4 Convention; or in the next District N-4 DG Newsletter, which allows for at least a 30 day review period prior to the Sub District Convention. The general vote on the motion shall be held at the following Sub-District Convention in April.
- Club Presidents shall bring the proposed motions to their membership for discussion and a recommendation to support, or reject the motion when presented at the Sub District Convention for a vote.
- Such proposed amendments or revisions shall only become effective after: publication to the Lions 30 days prior to the vote; and, an affirmative vote of a clear majority of the eligible voting delegates registered at the next Sub District Convention.
- .

B. UPDATE . . . . . XIV-B

1. Access and Security XIV-B-1

- A current copy of the District N-4 Policy Manual and the District N-4 Constitution and By Laws shall be kept on the District N-4 website in a read-only format, which cannot be altered.
- A working copy of the District N-4 Policy Manual and the Constitution and By Laws shall be kept on the District computer, under the supervision of the CST with an additional copy available to the District IT Chair.
- A back-up working copy of the District N-4 Policy Manual and the Constitution and By Laws shall be kept on a portable hard drive or data storage device, secured by the CST.
- The Chair of the Constitution and By Laws Committee shall request, from the IT Chair, a working copy of the legal documents when preparing draft changes. Only one working copy shall be in use at any time and any proposed changes shall be recorded by the IT Chair, until such time as they are voted upon and approved, or rejected.
- All changes made to the District Policy Manual and the Constitution and By Laws shall be made by the District N-4 Constitution and By Laws Chair or the IT Chair, under the direction of the Constitution and By Laws Chair.

2. District Communication XIV-B-2

- Immediately following the District N-4 adoption of such amendments, additions, deletions or revisions, the District Constitution and By-Laws Chair shall ensure the insertion of same, or an appropriate update, to this manual. Once updated a copy shall be sent to the District IT Chair to upload to the District website.
- Following the inclusion of any updates to the District N-4 Policy Manual or the Constitution and By Laws, the CST shall send an email to all Clubs and all Lions with District-registered, active email addresses, informing them that the Policy Manual has been updated online.

3. Clerical Revisions XIV-B-3

- In the regular review of the legal documents, if inconsistencies in language, or formatting, are found, the Constitution and By Laws Committee shall correct such inconsistencies, without requiring Cabinet or Membership approval.
- If additional District email addresses are created, or those positions already named but without an email address, are created, such addresses shall be added to the Policy Manual, without requiring Cabinet or Membership approval.
- All changes to the LCI, MDN Constitution & By Laws or Policy Manual shall be accepted as changes to the District N-4 Constitution and By Laws or Policy Manual and shall be updated in the District documents following notification from LCI or MDN, without requiring Cabinet or membership approval. Such changes shall be then communicated to District N-4 membership.

C. TABLE OF AMENDMENTS . . . . . XIV-C

1.	April	1996
2.	October	1996
3.	April	1997
4.	April	1997
5.	April	1998
6.	April	1999
7.	February	2003
8.	April	2008
9.	February	2009
10.	April	2009
11.	April	2012
13.	April	2013
14.	April	2014
15.	April	2015