

**OHIO LIONS
MULTIPLE DISTRICTS 13**

POLICY MANUAL

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MULTIPLE DISTRICT 13 – OHIO LIONS, INC. POLICY MANUAL

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PART ONE – ACCOUNTABILITIES

INTRODUCTION

The job descriptions and accountabilities of the committees and boards contained herein reflect necessary details to describe principal duties and functions of each committee or board. However, they should not be construed as a detailed description of ALL expectations or requirements, because these committees and boards are ultimately advisory to the Ohio Lions Council of Governors.

These descriptions are to provide direction and to outline intended responsibilities for organizational teamwork, not impose or create limitations within the organizational structure. They are intended to facilitate successful operations within the committee or board. All committees or boards are responsible for participating in the Strategic Planning process and adhering to the Strategic Plan on an annual basis.

Committee members are expected to fulfill the normal and intended duties incumbent upon such service. These responsibilities are not elaborated upon in this manual, however, attendance at regularly scheduled meetings and participation in committee or board responsibilities is essential for the success of the committee or board. Accordingly, the Chairperson of a committee or board may recommend that a District Governor replace an appointed or elected representative who fails to fulfill their obligations or meet the expectations outlined herein, upon the approval of the majority of members of the committee or board. Prompt reporting of committee or board minutes and conduct of other routine operations and procedures is strongly encouraged and anticipated.

SECTION ONE – COMMITTEE ACCOUNTABILITIES

CHAPTER 1 – BAND

1. Each committee member will assist the chairperson in the following duties for his/her respective District:
 - A. Publicity
 - B. Public Relations
 - C. Fund Raising (both for the Band fund and members within the District).
 - D. Recruiting

2. Each committee member shall also:
 - A. Assist at auditions and/or rehearsals when required.
 - B. Attend all scheduled committee meetings.

3. Band Committee responsibilities:
 - A. Approve and forward to the Council of Governors for appointment the name of the Band Director.
 - B. Approve and forward to the Council of Governors an annual budget for the Ohio Lions All State Band.
 - C. Provide adequate liability coverage for Ohio Lions, Inc. and all Ohio Lions All State Band property.

- D. The committee will meet quarterly, or more often, if needed, at the request of the Band Chairperson.
- E. The committee can recommend an honorarium for the Band Director.
- F. The committee is responsible for approval and procuring of uniforms, music, and equipment subject to the budget.
- G. The committee will keep a record of current inventory of Band property and forward a current inventory to the Ohio Lions State Office.
- H. The committee will approve the design and purchase of Band pins.
- I. The committee will approve of the disposal and/or sale of Band property.
- J. The committee will be responsible for approval of any business of the Ohio Lions All State Band not covered above.

4. Band Chairperson:

- A. The Band Chairperson shall be appointed by the Council of Governors at the first Council of Governors meeting following the Lions International Convention and term of office shall be one year starting September 1 and ending August 31 of the following year.
- B. The Band Chairperson will act as chairperson of the State Band Committee, which will be appointed by the Governors of each District of MD13-Ohio, pursuant to Article III, Section 1. of the By-Laws of Ohio Lions, Inc. The Band Chairperson will also act as District Chairperson of his/her respective District.
- C. The Band Chairperson will act as liaison between the Council of Governors and the Committee and Band Staff.
- D. The Band Chairperson (with input from the Band Director, Travel Agent, and Band committee) will prepare an annual budget of proposed income and expenses to be incurred by the band to be presented to the Council of Governors at the Fall Conference meeting of the Council of Governors.
- E. The Band Chairperson will record all income and forward it to the State Office for deposit. All expenses will be approved by the Chairperson and sent to the State Office for payment.
- F. The Band Chairperson's expenses will be paid in accordance with the State Lions policies, through the State Band Fund.
- G. The Band Chairperson will present an annual inventory of all equipment owned by the Band to the Band Committee and to the Council of Governors at the Fall Conference meeting of the Council of Governors, and more often upon request of the Council of Governors.
- H. The Band Chairperson will recommend the name of a Band Director to the Band Committee for subsequent recommendation for appointment by the Council of Governors as Band Director at the first Council of Governors meeting following the Lions International Convention. Term of service will be from September 1 to August 31 of the following year.
- I. The Band Chairperson, with the Band Director, will request bids from travel agencies to cover travel expenses of the Band. Additional costs of band camp, chaperones, directors, and other related costs would be added into the fee that will be charged to band members for the trips.
- J. The Band Chairperson may have a band pin designed for approval by the Band Committee each year.
- K. The Band Chairperson will oversee such fund raising projects as needed by the Band, and approved by the Band Committee.
- L. Scheduling of Band trips and concerts will be subject to approval by the Band Director and Chairperson.

- M. The Band Chairperson participates in the annual trip as a chaperone.
- N. The Band Chairperson is responsible through the Band Director for obtaining the services of non-music personnel for the Band (such as additional chaperones, counselors, nurse/EMT, video specialists, recording specialists, etc.).
- O. The Band Chairperson coordinates with the Band Director on the business aspects in matters pertaining to scheduling rehearsals, facilities, performances, and tour arrangements for the Band.
- P. The Band Chairperson, with the cooperation of the Band Director and travel agent, develops the overall day-to-day itinerary for the annual trip.
- Q. The Band Chairperson, in cooperation of the Band Director, recommends to the Council of Governors the price to be charged to students for the annual trip.
- R. The Band Chairperson arranges for printing and distribution of mailings sent to all band directors, Lions Clubs, and Lioness Clubs in Ohio.
- S. The Band Chairperson will submit a budget for operation of the Band Committee to the Finance and Long Range Planning Advisory Committee as required.

CHAPTER 2 – CONSTITUTION AND BY-LAWS

1. The committee shall study, analyze and interpret the Constitution, By-Laws and Policy Manual of Multiple District 13 - Ohio Lions, Inc., in a continuous and timely manner, to maintain pace with changing conditions and circumstances, and make appropriate recommendations to the Council of Governors.
2. The committee shall maintain up-to-date revisions of the Constitution, By-Laws and Policy Manual of Multiple District 13 - Ohio Lions, Inc., and coordinate with the Multiple District Secretary the appropriate publication and distribution of these documents.
3. The committee shall initiate and draft proposed amendments necessary to facilitate corrections and changes as deemed advisable by this committee.
4. The committee shall solicit proposed amendments to the Multiple District 13 - Ohio Lions, Inc. Constitution and By-Laws, research them thoroughly, draft clearly and present them for consideration at the State Convention.
5. The committee shall report back to its originator, as soon as possible, any proposed amendment, found to be in conflict with the International Constitution & By-Laws, defective in substance or content, or inconsistent or unclear, in an effort to make necessary revisions for the earliest possible MD13 Ohio Lions State Convention.
6. The committee shall treat all proposed amendments equally without prejudice and in keeping with mandated deadlines.
7. The committee shall ensure that all proposed amendments are received, cleared, prepared and transmitted in writing to all club secretaries of record and additionally posted on the State web page not less than thirty days (30), prior to the Multiple District 13 - Ohio Lions, Inc., State Convention.
8. The committee shall present and move for adoption, all proposed amendments, transmitted by this committee, without recommendations from the committee, at the appropriate Multiple District 13 - Ohio Lions, Inc., State Convention.

9. The committee shall meet not less than sixty days (60) before the annual Multiple District 13 Ohio Lions, Inc. State Convention, if necessary, to finalize arrangements for the proposed amendment(s) procedures.

10. The committee shall elect a Chairperson, Vice-Chairperson and a Secretary by the close of the annual Multiple District 13 - Ohio Lions, Inc., State Convention, to serve for the ensuing year. Eligible candidates for these offices shall be carry-over members whenever possible.

11. The committee shall provide a budget request annually to the Finance and Long Range Planning Advisory Committee as appropriate by the designated deadline on an appropriate form supplied by them.

CHAPTER 3 – EXTENSION

1. The committee shall provide dynamic leadership in the initiation of programs designed to encourage the formation of at least one new Lions Club in each of MD13's districts each year.

2. The committee shall encourage, promote and supervise the formation of new Lions and Leo Clubs by other interested Lion members.

3. The committee members shall advise the District Governors in the identification of prospective clubs and the techniques used to form these new clubs.

4. The committee shall report regularly to the Council of Governors on annual club extension progress, and encourage the District Governors to become involved in club extension within their Districts.

5. Committee representatives shall, within their Districts, be directly involved with the formation of new clubs, by providing encouragement, motivation, coaching and educational materials for all Lions who are actively involved in extension efforts.

6. The committee shall work with the State Membership Committee and/or other committees and groups to provide recommendations for the marketing and promotion of Lionism, within Ohio, in a manner conducive to the chartering of new clubs.

7. The committee should, in a professional and productive manner, make recommendations to Lions Clubs International when appropriate, regarding potential changes in policy, which might enhance the prospects for club extension.

8. The committee shall conduct an annual meeting of the Multiple District 13 Extension Committee and the Vice Governors, for the purpose of reviewing accomplishments, developing strategies and setting new goals.

9. The committee shall meet as needed to review and adjust goals as necessary, as well as to provide regular training and informational updates to the members.

10. The committee shall elect a Chairperson, Vice-Chairperson and a Secretary by the close of the annual Multiple District 13 - Ohio Lions, Inc., State Convention, to serve for the ensuing year. Eligible candidates for these offices shall be carry-over members whenever possible.

11. The committee shall provide a budget request annually to the Finance and Long Range Planning Advisory Committee as appropriate by the designated deadline on an appropriate form supplied by them.

CHAPTER 4 – FINANCE AND LONG RANGE PLANNING ADVISORY

1. The committee shall act as custodian of the Restricted Fund and the Ohio Lions Promotional Fund. A majority approval of the committee will be required to make any recommendation to the Council of Governors for disbursement from, and use of the monies in these funds, including accumulated interest.

2. The committee shall study the future of Ohio Lionism, present strategic plans to insure the continued growth and development of Lions Clubs of Multiple District 13 - Ohio Lions, Inc., and make recommendations for the accomplishment of these plans.

3. The committee shall review the financial structure and investments of Multiple District 13 Ohio Lions, Inc., and make recommendations where deemed appropriate.

4. The committee shall prescribe, prepare, distribute and collect each year by a designated deadline, a complete budget request form from each respective chairperson of appropriate state committees, and the Multiple District Treasurer when appropriate.

5. The committee shall review and recommend, annual budget requests for all appropriate standing state committees, and the following per capita funds: State Council Fund, Office Operation Fund, Promotional Fund, Restricted Fund and the International Convention Fund to the Council of Governors.

6. The committee shall report annually at the State Convention to the Delegates assembled.

7. The committee shall elect a Chairperson and Vice-Chairperson, who shall be voting members of the committee and a Secretary who also may be a voting member of the committee, to serve for the ensuing Lions year, no later than the close of the annual state convention. Eligible candidates for these offices shall be carry-over members whenever possible.

CHAPTER 5 – INTERNATIONAL CONVENTION

1. The committee shall, in conjunction with the state office and the Multiple District Secretary and Multiple District Treasurer, prepare plans and make provisions for necessary activities for the Ohio Delegation at the annual International Convention. Important activities include, but are not limited to:

- a. Provisions for the timely and thorough dissemination of information; and
- b. The promotion and encouragement of attendance; and
- c. The monitoring of registration; and
- d. The recommendation to the Council of Governors, appropriate events and activities and hosting of such activities as prescribed by the Council of Governors.
- e. The hosting of an Ohio Lions Office and Hospitality Room; and
- f. The determination of the Ohio Lions parade uniform recommendation and entry supervision; and

- g. Post a daily schedule of events.
2. The committee shall also assist the Liaison Committee in any appropriate way with coordinating the Ohio Lions Caucus at the International Convention.
3. The committee shall also assist the Band Committee in any appropriate way with coordinating the Ohio Lions Youth Band at the International Convention, whenever approved by the Council of Governors.
4. The committee shall maintain close cooperation with the Liaison Committee, and with other state committees, in addition to the campaign committee and the Multiple District Secretary, in promoting Ohio Candidates for international office.
5. In all dealings with Lions Clubs International, the committee shall at all times act professionally and with proper protocol, thus enhancing the reputation of the Ohio Lions within International Lionism.
6. The committee shall work to obtain the best possible values for Ohio Registrants to the International Convention.
7. The committee shall promote and assist pin-trading activity and other similarly enjoyable activities at the International Convention.
8. The committee shall elect a Chairperson, Vice-Chairperson and a Secretary by the close of the annual Multiple District 13 - Ohio Lions, Inc., State Convention to serve for the ensuing year. Eligible candidates for these offices shall be carry-over members whenever possible.
9. The committee shall provide a budget request annually to the Finance and Long Range Planning Advisory Committee, by the designated deadline on an appropriate form supplied by them.

CHAPTER 6 – INTERNATIONAL UNDERSTANDING AND COOPERATION

1. The committee shall develop and provide guidelines for implementing continued growth of International Understanding and Cooperation programs throughout Multiple District 13.
2. The committee shall consider, recommend and promote a program of International activities.
3. The committee shall support International activities of the Youth Committee and aid in their promotion.
4. The committee shall establish criteria for review, funding and allocation of all monies donated to the Ohio Lions International Understanding and Cooperation Fund, to designated programs endorsed and supported by MD13 - The Ohio Lions.
5. The committee shall elect a Chairperson, Vice-Chairperson and a Secretary by close of the annual Multiple District 13 Ohio Lions, Inc., State Convention to serve for the ensuing year. Eligible candidates for these offices shall be carry-over members whenever possible.

6. The committee shall prepare and provide the Council of Governors annually, a report of the anticipated distribution of all funds raised through the International Understanding and Cooperation Committee, prior to such distribution.
7. The committee shall provide a budget request annually to the Finance and Long Range Planning Advisory Committee as appropriate by the designated deadline on an appropriate form supplied by them.

CHAPTER 7 – LEADERSHIP DEVELOPMENT

1. The purpose of the Leadership Development Committee shall be to plan and implement an annual program of leadership development and training for Multiple District 13 – The Ohio Lions.
2. The Leadership Development Committee shall plan, promote, and coordinate leadership development programs and training sessions to include:
 - a. Seminars, conferences and forums to train and educate state and district officers; and
 - b. Plan and implement the annual Fall Conference program, promoting educational, informational and fellowship opportunities for the Lions of Ohio; and
 - c. Develop training and educational materials and aids, related to the Leadership Development Program including curriculum for training Club officers.
3. The committee shall, in conjunction with other appropriate state committees, plan educational and informational sessions, for the benefit of the Ohio Lions.
4. The committee shall, in conjunction with the Multiple District Secretary, submit to the State Council of Governors a schedule of recommended dates, events and locations for the Leadership Development program events.
5. The committee shall report to the State Council of Governors on the progress of programs for Leadership Development, and make appropriate recommendations for the development or discontinuation of any and all training programs.
6. The committee shall provide a budget request annually to the Finance and Long Range Planning Advisory Committee as appropriate by the designated deadline on an appropriate form supplied by them.
7. The committee shall elect a Chairperson, Vice-Chairperson and a Secretary by close of the annual Multiple District 13 Ohio Lions, Inc., State Convention to serve for the ensuing year. Eligible candidates for these offices shall be carry-over members whenever possible.

CHAPTER 8 – LIAISON

1. The committee shall foster and maintain a favorable atmosphere for Ohio Lionism throughout Lions Clubs International.
2. The committee shall study and analyze the needs of the Ohio Lions for International Office, identifying all options, and recommending action to be taken, accompanied by appropriate rationale.

3. Prior to the initiation of campaigns for international office, conduct a briefing meeting with prospective candidates, at which discussion of campaign ground rules will take place. All present or past international officers and current Council Chairperson should participate in this meeting.
4. The committee shall monitor and supervise the adherence to campaign rules for International Officer, as determined in number “3” above.
5. The committee shall monitor and conduct the election of a candidate for international office at the MD13 – Ohio Lions State Convention.
6. The committee shall serve on the Campaign Committee for an Ohio Candidate for international office.
7. The committee shall plan and conduct the Multiple District 13 - Ohio Lions, Inc., caucus at the International Convention.
8. The committee shall report annually at the State Convention to the delegates assembled and to the Council of Governors as requested.
9. The committee shall provide a budget request annually to the Finance and Long Range Planning Advisory Committee by the designated deadline on an appropriate form supplied by them.
10. The committee shall provide authorized amenities, through approved annual budget requests, to designated current and past International Officers and staff.

CHAPTER 9 – LIONS CLUBS INTERNATIONAL FOUNDATION (LCIF)

1. The committee shall meet twice annually to set goals, conduct training sessions, and review contributions to Lions Clubs International Foundation from the current districts of Multiple District 13.
2. The committee representatives shall be responsible for the promotion of Lions Clubs International Foundation programs in their respective districts, including, but not limited to, Melvin Jones Fellowships, Emergency Grant Assistance, Core Four, and Contributing Member programs.
3. The committee shall conduct at the Fall Conference, as deemed appropriate, occasional seminars of an informative nature.
4. The committee shall develop and provide guidelines for implementing continued growth of charitable giving to LCIF programs by clubs throughout Multiple District 13.
5. The committee shall maintain a record of donations for LCIF throughout Multiple District 13, and report the same at the Annual MD13 State Convention.
6. The committee shall elect a Chairperson and Vice-Chairperson and by the close of the annual Multiple District 13 - Ohio Lions, Inc., State Convention to serve for the ensuing year. Eligible candidates for these offices shall be carry-over members whenever possible.
7. The committee shall provide a budget request annually to the Finance and Long Range Planning Advisory Committee by the designated deadline on an appropriate form supplied by them.

CHAPTER 10 – MEMBERSHIP

1. The committee shall provide dynamic leadership at the Club, District and State levels of Multiple District 13 – The Ohio Lions, in membership growth and retention, supporting the goals of the Ohio Lions and Lions Clubs International.
2. The committee will design and promote membership recruitment, development and retention programs with Multiple District 13 – The Ohio Lions, Inc.
3. The committee shall assist other committees and groups in their efforts to strengthen weak clubs and general membership programs within the several Districts. In so doing they should develop membership programs and provide guidelines for their implementation.
4. The committee shall develop, distribute and promote membership and retention programs to the clubs of Multiple District 13.
5. The committee shall, in conjunction with the state office and the Multiple District Secretary, maintain and a list of club membership programs and an inventory of audio-visual information available for use by any club in Multiple District 13.
6. The committee shall elect a Chairperson, Vice Chairperson and a Secretary by the close of the annual Multiple District 13 - Ohio Lions, Inc., State Convention to serve for the ensuing year. Eligible candidates for these officers shall be carry-over members whenever possible.
7. The committee shall provide a budget request annually to the Finance and Long Range Planning Advisory Committee by the designated deadline on an appropriate form supplied by them.

CHAPTER 11 – PUBLIC RELATIONS AND MARKETING (PRaM)

1. The committee shall promote the benefits of Public Relations and Marketing in the areas of fund raising, membership recruitment, and service to the clubs and districts of Multiple District 13.
2. The committee shall establish an annual goal for Multiple District public relations projects and pursue that goal vigorously.
3. The committee shall provide annual public relations support for significant Multiple District 13 state projects, including, but not limited to, Candy Day, Lions Quest, Lions Youth Camp, The International Peace Poster Contest, Pilot Dogs, and other similar activities supported by the various State Committees on a Multiple District level.
4. The committee shall produce a Public Relations curriculum for use in all statewide Public Relations and Marketing Trainings Sessions.
5. The committee shall conduct at the Fall Conference, as deemed appropriate, occasional seminars of an informative nature.
6. The committee shall coordinate, in conjunction with the Multiple District Secretary, the establishment and upkeep of the Ohio Lions Official Web Site.

7. The committee shall report to the State Council of Governors on the progress of all public relations programs and make appropriate recommendations for the development or discontinuation of any and all such programs.
8. The committee shall provide a budget request annually to the Finance and Long Range Planning Advisory Committee as appropriate by the designated deadline on an appropriate form supplied by them.
9. The committee shall elect a Chairperson, Vice-Chairperson and a Secretary by close of the annual Multiple District 13 Ohio Lions, Inc., State Convention to serve for the ensuing year. Eligible candidates for these offices shall be carry-over members whenever possible.
10. The Committee shall coordinate the productions of the Multiple District 13 - The Ohio Lions State Newsletter, four times annually either online or hard copy.
11. The committee shall make recommendations to the Council of Governors with respect to the State newsletter, its Editor, and it's content.
12. The committee shall, in conjunction with the State Office and the Multiple District Secretary and Multiple District Treasurer, work towards the goal of making the State Newsletter completely self-sustaining.
13. The committee shall develop, distribute and maintain a Public Relations Database for use by any and all clubs of Multiple District 13.

CHAPTER 12 – SIGHT AND HEARING

1. The committee shall promote both service and financial participation in sight and hearing projects, endorsed by the District, the Multiple District or Lions Clubs International, in each of the several districts of Multiple District 13.
2. The committee shall establish an annual goal of expected donations for endorsed Multiple District sight and hearing projects and pursue that goal vigorously.
3. The committee shall post and maintain a careful record of donations for endorsed sight and hearing programs and report the same at the Annual MD13 State Convention.
4. The committee in cooperation with the Multiple District Treasurer shall establish criteria for review, funding and allocation of all monies donated to the Ohio Lions Sight and Hearing Fund, to designated programs endorsed and supported by MD13 - The Ohio Lions.
5. The committee shall prepare general Ohio Lions Sight and Hearing information, for review by potential organizations, which may benefit by the Ohio Lions Sight and Hearing contributions.
6. The committee shall extend invitations, to appropriate agencies, to make requests for Sight and Hearing Committee recognition and/or financial support at the committee's first meeting annually.

7. The committee shall make a recommendation to the Council of Governors at its State Convention Meeting each May, for the final allocation of all monies donated to the Ohio Lions Sight and Hearing Fund; and coordinate with the Multiple District Treasurer all distribution of these funds.

8. The committee shall elect a Chairperson, Vice-Chairperson and a Secretary by the close of the annual Multiple District 13 - Ohio Lions, Inc., State Convention to serve for the ensuing year. Eligible candidates for these offices shall be carry-over members whenever possible.

9. The committee shall provide a budget request annually to the Finance and Long Range Planning Advisory Committee, by the designated deadline on an appropriate form supplied by them.

CHAPTER 13 – YOUTH

1. The committee shall promote, supervise and coordinate the Multiple District 13 – Ohio Lions’ programs for youth, including, but not limited to Leo Clubs, Ohio Lions Youth Camp, The International Peace Poster Contest, Liberty Day Ohio, the G.O.O.D. Program and International Youth Exchange.

2. The committee shall promote youth programs including Lions Quest, the James T and Betty Coffey Scholarship Program and the Ohio Lions Youth Band.

3. The committee shall make recommendations to the Council of Governors whenever appropriate, with regard to activity on current or proposed youth related activities throughout Multiple District 13.

4. The committee shall develop and recommend procedures for the successful implementation of the MD13 – Ohio Lions youth programs at the district and club levels.

5. The committee shall elect a Chairperson, Vice-Chairperson and a Secretary by the close of the annual Multiple District 13 - Ohio Lions, Inc., State Convention to serve for the ensuing year. Eligible candidates for these offices shall be carry-over members whenever possible.

6. The committee shall provide a budget request annually to the Finance and Long Range Planning Advisory Committee by the designated deadline on an appropriate form supplied by them.

SECTION TWO – BOARD ACCOUNTABILITIES

CHAPTER ONE – STATE OFFICE BUILDING BOARD OF TRUSTEES

SUB-SECTION I: GENERAL RESPONSIBILITY

The State Office Building Board of Trustees has the general responsibility to facilitate the smooth and efficient operation of the State Office Building through responsible management of all fiduciary duties associated with operating a commercial enterprise.

SUB-SECTION 2: ACCOUNTABILITY

The State Office Building Board of Trustees is directly accountable to the Council of Governors. All actions of this board shall be subject to the approval of the Council of Governors.

SUB-SECTION 3: GENERAL DUTIES

1. Prepare and submit for approval an annual Committee Budget for the Ohio Lions State Office Building. The budget shall contain all Revenue generated from tenant rent, interest, and miscellaneous income and donations. All Expenses in support of the operation of the building, including utilities, maintenance, repair and general custodial services shall also be included.
2. Submit a recommendation for any line item increase above the approved Committee Budget first to the Long Range Planning and Advisory Committee for approval prior to submission and approval by the Council of Governors.
3. Ensure that the Ohio Lions Office Building meets all city, county, state and federal commercial building regulations.
4. Oversee the operation of the building. These responsibilities include but are not limited to payment of bills; tenant relationships/concerns/needs; vendor and contractor communications; custodial and janitorial services; routine maintenance and repair; emergency maintenance; other State Committee liaison; community liaison, and general building record keeping.
5. Review annually all tenant contracts/leases and make recommendations for appropriate changes and modifications as warranted.
6. Renew tenant contracts/leases reflecting any negotiated agreements.
7. Issue new tenant contracts/leases reflecting all negotiated agreements.
8. Find tenants for all available building office space.
9. Review all proposed major/minor improvement projects recommended for the building. This includes review and comment on sketches, drawings and specifications provided for the project.
10. Ensure that competitive bids are properly advertised for all building improvement projects.
11. Ensure that competitive bids from reputable contractors are reviewed with Finance and Long Range Planning prior to submission to the Council of Governors to award of the project contract.
12. Prepare and make recommendations to the Council of Governors for financing any major building project.
13. Accept all suggestions and recommendations from the Council of Governors for improvements to the State Office Building.

SECTION THREE – ADMINISTRATIVE OFFICERS ACCOUNTABILITIES

CHAPTER ONE – MULTIPLE DISTRICT SECRETARY AND MULTIPLE DISTRICT TREASURER

Essential duties and procedures for the Multiple District Secretary occur on an annual basis. These activities are enumerated, and determine the time that should be devoted to accomplish the expectations of this position.

Under the control of the State Council of Governors, and direct supervision of the Council Chairperson, the Multiple District Secretary (MDS) shall:

SUB-SECTION 1: SECRETARY’S RESPONSIBILITIES

1. Assist the Council Chairperson (CC) in the planning and preparation of the agenda for State Council meetings, and arrange the necessary accommodations for such meetings.
 - a. Assist the Council Chairperson with advance preparation of State Council Meetings’ agendas and necessary written reports of related materials. This includes copying and adding necessary items to the CC's agenda as approved by the CC.
 - b. Distribute to all Members of Council, District Junior Officers, Ex-Officio Members of Council and Committee Chairpersons, 10 calendar days prior to each Council Meeting, complete information as submitted at that time.
 - c. Make all necessary logistical arrangements for all State Council Meetings. As much as possible, these arrangements should be made by telephone.
2. Attend all State Council Meetings and perform the duties of recording secretary and other reasonable duties when requested by the Council Chairperson.
 - a. Keep an accurate and permanent record of the proceedings of all meetings of the State Council and forward a copy of the minutes of the meetings, within 10 calendar days after the meetings, to each member of the State Council, Ex-Officio Members and to Lions Clubs International.
3. Assist the State Convention Chairperson and Ad-Hoc Committee with site arrangements and planning for the State Convention. Assist the International Convention Committee as may be required.
4. At the direction of the State Council, causes to be mailed to the Secretary of Record of each Chartered Club, an official Call to the Annual State Convention, at least sixty days prior to the beginning of the convention.
5. Assist the Leadership Committee Chairperson in the preparation of the annual Fall Conference by making the physical arrangements for the Fall Conference, Governors-Elect/CST Training, and Deputy Governors-Elect/Zone Chairperson Training. *(The Leadership committee is responsible for planning & coordinating the program.)*

6. Make all necessary logistical arrangements for all State Committee Meetings. As much as possible these arrangements should be made by telephone.
7. Assist the State Council in the conduct of the business of the State of Ohio, including the operation of the State Office and direction of Office Staff;
8. Distribute reports, letters, and materials related to Multiple District or International activities, at the State Office, by direction of the State Council.
9. Provide for secure storage and/or proper disposition of State Office reports, letters, financial statements and other pertinent documents and materials in accordance with the State Office Record Retention and Disposal Policy or as directed by State Council.
10. Handle communications and requests for information when directed to do so or required to do so, between the Lions of Ohio and Lions Clubs International. Also, handle all miscellaneous communications requested by State Council and/or the Council Chairperson.
11. Arrange for surety/performance bonds for all District Cabinet Secretary Treasurers and for all Club Treasurers, to be paid by the individual Districts and individual Lions Clubs, and provide verification that such bond is in force. Also, arrange for surety/performance bonds for all Office Staff and provided verification that such appropriate bonds are in force.
12. Act as a liaison between the tenants and an authorized representative of the Building Committee.

Essential duties and procedures for the Multiple District Treasurer occur on an annual basis. These activities are enumerated, and determine the time that should be devoted to accomplish the expectations of this position.

Under the control of the State Council of Governors, and direct supervision of the Council Chairperson, the Multiple District Treasurer (MDT) shall:

SUB-SECTION 2: TREASURER'S RESPONSIBILITIES

13. Attend all State Council Meetings and perform the duties of State Treasurer, supplying clear, concise and correct financial reports.
 - a. Provide financial reports, including the most recent bank statements received since the last F & P meeting, current cash reconciliation, and a summary of all accounts to the Finance & Long Range Planning Advisory Committee and State Council 10 calendar days prior to their respective meetings. Distribution of these reports needs to be coordinated with the distribution of secretarial materials.
14. Bill each Sub-District semi-annually for dues, collect and allocate the same to the proper funds, keep accurate records, accounts and books to the inspection of any member of the State Council or their designee, and any auditors appointed by State Council, at any time.
15. Receive and disperse upon order of the State Council, all State funds, and co-sign all checks upon authorization of the Council Chairperson.

16. Deposit all monies received in a timely fashion in such bank or banks as may be designated by the State Council.
17. Be responsible for bookkeeping areas including, but not limited to payroll, petty cash management, voucher dispersal and payment, accounts payable and receivable, tax filings, banking documentation adherence, audit and tax preparation and the like.

SUB-SECTION 3: ADDITIONAL SECRETARY & TREASURER RESPONSIBILITIES

18. Assist the Finance & Long Range Planning Advisory Committee Chairperson and the Council Chairperson in the preparation of the annual budgets prior to the first State Council meeting.
 - a. Supervise the distribution by July 1 of each year, a budget proposal for each recognized fund to the State Council as submitted by the Finance and Long Range Planning Advisory Committee for their review, recommendations and approval.
 - b. Participate as an Ex Officio member of the Finance and Long Range Planning Advisory Committee.
19. Perform duties to provide continuity from one State Council to the next.
20. Perform such other duties as specified or implied in the Multiple District Constitution, By-Laws and Policy Manual or assigned by the State Council.
21. Complete all duties and responsibilities assigned with integrity and professionalism and with proper decorum expected of an Official Representative of Multiple District 13, Ohio Lions, Inc.

Specific procedures and protocols for performance of these responsibilities shall be enumerated from time to time in documents authorized and approved by the Council of Governors.

CHAPTER TWO - ADMINISTRATIVE ASSISTANT

SUB-SECTION 1: PRIMARY JOB OBJECTIVE

This position is responsible for clerical and technical work. An employee in this job performs assigned duties requiring specialized knowledge. Work problems involving departures from standard procedures are reviewed with the Multiple District Secretary, Multiple District Treasurer and Council Chairperson for final decision; general instructions are received from the Multiple District Secretary, Multiple District Treasurer and Council Chairperson when procedures are changed or when new duties are assigned. Work is subject to reviews periodically and upon completion.

SUB-SECTION 2: JOB CONTENT

The areas of responsibility of the Administrative Assistant include but are not limited to:

1. Office communications, including greeting guests and answering the telephone.
2. Answer questions of a routine nature to people at the office or on the telephone.
3. Taking phone messages and arranging appointments as necessary.

4. Data entry skills of at least 50wpm, in order to keyboard correspondence, reports, financial reports, and other similar documents, many of which will be entered from tape recordings.
5. Routine office filing, including creation and upkeep.
6. Maintain adequate office supplies as needed.
7. Bookkeeping areas including, but not limited to payroll, petty cash management, voucher dispersal and payment, accounts payable and receivable, tax filings, banking documentation adherence.
8. Assist with all meeting and convention logistical arrangements on behalf of the Multiple District Secretary, including rooming lists and meal recommendations.
9. Assist with the Fall Conference and State Convention. Assist with preparation of all convention materials needed, and the registration process.
10. Performs other tasks as assigned by the Multiple District Secretary, Multiple District Treasurer and Council Chairperson.

SUB-SECTION 3: REQUIRED JOB SKILLS AND EQUIPMENT KNOWLEDGE

1. Personal computer skills are required with MS Office Professional and Quick Books Pro, in a Windows operating environment. Experience is required or must be able to learn on the job efficiently.
2. Familiarity with basic office equipment is required, including high volume copying, printers, toner and ink cartridges, recording and dictation equipment, fax machines, adding machines and the like.
3. A high school diploma or G.E.D. is required for the position.
4. Professionalism includes neat appearance, the ability to be discrete, and the ability to handle privileged information on a regular basis in confidence.

SECTION FOUR – OHIO LIONS ALL STATE BAND DIRECTOR ACCOUNTABILITIES

1. The Band Director will be chosen by recommendation of the Band Chairperson to the Band Committee, and subsequent recommendation for appointment by the Council of Governors at the first meeting following the Lions International Convention. Term of service will be from September 1 to August 31 of the following year.
2. The Band Director's expenses will be paid on a negotiated per diem basis or in accordance with current Ohio Lions rules of audit through the State Band Fund.
3. The Band Director will select and develop a balanced, quality band to perform at International Conventions, etc. The band will consist of band members from Ohio High Schools.
4. The Band Director will select an Assistant Director.
5. The Band Director is an "ex-officio" member of the Band Committee and will report to the Band Committee and/or the Council of Governors upon request.

6. The Band Director will recommend purchase of any needed equipment, music and supplies with approval of the Band Chairperson and the Council of Governors.
7. The Band Director will provide a complete inventory of all Band property to the Band Chairperson and the Band Committee at the first meeting of the Band Committee following the Director's appointment, and keep all equipment in good working condition at all times.
8. The Band Director will keep the Band Chairperson and the Band Committee informed as to the Ohio Lions All State Band at all times, and help promote its activities.
9. The Band Director schedules meetings for the purpose of planning rehearsals, music selection, equipment, supply needs, and other such matters.
10. The Band Director coordinates with the Band Chairperson on scheduling rehearsals, facilities, and performance arrangements for the Band.
11. The Band Director provides input to the Band Chairperson on scheduling of the musical portion of the day-to-day trip itinerary.
12. The Band Director is responsible to the Band Chairperson and to the Band Committee for recommendation of uniforms, music, and equipment subject to budget approval.
13. The Band Director is responsible for all auditions, rehearsals, and performance of the Band.
14. The Band Director makes recommendations to the Band Chairperson and the Band Committee relating to the disposal and/or sales of all Band Equipment.
15. The Band Director may coordinate with the Band Chairperson on selection of the chaperones.

PART TWO - PROCEDURES AND GUIDELINES

SECTION FIVE - COUNCIL OF GOVERNORS MEETINGS

CHAPTER 1 - ACCEPTANCE OF A COMMITTEE REPORT

1. When a representative of a committee presents the Committee Report to the Council of Governors, the report shall be voted upon in one of the following manners, with written reports taking precedence over oral reports.
 - a. Move to accept the report as presented.
 - b. Move to accept the report as amended.
 - c. Move to accept the report with reservations.

SECTION SIX – STATE OFFICE OPERATIONS

CHAPTER 1 – MULTIPLE DISTRICT SECRETARY AND MULTIPLE DISTRICT TREASURER

SUB-SECTION 1: GENERAL AUTHORITY

The Multiple District Secretary is the administrative officer and the Multiple District Treasurer is the financial officer of MD-13 Ohio Lions and both act in this capacity on behalf of the State Council according to Article V of the Multiple District 13 – Ohio Lions, Inc. Constitution. The Multiple District Secretary and the Multiple District Treasurer shall not assume any of the prescribed duties, responsibilities or prerogatives of a District Governor, a District Officer, a Foundation Officer or a State Committee, either individually or collectively, unless specifically directed by appropriate formal action of the State Council or by formal request of a District Governor for assistance.

Any and all contracts entered into for and on behalf of the Multiple District 13 - Ohio Lions, Inc. shall have prior approval of the Council of Governors and be in writing signed by the Council Chairperson or the Multiple District Secretary, if with the scope of his/her authority, and with prior approval of the Council of Governors.

SUB-SECTION 2: PRIMARY RESPONSIBILITY

The primary role and responsibility of both the Multiple District Secretary and the Multiple District Treasurer is to make sure that all provisions and actions set forth and called for in the Multiple District 13 – Ohio Lions, Inc. Constitution, By-Laws, and Policy Manual are properly understood, closely followed and satisfactorily performed by the Council Chairperson, Council of Governors, State Committees and Foundations.

Such advice and direction should also be provided to other officers and principals when necessary and expedient. The intent and expectation of this role and responsibility is to maintain continuous high quality operations of the varied affairs and activities of Multiple District 13 – Ohio Lions, Inc. in accordance with its Constitution, By-Laws and Policy Manual.

SUB-SECTION 3: ADMINSTRATIVE GUIDELINES

1. Compensation and total benefits for the Multiple District Secretary and Multiple District Treasurer deemed necessary for the operation of the Ohio Lions State Office shall be considered, approved and paid for by the Council of Governors from the State Office Operations Fund.
2. The Council of Governors, through its Council Chairperson, is the direct supervisor of the Multiple District Secretary and Multiple District Treasurer.
3. An annual performance review is to be conducted by the executive committee consisting of the Council Chairperson, Council Vice Chairperson, and the Finance and Long Range Planning Advisory Committee Chairperson. The annual performance review is to be both thorough and systematic in nature.
4. A written report is to be filled with the Council of Governors, Council of Governors-Elect, and Finance and Long Range Planning Advisory Committee simultaneously for their consideration and concurrence at least thirty (30) days prior to commencement of the annual State Convention. Such performance review report is to clearly indicate advance review, discussion, and acceptance by the incumbent Multiple District Secretary and Multiple District Treasurer. Said written report shall also include any recommended salary increase,

which shall be used by the incumbent Multiple District Secretary and Multiple District Treasurer in the preparation of the next proposed annual Office Operations budget.

SUB-SECTION 4: REAPPOINTMENT & DISMISSAL GUIDELINES

1. The Multiple District Secretary and the Multiple District Treasurer shall serve at the pleasure of the Council of Governors. If it is the intent of the Multiple District Secretary and/or Multiple District Treasurer to continue serving in their capacity for the subsequent Lions Year, he/she shall provide written notice to the Council Chairperson of such intent at least sixty (60) days prior to the commencement of the annual State Convention. Reappointment is automatic unless notification is provided to the incumbent Multiple District Secretary and/or Multiple District Treasurer within five (5) days of the conclusion of the annual State Convention by personal service and/or certified mail with reasons in writing, provided by the Council of Governors-Elect.
2. An automatic appeal to the Finance and Long Range Planning Advisory Committee is required with a mandatory hearing to be held, by said appeal committee, no later than five (5) days after notification.
3. The Finance and Long Range Planning Advisory Committee shall submit their finding(s) to the Council of Governors within twenty-four (24) hours after said hearing. The Council of Governors shall meet within five (5) days of the receipt of the finding(s) and take appropriate action.
4. This section does not preclude immediate dismissal with proper justification for unethical behavior or unacceptable activities that are not in conformance with the Lions International Objects or Code of Ethics. Likewise, this section does not eliminate appropriate voluntary termination provisions contained in any employment agreement contract between MD13 – Ohio lions, Inc. and the duly appointed Multiple District Secretary and/or Multiple District Treasurer.

SUB-SECTION 5: VACANCY PROCEDURES

1. Immediately upon notification of vacancy, the Council Chairperson, Finance and Long Range Planning Advisory Committee Chairperson, and Liaison Advisory Committee Chairperson will determine a schedule and procedures for filling the vacated position.
2. Such procedures shall include the appointment of an Ad-Hoc Committee to develop a procedure to solicit applications from individuals for the position of Multiple District Secretary and/or Multiple District Treasurer, and review these applications for satisfactory candidates.
3. The Ad-Hoc Committee shall consist of four (4) members of the Finance and Long Range Advisory Committee and additional representatives, not to exceed seven (7), with each District having representation.
4. The Ad-Hoc Committee's recommendations shall be submitted to the Council of Governors for their disposition.

SECTION SEVEN - AMENDMENT PROCEDURE

CHAPTER 1 - POLICY MANUAL AMENDMENT PROCEDURE

1. Any resolution specifically intended to change any portion or portions of the Policy Manual by the State Council of Governors shall be submitted to the Chairperson of the State Council of Governors at least fourteen (14) days prior to the State Council meeting. The resolution will be considered and posted at that Council meeting, with the understanding that it will be voted on at the next regular scheduled State Council of Governors meeting.

This document is intended to serve as the Policy Manual of Multiple District 13, Ohio Lions, Inc. its elected officers, appointed officials, employees and affiliates for reference and use there of. No part of this document may be reproduced in any form without the expressed written consent of Ohio Lions, Inc.