

The International Association of Lions Clubs

District 4-C4

(Policy Manual)

(Created August 2012)

The International Association of Lions Clubs



(District 4-C4 Policy Manual)

Table of Contents

Section	Title	Page
1	Statement of Purpose, Use and Maintenance	2
2	Division of the District	2
3	Requirements for the District Governor	2
4	Officers & District Governors Cabinet	3
5	Committees Chair Duties	7
6	Criteria for Perpetual Trophies (Awarded by the outgoing District Governor)	17
7	Club Contest	18
8	Useful Steps for Starting A New Lions Club	22
9	Outline for Creating a Gala New Club Charter Event	23
10	Protocol	24
11.	Acronyms' used Most Commonly	24
12.	What is a PDG	25

Section 1

Statement of Purpose

This *(Manual)* is to serve as a clear and understandable guide to the pertinent workings of District 4-C4. This includes the District Governor's Cabinet, committees, finances, meetings, elections, contests, as well as other subjects related to the efficient operation and management of District 4-C4.

The information provided within this document is consistent with the Constitution and Bylaws of Lions Clubs International, Multiple District 4 and District 4-C4, and do not supersede the aforementioned Constitutions.

Any changes in any of the aforementioned Constitutions or Bylaws would result in adjustments or amendments to this *(Manual)*.

Use and Maintenance

1. The Cabinet Secretary shall have the responsibility for distribution of this Guideline to all Clubs within District 4-C4 on an annual basis.
2. The District's (*Constitution and By-Laws Committee*) will maintain this Booklet.
- (3. The District's Constitution and Bylaws Committee shall review any changes and or amendments prior to submittal to the seated District Governor and Cabinet for approval.)*

Section 2

Division of the District

District 4-C4 includes the counties of San Francisco and San Mateo and the city of Palo Alto in Santa Clara County.

The District 4-C4 Constitution and Bylaws (*Article VII, Section 1 and Section 2*) dictate how the District is divided into Regions and Zones. The area is divided into Regions in such a manner that will best facilitate the servicing of the clubs within the District. The District Governor shall have the authority to create or change such Regions and Zones as, in the Governor's discretion, are in the best interests of the District.

Each of the District's Zones includes no less than four and no more than eight Lion Clubs whose territory is contiguous. Exceptions may be made if, in the opinion of the District Governor and with the consent of the clubs involved, some unusual conditions may make it desirable to change the clubs in a Zone or Region.

A list of the clubs in each Region and Zone is presented in the District Directory each year.

Sections 3

Requirements for the District Governor

The position of District Governor in District 4-C4 is a **Seven-Year Commitment**. The Seven Year

Commitment is as follows:

- A. Year One - Any Lion of this district that aspires to hold the office of District Governor must first serve as Second Vice District Governor for the term of one year. This is an elected position and requires the endorsement of the member's Lions Club.
- B. Year Two - The second year the Lion serves as the First Vice District Governor. This is an elected position and requires the endorsement of the member's Lions Club.
- C. Year Three - The third year the Lion serves as the District Governor. The position of District Governor is also an elected position and requires the endorsement of the member's Lions Club.
- D. Years Four, Five and Six - In the three years immediately after serving as District Governor the member will serve on the District Convention Committee. The Past District Governor shall serve as Credential Chair the first year, Housing Chair the second year and Convention Chair the third year. The three years on the Convention Committee are not elected positions. See Article VI Section 6 of the District Constitution for details.
- E. Year Seven - The Lion shall serve as the Chair of the District's Past District Governors. This Chair is automatic and is not an elected position.

Section 4 Officers & District Governor's Cabinet

The District Cabinet shall consist of the District Governor, the Immediate Past District Governor, the First Vice District Governor, the Second Vice District Governor, the Cabinet Secretary, the Cabinet Treasurer, the Region Chairs and the Zone Chairs. A quorum at a Cabinet meeting shall consist of a majority of the members of the District Governor's Cabinet. (*Article V, Section 5 District Constitution*)

The added duties of all District officers shall be specified by the seated District Governor (*,in writing*). All added duties outlined within these (Manual) have been developed by past traditions and developments over several years.

The District Governor:

The District Governor is the Chief Officer of the District. A secret written ballot at the District 4-C4 Annual Convention elects the District Governor. Candidates for District Governor must be members of a chartered club in good standing in the District, have been a president of a Lions Club and must hold the position of First and Second Vice District Governors. The District Governor serves for the term of one year.

In addition to those duties listed in the District 4-C4 Constitution, the District Governor's responsibilities shall be as follows:

- a. The District Governor is responsible for the collection of all District dues billed by Lions Clubs International and Multiple District 4, as prescribed in the District Constitution and Bylaws, Article IX, Sections 1 through 2.
- b. To work diligently to further the purposes and objects of this Association.
- c. Provide leadership, direction, and initiative for the District and the clubs within.
- d. Create and foster harmony and unity among the clubs and members of District 4-C4.

- e. Complete his or her list of Cabinet officers and committee chairpersons (*appointments by June 10, prior to the effective date he or she takes office*) so that the presidents and secretaries of each club may receive it prior to the end of the International Convention. This list, when appropriate, shall also be promptly forwarded to Lions Clubs International.
- f. Visit each club in the District at least once during his or her term of office. This obligation may be satisfied by his or her attendance at a joint meeting of those clubs in a given Zone or Region that can arrange to meet together. At least two weeks' notice in writing shall be given prior to the official visit.
- g. Facilitate in the organization of new clubs with the help and support of the District GMT.
- h. Receive and review reports from the secretary of each club on email or forms furnished by Lions International.
- i. Hold four quarterly Cabinet Meetings. The first three Cabinet Meetings shall be held one in each Region and the fourth at the District Convention.
- j. Attend the International Convention and District Governors' School next succeeding his or her election, and attend the International Convention at the end of his or her term of office.
- k. The District Governor is a member of the Multiple District 4 Council of Governors. The Governor is expected to attend and participate in the Council of Governors Meetings.
- l. Ensure the regular and timely publication of the District newsletter.
- m. The District Governor is an ex-officio member of all committees in the District.
- n. Include the Vice District Governors in all planning and implementation of District events (*and Policies, while aiding the Vice District Governors in establishing future plans.*)
- o. Within sixty days following the end of his or her term of office, the District Governor is to provide his or her successor with the following:
 - (1) A copy of the budget under which he or she operated,
 - (2) A financial statement showing the condition of the District,
 - (3) All documents which are pertinent to the welfare of the District,
 - (4) All moneys, equipment, supplies, and such other information that he or she may deem pertinent in assisting his or her successor in planning his or her year in office.

The First Vice District Governor:

The First Vice District Governor is an elected position. A secret written ballot at the District 4-C4 Annual Convention elects the First Vice District Governor. Candidates for First Vice District Governor must be members of a chartered club in good standing in the District, been a president of a Lions Club and held the position of Second Vice-District Governor. The First Vice District Governor serves for the term of one year.

In addition to those duties listed in the District 4-C4 Constitution, the First Vice District Governor's responsibilities shall be as follows:

- a. Further the purposes and objects of this Association.
- b. Perform such administrative duties as may be assigned to him or her by the District Governor.

- c. Perform such other functions and acts as may be required of him or her by the International Board of Directors through the Vice District Governor's Manual and other directives.
- d. Preside at District meetings in the absence of the District Governor,
- e. Supervise over the GLT.
- f. The First Vice District Governor is a member of the Multiple District 4 Council of Governors. The First Vice District Governor is expected to attend and participate in the Council of Governors meetings.
- g. Plan for their year as District Governor. Although the position of District Governor is voted at the District Convention, the First Vice District Governor normally moves into the position of District Governor.

(h. All of the incoming appointed officers and committee chairman who will serve in the up-coming Governors year must be recognized and notified in writing of their selection, on or before, December 31 of the previous year.)

The Second Vice District Governor:

The Second Vice District Governor is an elected position. A secret written ballot at the District 4-C4 Annual Convention elects the Second Vice District Governor. Candidates for Second Vice District Governor must be members of a chartered club in good standing in the District, been a president of a Lions Club and held the position of cabinet officer in a prior year. The Second Vice District Governor serves for the term of one year.

In addition to those duties listed in the District 4-C4 Constitution, the Second Vice District Governor's responsibilities shall be as follows:

- a. Further the purposes and objects of this Association.
- b. Perform such administrative duties as may be assigned to him or her by the District Governor.
- c. Perform such other functions and acts as may be required of him or her by the International Board of Directors through the Vice District Governor's Manual and other directives.
- d. Preside at District meetings in the absence of the District Governor and First Vice District Governor.
- e. Support the GMT and the LCIF Chairman during the year.
- f. The Second Vice District Governor is a member of the Multiple District 4 Council of Governors. The Second Vice District Governor is expected to attend and participate in the Council of Governors meetings.
- g. Plan for their years as First Vice District Governor and District Governor. Although the positions of First Vice District Governor and District Governor are voted at the District Convention, the Second Vice District Governor normally moves into the position of First Vice District Governor.

IPDG:

The Immediate Past District Governor serves under the District Governor as a valued member of the Cabinet and will be called upon for information and suggestions, as the District Governor deems necessary.

Cabinet Secretary:

In addition to those listed in the District 4-C4 Constitution, the Cabinet Secretary's responsibilities shall be as follows:

- a. Take the minutes of each Cabinet Meeting and of the District Convention and send copies of minutes to the District Cabinet, Club Secretaries, the Multiple District 4 office and Lions Clubs International. The minutes should be distributed within 30 days of the District Cabinet Meeting.
- b. Order all supplies for the District.
- c. Order supplies for the incoming District Governor. This should be **completed as within 30 days** after the District Convention in order to assure timely delivery. The Cabinet Secretary orders the Cabinet officer patches/crests, name badges, PDG Lions lapel pin and DG Lions lapel pin. These items are needed for the District installation. The order should be coordinated with the outgoing District Governor and District Governor-Elect.

Cabinet Treasurer:

In addition to those listed in the District 4-C4 Constitution, the Cabinet Treasurer's responsibilities shall be as follows:

- a. Collect and deposit all monies as received and disburse said funds when so authorized. He or she will keep the financial records of the District and together with the District Governor and the Chairman of the Budget & Finance Committee, shall be a signatory on all District accounts.
- b. The treasurer must provide Financial Reports to the Budget and Finance Committee (2) two weeks prior to all Cabinet Meetings.
- c. Prepare financial statements and file all required governmental reports dealing with the Fiscal Year operations prior to turning over the records to the succeeding administration.
- d. Assume responsibility for purchase, inventory, sales, distribution and collection of monies for the District 4C-4 District trading pins. Work closely with the current year's Trading Pin Committee Chairperson, together accounting for all transactions, each identified by year of pin issue.
- e. Assist the District Cabinet in its' function of administering all funds, assets, and the financial affairs of the District. The Cabinet Treasurer shall deliver to each member of the Cabinet, no later than the opening of the business session of each Cabinet Meeting, a cash receipts and disbursements report for the General Operating (Administrative) Account and each active District account, showing receipts and disbursements for the most-recent reporting period and the year-to-date. As is practicable, the reporting shall be for the period from the end of the previous report through the last day of the month preceding the particular meeting.

- f. *The treasure will have the reasonability of distributing as well as presenting, along with available copies of our proposed District Budget for ratification by the members present at the forth cabinet meeting, held at the District Convention.*
- g. To assist the Budget and Finance Committee in its' responsibilities to review and report on District finances to the Cabinet. The Cabinet Treasurer shall deliver to each member of the Budget and Finance Committee, no later than the opening of the business session of each Cabinet Meeting and within thirty days after the close of the fiscal year, the cash receipts and disbursements reports set forth in subparagraph (e) above and also the following:
 - 1. A transactions report (check register) of all transactions for each District account, including transaction date, check number, amount, payee or payer, account category credited or charged and split information on any split transaction.
 - 2. A transaction report for the General Operating (Administrative) Account itemized by the categories of each transaction.
 - 3. A copy of all bank statements for each District account for the reporting period.

The Cabinet Treasurer shall have available for inspection and copying at any District Cabinet Meeting or Convention, or upon reasonable notice and request at any other time, by any Cabinet member, the reports and information set forth in this subparagraph.

Region and Zone Chairmen

In addition to those listed in the District 4-C4 Constitution, the Region Chairman's responsibilities shall be as follows:

- a. Carry out directives of the District Governor.
- b. Have general supervision of his or her clubs and the activities of the Zone Chairmen within his or her Region.
- c. Make at least two official visits to each club in the Region.
- d. Be prepared to install club officers and induct new members with proper ceremony when called upon to do so.
- e. Accompany the District Governor on visitations to clubs within the Region.

In addition to those listed in the District 4-C4 Constitution, the Zone Chairman's responsibilities shall be as follows:

- a. Carry out directives of the District Governor and the Region Chairman.
- b. Act as an Advisor to all clubs assigned to them by the District Governor.
- c. Make at least two official visits to each club in the Zone.
- d. Act as the liaison officer between his or her Zone and the Cabinet.
- e. Serve as Chairman of the "District Governor's Advisory Committee of the Zone," which consists of Presidents and Secretaries of the clubs within the Zone. The

Committee will hold meetings prior to each of the last three Cabinet Meetings and a fourth meeting at the Zone Chairman's discretion as to the time and place. It shall be the primary purpose of the Committee meetings to exchange views and discuss the common issues of the clubs in the Zone and to instruct club members in ways of improving the functioning of their clubs.

- f. Accompany the District Governor on visitations to clubs within the Zone.

GLT & GMT:

The Global Membership Team and Global Leadership Team operate as parallel structures to enhance membership and leadership development. The two structures are connected and coordinated at the international level by an executive council. The Global Membership Team serves specific constitutional or geographical areas. GMT/GLT appointments are three-year terms to allow for adequate analysis of area needs and development and implementation of need-based programs. All GMT/GLT leaders are subject to annual review and confirmation of appointment or removal based on performance.

Membership Development Committee (As Mandate within Our District Constitution) Falls under the supervision of the GMT Leader. Transitioned to GMT/GLT, as mandated by LCI.

Appointee's applications must be submitted to MD-4 and LCI for approval before receiving said appointment:

- a. GMT District Coordinators and Facilitators
- b. GLT District Coordinators and Facilitators

District Global Membership Team Chairman:

GMT District/Single District Coordinator:

1. The GMT district/single district is composed of a GMT district coordinator and the District Governor Team.
2. The GMT district coordinator works in cooperation with the GLT district coordinator.
3. GMT district coordinators are appointed by the District Governor Team (district governor, first vice district governor, first vice district governor) in consultation with the GMT MD coordinator.
4. In the case of the single district, the GMT area leader's input will be considered in place of a GMT MD coordinator.
5. The GMT district coordinator will develop two teams of three to four Lions each that will be the Membership and New Club Growth Team and the Club Success Team. These two teams are appointed for a three-year term, appointed by the DG Team in consultation with the GMT multiple district coordinators and the GMT district coordinator. These appointments are renewable annually or removable by the international president.
6. Membership and New Club Growth Team Responsibilities
 - a. Identifies opportunities for building new clubs.
 - b. Encourages outreach to new members.
 - c. Identifies candidate clubs for Club Excellence Process (CEP).

District Global Leadership Coordinator:

Responsibilities:

1. Supports and motivates zone and club leadership
2. Assesses training and leadership needs in district; communicates needs to GLT-Multiple District

3. Establishes training and development plan for district with guidance from GLT-Multiple District
4. Organizes and promotes training at district conferences and conventions
5. Collaborates with GMT counterpart to identify needs and ensure suitability of training opportunities
6. Educates Lions in district on and encourages use of LCI leadership development programs, tools and resources
 7. Organizes zone chairperson training and club officers training
 8. Organizes Certified Guiding Lion training; supports and advises CGLs
 9. Organizes Club Excellence Process workshops
 10. Ensures new member orientation is effectively implemented
 11. Evaluates training and development programs in multiple district and provides feedback to GLT-Multiple District and Leadership Division
 12. Identifies and encourages potential leaders based on aptitude, experience and interest; recommends qualified candidates for further development; encourages involvement with Lions Mentoring Program
 13. Identifies community leaders to join Lions – refers to GMT for follow up
 14. Ensures leadership training and development is emphasized throughout the district
 15. Enhances awareness and understanding of the need for quality leadership at all levels of the association

Section 5

District Committee Chair Duties

District Committee Chairs Notes:

Some committees have been omitted because they fall under the direct supervision of the Seated Governor. The Club Contest Commissioner and GMT/GLT Team are two of these committees.

The duties for the committees listed below are *(a course of action only)*. Please keep in mind that these positions may change with time and therefore, so will the descriptions of the committees. This list shall be reviewed and updated on an annual basis.

Each Committee Chairperson should be fully prepared and expected to present a program describing the Committee's function when requested by any Club within the District.

1. Ambassador-At-Large:

- a. The Ambassador-At-Large is appointed by the seated Governor to represent this District as the liaison to all Clubs and Districts that may be visited.
- b. Meet and greet Lion dignitaries and guests visiting our area, hosting and entertaining them, as necessary.
- c. Notify Lions Clubs International, Itinerary Division, of your appointment to this position and request to be notified when Lion dignitaries are traveling through or within the District or have a stopover at San Francisco International Airport.

2. Audit and Tax:

- a. Advise the Budget and Finance Committee.

- b. Audit the District Financial Documents on a yearly basis and report findings to the Budget and Finance Committee and to the seated Governor.

3. Budget & Finance Committee:

- a. Develop the District Annual Budget and review ongoing expenditures and receipts.
- b. Review budget and expenditures throughout the fiscal year and report findings to the seated Governor and to the members at each District Cabinet Meeting.
- c. Refer to District Constitution Article VIII, Section #4 for constitutional requirements.

4. Chaplain:

- a. Attend all District Cabinet Meetings, District Governor's Installation and District 4-C4 Convention while providing an Invocation for each occasion.
- b. Set up and preside at a Necrology Service at the District Convention.

5. Constitution and By-Laws:

- a. The primary functions of this committee are to keep the District Constitution and By-Laws in conformance with the International Constitution.
- b. Review and present potential Constitutional Amendments to the District Constitution when proposed amendments are presented to the Committee.
- c. Review and answer all questions and inquiries brought before the Committee.
- d. Partner with Long Range Planning to update the Districts Strategic plan and Policy manual.

6. Convention Committee:

- a. This committee has the complete responsibility of researching and securing the location of future District Conventions.
- b. The Chairpersons of the committee are the three immediate Past District Governors and shall advance in chairs and duties as described in the District Constitution, Article VI Sections 1-7.
- c. All Sub-committees shall be appointed by the chairpersons of the committee and/or with the approval of the seated Governor.

7. Cultural and Community Activities:

- a. The district cultural and community activities chairperson encourages clubs in the district to develop Lions Crew at Work and Lions Cultural and Community Activities projects.

8. District City of Hope:

- a. The main function of this committee is to disseminate information on this program throughout the District while acting as the liaison between the City of Hope organization and the District.

9. District Campus Club:

- a. Help and assist with organizing and creating Lions clubs on college campuses.
- b. Act as the liaison between the Campus Clubs and the District.

- c. Report all information of the Campus Clubs to the District Governor.

10. Disaster Relief:

- a. Monitor local disaster problems and determine a need for assistance.
- b. If a need occurs, provide information to the District Governor and the clubs in the District.
- b. Propose providing monetary assistance from the District Disaster Relief Fund.
- c. The Disaster Relief Fund is to be used for relief from mudslides, earthquake, coast-side tsunamis, floods and other similar emergencies within the District.

11. Diabetes Awareness and Action:

- a. Provide information to clubs pertaining to LEHP, Diabetes Screening and recreational camps for persons with Diabetes.
- b. Track all statistical information pertaining to these programs.
- c. Present results to the Governor and/or the designated Cabinet member.

12. Environment:

The district environment chairperson encourages clubs in the district to implement Lions Green Team projects such as: community clean-up, tree planting, recycling, and environmental education. The chairperson is also responsible for encouraging clubs to participate in the Lions Environmental Photo Contest.
IV-4

13. Flag Day:

- a. The main function is to provide all materials, pertaining to this project, to all participating clubs in the District and answering all requests for information.

14. Habitat for Humanity:

- a. Act as District Liaison between the San Francisco and San Mateo Counties Habitat for Humanity Organizations.
- b. Provide information on funding needs and volunteer work opportunities within our District.
- c. Promote, organize and recruit manpower to provide hours of sweat equity needed by a handicap family to obtain the handicap unit of a Project.

15. Hearing Preservation, Awareness and Action:

Hearing Conservation and Work with the Deaf became a major Lions activity in 1971. The program name was updated to; Hearing Preservation, Awareness and Action thereby broadening the Lion's base of service.

16. Historian:

- a. Maintaining and storage of documents and materials of importance pertaining to District 4-C4 and dissemination of said materials when requested.

17. Honorary:

The district governor may appoint a District Governor's Honorary Committee composed of past international officers who are members in good standing of clubs within the district. This committee meets when and as called upon by the district governor. It acts under the direction of the district governor in the promotion of harmony throughout the district. The chairperson of this committee attends meetings of the cabinet when requested by the district governor.

18. Information and Technology:

As the fast advancement of new technology is affecting every aspect of our daily lives in every corner of the earth, each district is encouraged to stay in the main stream of the digital world by appointing an Information Technology Chairperson.

Chairperson Duties;

- a. Create and maintain the district's home page.
- b. Establish communication system through e-mail between members and other clubs.
- c. Assist clubs in submitting the Monthly Membership Report, Lions Club Activity Report, Club Officers Reporting Form (PU101), and others through the association's WMMR Web site. **NOTE:** The WMMR Web site does not apply to those multiple districts that are presently using their own database.
- d. Show clubs how to obtain the association's official publications, newsletters, directories, and many other Lions information materials through the Internet
- e. Develop the district's record-keeping system on the computer
- f. Work on other innovative projects
- g. Monitor club web sites and publications for use of official logos only
- h. Remind clubs with Web sites that only members should have access to member information. Due to privacy policies, the general public should not have access to membership names and/or addresses. Club officer information is the only exception.
- i. Encourage and assist clubs with using the e-Clubhouse web site. IV-6
- j. Work with the association's IT Division in gathering requirements for system improvement, participating in system testing and being involved in technology-related activities.

19. International Relations:

- a. Compiling of all statistics pertaining to clubs that secure an ongoing relationship (twinning) with any Lions club throughout the world.
- b. Provide all necessary information and assistance to clubs, as necessary.

20. Kases For Kids:

- a. Collect luggage/suitcases/backpacks for children who have been removed from their homes by child protective services and taken to shelters or foster homes.
- b. Collect and provide emergency supplies for overnight stays, such as but not limited to: Soap, toothbrush and toothpaste, towels, pajamas, and change of clothing.
- c. This program is predicated on the needs of the County using this project.

- d. Contact appropriate County agencies within the District to ascertain the need and timing of this program.

21. Leo Clubs:

- a. Act as District liaison to all Leo clubs.
- b. Provide all information required to help maintain and start new Leo Clubs within the District.
- c. Coordinate efforts between Lions Clubs and Leo Advisors/Coordinators. Oversee Leo Club activities, programs and new clubs, and assure that they are in compliance with District and International Rules.

22. Lions Alert:

The Lions ALERT Program encourages Lions clubs, districts, and multiple districts to cooperate with local authorities to develop a plan of action in the event of a natural, man-made, or healthcare emergency.

Chairperson Duties

- a. Become familiar with the Information for Chairpersons section on the association's Web site.
- c. Consider joint projects with the local chapter of the International Federation of Red Cross and Red Crescent Societies (IFRC).
- d. Become familiar with the Lion-2-Lion: Resource Assistance Database, an online location for the exchange of volunteer services and materials for emergency and non-emergency Lions projects.
- e. Visit clubs. Encourage clubs to develop a Lions ALERT plan and receive the Lions ALERT banner patch award. Offer to provide assistance.
- e. Keep the district governor and the international office informed of district activities. Provide a summary report to successor.

23. Lions Eye Foundation:

- a. Promote the Lions Eye Foundation to all clubs within the District by providing informational presentations upon request.

24. Lions Clubs International Foundation:

- a. Disseminate all information and materials pertaining to LCIF and Sight First II Programs.
- b. Coordinate donation and membership lists of members between the District and LCIF.
- c. Promote and present recipients of Melvin Jones Fellowships

25. Lions Information & Public Relations:

- a. Perform and develop methods and media to distribute Lionism to the public.
- b. Submit and distribute all news and press releases to the appropriate media.

26. Lions Project for Canine Companions for Independence:

- a. Trustee or District liaison shall promote LPCCI to all of the clubs in the District.
- b. The promotion of funding support and various forms of membership to the LPCCI Foundation, and the presentation of informational programs to clubs, when requested.

27. Lions Quest:

Lions Quest is a comprehensive, positive, youth development program, sponsored by Lions Clubs International and Lions Clubs International Foundation. It involves the home, school, and community to cultivate capable, healthy young people of strong character through life skills, character education, civic values, service-learning, tolerance, and substance abuse prevention.

28. Lions Rose Parade Float:

- a. Disseminate all materials pertaining to the Rose Parade Float to clubs within the District.
- b. Promote donations and merchandise sales to help defray the costs of Rose Float project.
- c. Act as District liaison to Multiple District Four and Lions Clubs International.

29. Lions Services for Children:

Adopted in 2003, the mission of the Lions Services for Children Program is to improve the lives of children and young adolescents in adverse circumstances through health and education services, locally and internationally. The district Lions Services for Children chairperson assists clubs to provide aid to children.

30. Long Range Planning:

- a. Research and investigate the needs and issues facing the District for the next Five Years.
- b. Compile a strategic listing of future needs and a method to fulfill these needs, and present to the District when appropriate.
- c. Maintain and update our Districts Strategic Plan and Policy Manuals.

31. Parliamentarian:

- a. Ensuring the use of correct procedure during meetings as written in Roberts Rules of Order.

32. Peace Poster Contest:

- a. To disseminate all materials pertaining to this annual LCI youth program while promoting interest of clubs to participate in the contest.
- b. Arrange for submittal of club entries and judging to select the winner of the District Peace Poster ' Contest.
- c. Report findings to the District Governor.

33. Photographers:

- a. To attend all District functions and maintain a photographic record of all functions.
- b. Present all photographs to the District Governor for his or her use.

34. Pin and Banner Trader:

- a. One of the seven Public Relation contests sponsored by LCI.
- b. Refer to LCI Web Site for rules and suggestions, (www.lionsclubs.org)
- c. Gather pins and banners from all District clubs and select the winner and send to LCI for judging.

35. Protocol:

- a. Provide setup at all District functions, based on the rules of order set forth and covered by Lions Clubs International Protocol Manual.
- b. Serve at the pleasure of the seated District Governor to oversee all functions, as requested,

36. Public Relations and Lions Information:

This chairperson is responsible for providing guidance and support to club public relations chairpersons, publicizing district activities to the community and informing Lions of district activities. It is suggested that a past district governor serve in this position.

37. Sight Preservation, Awareness and Action:

Previously known as Sight Conservation and Work with the Blind, the program name has been expanded to: Sight Preservation, Awareness and Action. The mission of the program is to provide programs and assistance to aid people who are blind and visually impaired, work towards reversible blindness and eliminate preventable blindness.

- a. Appointed by District Governor and should be familiar with medical and technological advances in eye related treatments.
- b. Provide information to all Districts Clubs of on-going sight programs.
- c. Work with Clubs that are involved in these programs to provide assistance and aid blind and visually impaired people.

38. Song Master:

- a. You will select and lead the audience of all district function in at least one patriotic song at each district function.

39. Student Speaker Contest:

- a. Chair the Student Speaker Contest within the District, and Chair the District Contest.

- b. Disseminate all required Contest information and rules to the participating District clubs.
- c. Collect all District fees from participating clubs and submit to the Cabinet Treasurer.
- d. Verify that Contests are held on eligible dates.
- e. Assure that the Contest Rules are followed at every level of the Contest, including Club, Zone, Region and District levels. Verify that each Contest Chair at each level has reviewed the Contest Rules prior to commencement of the Contest.
- f. Keep the District Governor and Vice District Governors informed with the progress of the Contest.

40. Student Speaker Trustee:

- a. Responsible for promoting and raising funds to help secure the \$4,500.00 District Level Scholarship through sales of the fellowships available through the Student Speaker Foundation program.

41. Sunshine Committee:

- a. To inform the District Governor of ill or deceased members or family members and to send the appropriate correspondence to those ill members or the families of the deceased members.

42. Tail Twister:

- a. Keep order and decorum at all District functions.
- b. Keep all meetings lively and fun to attend and levy fines as seen fit or appropriate.

43. USA/Canada Forum:

- a. Promote the USA/Canada Forum at all Cabinet Meetings and to the District.
- b. Disseminate all materials and information pertaining to the Forum, usually held in September.
- c. Plan and discuss a group plan, with the District Governor, for District Lions to attend the Forum.

44. Family Women's Membership Development and Participation Committee:

- a. Compile all statistics regarding the gender mix of each club and report finding to Lions Clubs International and seated Governor. This position is a 3-year term.

45. Youth, Lions Opportunities for Youth:

This chairperson is responsible for overseeing the Lions Opportunities for Youth Committee that coordinates all youth-related activities in the district. Members of the committee include: Leo Club, Youth Camp and Exchange, and Peace Poster Contest chairpersons. The committee may also include chairpersons of other youth activities sponsored at the district level. It is suggested that the vice district governor and, if applicable, the Leo district president, serve on the Lions Opportunities for Youth Committee.

46. Youth camp and Exchange:

The Lions International Youth Camp and Exchange Program is conducted by Lions who have an interest in promoting international relations and sponsoring a youth activity.

47. Youth and Community Activities (Y&CA):

- a. Refer to Article VIII - Committees, Sections: 3a, 3b, 3c and 3d of the District 4-C4 Constitution.

48. Y&CA Campaign Distributors:

- a. Coordinate and distribute Y&CA raffle tickets as instructed by the appropriate Y&CA Chairman.

50. Youth Exchange:

- a. Disseminate all information to District clubs and help with placement of visiting exchange students and/or the promoting of participation to international Youth Exchange venues. ,
- b. Act as the liaison between the District and the Multiple District Committee.

51. Web Site:

- a. Responsibility to ensure the District Web Site is up and running and is as current as possible,
- b. Ensure the Domain Name and Hosting Services are paid and current.
- c. Monitor the Site and coordinate with the Web Master and the District Information and Public Relations Committee as to updated content and information.
- d. Find a suitable Web Master and arrange for their payment, if necessary.
- e. Secure all necessary software as needed.

Section 6 Criteria for Perpetual Trophies (Awarded by the outgoing District Governor)

Presentation of these awards is at the discretion of the seated Governor and shall only be awarded, when and if, the seated governor deems such an award is merited.

1. District Lion of the Year:

- a. The purpose of this award is to honor an individual Lion for many years of Leadership and Dedicated Service to the District and with the spirit of Lionism.
- b. The individual must be an active Lion and served for a minimum (15) Fifteen Consecutive Years to their club as well as to the District.
- c. This award may be given to only one Lion of District 4-C4 each year.
- d. This award is the highest award that can be presented by District 4-C4. As such, the Lion of The Year may be received only one time.

The first recipient of the Lion of the Year Award, Past District Governor Mel Phillips, donated the Lion of the Year trophy. The trophy reads as follows:

**Lion Mel Phillips, PDG
District 4-C4 Lion of the Year**

In recognition of outstanding service, dedication and devotion
to the ideals and principles of Lionism.

The prior recipients of the award are:

2008-2009	PDG Mel Phillips	2009-2010	PDG Ray Rosenthal
2010-2011	Lydia Taylor Bellinger	2011-2012	PCC Emil Kantola Eleanor Lindquist

2. Si Moyer / Rick Nuccitelli Perpetual Trophy:

The purpose of this award is to recognize the Lion and/or Couple that have provided the District Governor Assistance, Inspiration, Guidance and Endless Commitment throughout the past year. Past District Governors Si Moyer and Rick Nuccitelli donated the Perpetual Trophy to the District:

**SI MOYER - RICK NUCCITELLI
DISTRICT GOVERNOR'S AWARD**

For Service to the District Governor and Lions of District 4-C4

The prior recipients of the award are:

1983-1984	Jack & Mary Chanteloup	1984-1985	Don Lustenberger
1985-1986	Don Riker	1986-1987	Larry Wong
1987-1988	None	1988-1989	Aaron Straus
1989-1990	Don Baciocco	1990-1991	Al Hernandez
1991-1992	Kathleen Ercoli	1992-1993	Harry Koustik
1993-1994	Gardner Pond	1994-1995	Tony Monies
1995-1996	Jocelyn Mina	1996-1997	Ken Newman
1997-1998	Dewey Hinkley	1998-1999	Elma & Rudy Loreda
1999-2000	Leland & Esther Lee	2000-2001	Rudy Loreda
2001-2002	Paul Bourque	2002-2003	Maxine Frazier & Michael Markovich
2003-2004	Chester & Thelma Ajero	2004-2005	Linda Lopez-Wood
2005-2006	Emil Kantola	2006-2007	Elaine Borland
2007-2008	Mike Simonini	2008-2009	Rudy Pedagat
2009-2010	Sandee Ige	2010-2011	James Bigelow
		2011-2012	PDG Larry Wong and Ora Seyler

Section 7 Club Contest

All Club Contests are run and judged by the Contest Commissioner. The Contest Commissioner is a position appointed by the District Governor. The rules for each Contest may vary from each year to accommodate changes within the District as well as from requests by the members of the District. Each participating Club shall provide information to the Contest Commissioner to participate in each contest. The contest rules for the current year are distributed to all Clubs within the District in April. Contest participation will be from April 1 through March 31 of the following year.

Please review the rules for the current guidelines on each contest. The District Contests are as follows:

Blood Donor Contest:

Purpose: To recognize and honor clubs for donating blood and aphaeresis and sponsoring Blood Collection Drives.

Perpetual Awards: Dr. Gus Kerhulis Trophy - club with 35 or less members
Gilbert Larish Trophy - club with 36 or more members

The Contest: One first place certificate will be awarded to the club with the highest per capita score in each of the three Contest Membership Categories.

Bulletin Contest

Purpose: To recognize and honor clubs for enhancing communication through the distribution of a newsletter.

Perpetual Award: Phil Ritzau Trophy - Best Overall Bulletin (The Trophy was lost and replaced with a Plaque for 2008-2009) The Trophy was named after Philip Ritzau of the Marina Lions Club. Lion. Philip Ritzau was District Governor in 1972-1973.

The Contest: A first place certificate will be awarded to the club with the highest score based on weekly, semimonthly, and monthly publication.

Community Service Contest:

Purpose: To recognize and honor clubs for providing service and visibility to their local communities through the sharing of their time.

Perpetual Award: The Lions Roar/Community Service Plaque - most per capita points

The Contest: One first place certificate will be awarded to the club with the highest per capita score in each of the three Contest Membership Categories.

Eyeglass Collection Contest:

Purpose: To encourage all Clubs to collect eyeglasses for recycling.

Perpetual Awards: Matt Boxer Trophy - club with 35 or less members (Matt Boxer was a past president of the Millbrae Lions Club. The trophy was contributed to the District in 1982-1983. The trophy was full and exchanged for a Plaque in 2007-2008).

Bob Rose Plaque - club with 36 or more members (The trophy was contributed in 1972-1973. It was full in 2007-2008 and exchanged for a plaque. The number of members for each trophy was changed in 2007-2008 when the trophies were exchanged for Plaques.

The Contest: One first place certificate will be awarded to the club with the highest per capita score in each of the three Contest Membership Categories.

"Pagan" Contest:

Purpose: To encourage all Clubs to create good feeling and fellowship through the tradition of "borrowing" of club bells, gavels, and mascots.

Perpetual Award: None

The Contest: One first place certificate will be awarded to the club with the highest points. (This contest was retired in 2007-2008 and reinstated in 2009-2010. The contest is based upon items borrowed from other Lion Clubs.

Fundraising Contest:

Purpose: To recognize and honor those clubs raising money and distributing funds to their local communities.

Perpetual Award: The Lions Roar/Fundraising Plaque - most per capita points

The Contest: One first place certificate will be awarded to the club with the highest per capita score in each of the three Contest Membership Categories.

Hearing Conservation Contest (Hearing Aid Collection and Ear of the Lion)

Purpose: To encourage all Clubs to raise funds for hearing conservation, collect and sponsor hearing aids and collect funds during Hearing Days and for Ear of the Lion.

Perpetual Awards: George Habeeb Plaque - most money raised (George Habeeb was a District Governor in 1978-1979).

Gary Donnellan Trophy - most Ear of the Lion Life Memberships sold (This trophy was contributed by the Foster City Lions Club).

The Contest: One first place certificate will be awarded to the club with the highest per capita score in each of the three Contest Membership Categories.

Inter-Club Visitation Contest:

Purpose: To encourage all clubs to create a feeling of camaraderie and to provide a venue for the exchange of ideas and information through visiting other clubs and attending Lions events.

Perpetual Award: Joseph A. Giuffre Trophy - most per capita points. (Joseph A. Giuffre was a member of the San Francisco Geneva-Excelsior Lions Club and was District Governor 1963-1964).

The Contest: One first place certificate will be awarded to the club with the highest per capita score in each of the three Contest Membership Categories.

International Relations Contest

Purpose: To recognize and honor clubs for providing service and visibility to international communities. To encourage all clubs within the District to create a feeling of camaraderie and to provide a venue for ideas or information sharing by attending other Lion Clubs, Multiple District functions and International functions.

Perpetual Award: Dr. Chang Wah Lee Trophy - most per capita points. Dr. Lee of the San Francisco Chinatown Lions Club was District Governor 1967-1968.

The Contest: The contest is based on per capita points for visits to other Lions Clubs as well as Lions functions outside of our District. It also includes twinning with Lion clubs. One first place certificate will be awarded to the club with the highest per capita score in each of the three Contest Membership Categories.

Invite-A-Guest Contest:

Purpose: To encourage invitation of prospective members to regular club meetings, club events and District sponsored events.

Perpetual Trophy: Fred Newman Trophy. Fred Newman of the Marina Lions Club was a District Governor and Council Chair in 1969-1970. The contest was retired in 2008-2009.

The Contest: To encourage invitation of prospective members to regular club meetings, club events and District sponsored events.

Joint Ventures / Activities Contest:

Purpose: To encourage Clubs to work together, both with other Lions Clubs in District 4-C4 and other service organizations, in various ways to build fellowship, strengthen membership, and develop a stronger sense of unity throughout the District.

Perpetual Award: Ray Rosenthal Plaque - most per capita points. (Ray Rosenthal of Foster City Lions Club was District Governor 2004-2005).

The Contest: Based on per capita points a perpetual award is given and one first place certificate is awarded in each of the three Contest Membership Categories.

Long Tail Ambassador Award:

Purpose: To promote and encourage Lions to visit all other Clubs within the District during the Contest year.

Perpetual Award: None - The District Governor will present an award to each successful Lion

The Contest: For a member to receive the Long Tail Ambassador Award, the member must visit each club within the District within the year.

Membership Contest:

Purpose: To honor Clubs for pursuing ways to increase and retain membership.

Perpetual Trophy: The Don Stanaway, "Increase Your Lions Pride" Trophy - most per capita points. (Don Stanaway of the Burlingame Lions Club was District Governor 1979-1980).

The Contest: Based on per capita points a perpetual award is given and one first place certificate is awarded in each of the three Contest Membership Categories.

Scrapbook Contest - Formal and Informal:

Purpose: To encourage clubs to maintain a "fun" history of their year's activities via a scrapbook to present to their out-going president.

Award: Certificates are provided.

The Contest: The contest is broken into a "Formal" and "Informal" divisions. A first place award and up to two Honorable Mentions will be awarded for the Formal and Informal Contests. The first place winner of the Formal Contest will be entered into the MD-4 Scrapbook Contest. Please check for any changes in MD-4 Standards at the beginning of the contest year.

Senior Activities Contest:

Purpose: To honor those Clubs who exemplify the principles of Lionism with service to the Senior Community.

Perpetual Awards: Andy Anderson Plaque - club with 35 or less members

Don Baciocco Plaque - club with 36 or more members. (Donald Baciocco of Millbrae Lions Club was District Governor 1994-1995).

The Contest: Based on per capita points for service to seniors by the members of the Clubs, two perpetual awards are given and one first place certificate is awarded in each of the three Contest Membership Categories.

Top Club Contest:

Purpose: To recognize the achievements of Clubs through service and participation in District Activities.

Perpetual Award: The Rev. Rafe I. Martin Trophy - most per capita points. (Rafe Marin of Redwood City Downtown Lions Club was District Governor 1966-1967).

The Contest: One first place certificate will be awarded to the club with the highest per capita score in each of the three Contest Membership Categories.

White Cane Contest:

Purpose: To recognize the achievements of clubs through service and participation in the District White Cane Day activities.

Perpetual Awards: Matthew J. Boxer Plaque - clubs with 35 members or less. (Matt Boxer was a president of the Millbrae Lions Club. The trophy was full in 2006-2007 and was replaced with a plaque).

Annabelle Bacci Trophy - clubs with 36 or more members. (The Park Presidio Loins Club presented the trophy in 1975. The trophy was full in 2006-2007 and was replaced with a plaque).

The Contest: The contest is based on per capita points a perpetual award is given and one first place certificate will be awarded to the club with the highest per capita score in each of the three Contest Membership Categories.

Youth and Community Activities Ticket Sales Contest:

Purpose: To celebrate the Club that sells the most Y&CA Tickets.

Perpetual Awards: Greg Higuera Trophy - most per capita points. (The Sunset Lions Club sponsored the trophy in 1984).

Elma and Rudy Loreda Plaque - most tickets sold. (The Loredos are Past District Governors of the SSF Golden Gate Lions Club. The Plaque was donated in 2010).

The Contest: One first place certificate will be awarded to the club with the highest per capita score in each of the three Contest Membership Categories.

Youth Outreach Activities Contest:

Purpose: To celebrate those Clubs who exemplify the principles of Lionism with service to Youth.

Perpetual Awards: Youth Outreach (George Contos) Plaque - clubs with 35 members or less. (George J. Contos of San Carlos Lions Club was District Governor 1986-1987).

Dick Noftsgger Plaque - clubs with 36 or more members. (Dick Noftsgger was a member of the SSF Host Lions Club).

The Contest: The contest is based upon services for the youth within the Clubs community. One first place certificate will be awarded to the club with the highest per capita score in each of the three Contest Membership Categories.

Section 8

Useful Steps for Starting a New Lions Club

Obtain two Guiding Lions and involve them in the new club as early as possible.

Determine your club's mission - do you have a common goal?

Create a membership and recruiting plan. Your new club will need members.

Determine your Club officers - their roles and responsibilities.

Orient your members. Everyone is on the same page

Establish a budget for you Club

Determine your dues. There is an initial fee as well as annual dues for the Club, District and Lions Clubs International

Set your priorities and put them in an action plan. Your Charter Installation is your first project.

Involve your District - Your Cabinet Officers - The GMT/GLT.

Plan your term - Your first year

Note: The District Governor will assign two guiding lions to your new club. The guiding lions can lead you through the issues that come up in starting a new club. They are there to help and guide you but not to run your club. Keep them involved in all decisions for the first two years of your club. At least one of the guiding lions should attend every meeting and event that your new club has for the first two years of your club.

Section 9

Outline for Creating a Gala New Club Charter Event

Your Clubs Charter Meeting should be a well put together Gala Affair because it is the event where your club will be officially presented to the other Lion Clubs within our District. It will set the tone of your club and the support that your Club will receive from other Lion Clubs within the District.

1. Select a venue that is large enough to support your membership as well as the guest that will attend the meeting - the "Charter" event.
2. Develop the committee to put the project together:

- a. Determine which Committee Chairman will handle each specific portion of the event and instruct them to bring on members of your club to help.
 - b. Determine the Dress Code and time the event will start, c. Develop an outline for the entire event.
 - d. Select the Master of Ceremonies and any guest speakers you feel will appropriately represent your club at this event.
 - e. Send a personal letter from your Club President to each Club President and Past District Governor within the District, announcing the event and asking them and their clubs to take part in the evening's festivities and for their support.
 - f. Put your committees to work formulating the program for the event.
3. Speak to the Governor and ask he/she to provide your club with two Guiding Lions to help guide you through the entire process of forming a new club. The guiding lions need to be at all planning sessions for the event.
 4. Contact the District Secretary, District Bulletin Editor and the San Francisco or Peninsula Council newsletter editors to arrange for promotion of your event throughout the District.

The above mentioned items should help you create a wonderful event for your Newly Chartered Club.

Section 10 Protocol

- a. Protocol is nothing more or less than a matter of respect to the people you have elected to their positions along with mutual respect toward your fellow lions.
- b. This is why we stand up when the District Governor is introduced and why we do not interrupt others when they speak.
- c. In Lionism we use the chain of command system.
- d. Please read your District Directory for approved procedures for protocol.

Section 11 Acronyms

1. International: IP; International President, IPIP; Immediate Past International President, ID, International Director, PID; Past International Director.

2. Multiple District (MD-4); CC, Council Chairman; is the Chairman of all the District Governors within our Multiple District (State of California), PCC; Past Council Chairman.

Note: Multiple District 4 consists of all Lions Clubs in the California.

3. District 4C-4: DG; District Governor, IPDG; Immediate Past District Governor, PDG; Past District Governor, 1st VDG; 1st Vice District Governor, 2nd VDG; 2nd Vice District Governor, GLT; Global Leadership Team, GMT; Global membership Team, PCL; Peninsula council of Lions, SFCL; San Francisco Council of Lions.

Section 12

What is a PDG

Past District Governor

A Lion who has served their club by fulfilling their commitment to serve as an officer, including completing a term as club President.

Followed by serving as a District Cabinet Officer for minimum two terms. However, the second term could be a term as 2nd Vice District Governor.

After completing two terms as a Cabinet Officer runs for the office of 2nd Vice District Governor and is elected by the voting delegates' at our District Convention.

At the end of a term as District Governor the title of Past District Governor is automatic.