



Lions Clubs International

District A-16

Policy Manual

Effective June 13, 2020

Updated June 16, 2020

District A-16 Policy Manual

Updated June 16, 2020

Table of Contents

	Page
Purposes and Code of Ethics	3
Care and Upkeep	4
Protocol and District Recognition	4
Lioness Clubs	5
District Finances and Records	5
District Governor's Advisory Committee Meetings	6
Honourary Committee	7
District Projects	7
Club Extension Regalia	7
Leadership Development Programs	8
International, District Awards & Presentations	8
Club Secretary Excellence Award	9
Club Excellence Award	10
Celebrating Milestone Anniversaries	10
District Convention Procedures	10
District A-16 Vision Screening	15
Appendix A - District Convention Bid Form	16
Appendix B - District Officer Nomination Form	18
Appendix C - Club Secretary Excellence Application Form	20
A Lions Creed	21

District A-16 Policy Manual

Updated June 16, 2020

Lions Clubs International Purposes

TO CREATE and foster a spirit of understanding among the peoples of the world.

TO PROMOTE the principles of good government and good citizenship.

TO TAKE an active interest in the civic, cultural, social and moral welfare of the community.

TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.

TO PROVIDE a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

TO ENCOURAGE service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

Lions Clubs International Code of Ethics

To SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

To SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.

To REMEMBER that in building up my business it is not necessary to tear down another's, to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

To HOLD friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS bear in mind my obligations as a citizen to my nation, my province and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labour, and means.

To AID others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

To BE CAREFUL with my criticism and liberal with my praise: to build up and not destroy.

District A-16 Policy Manual

Updated June 16, 2020

Care and Upkeep of the Policy Manual

The District Constitution and By-Laws Committee shall review the Policy Manual annually and solicit suggested amendments from the Lions in the District.

Section 1

Approval of Amendments

This Policy Manual may be amended only at a District A-16 Cabinet meeting by Resolution of the District Officers on proposed amendments reported on by the District Constitution and By-Laws Committee and adopted by the affirmative vote of a simple majority of the votes cast by the District Officers.

Section 2

Automatic Updating

When amendments to the International Constitution and By-Laws are passed at an International Convention, any amendments that would have an effect on the District A-16 Policy Manual are to be automatically updated in the Policy Manual at the close of the International Convention.

Section 3

Proposed Amendments

Proposed amendments to the Policy Manual shall be in writing and in the hands of the District A-16 Constitution and By-Laws Committee for review no less than ninety (90) days before the District Cabinet meeting where amendments will be considered.

Section 4

Notification of Proposed Amendments

No proposed amendment shall be reported or voted on unless the same shall have been furnished in writing or electronically to each of the District A-16 Officers and each member of the District A-16 Honourary Committee no less than thirty (30) days prior to the applicable Cabinet meeting, with notice that the same will be voted on at the said Cabinet meeting.

Section 5

Effective Date

Each amendment shall take effect immediately upon adoption by the District Officers unless otherwise specified in the amendment.

Protocol & District Recognition

1. Protocol

Lions District A-16 promotes the use of proper protocol. Refer to LCI Official Protocol, Order of Precedence (LCI Board Policy Manual, Chapter XIX) and the District A-16 Protocol Manual.

2. Recognizing Past Officers in District A-16

Whereas the oldest Lions Club within the District is over eighty-five (85) years old, and we add more than fifty (50) Past Presidents and up to eight (8) Past Zone Chairs, four (4) Past Region Chairs, perhaps a Past Cabinet Secretary, a Past Cabinet Treasurer (or Past Cabinet Secretary/Treasurer) and one Past District Governor every year, plus Past District Governors

District A-16 Policy Manual

Updated June 16, 2020

who transfer into our District, District A-16, in an effort to keep recognition formalities at an acceptable level, have recognized only Past International Officers (PDGs, PIDs, and PIPs) on most occasions as common practice.

3. **The District A-16 Officers' Official Uniform shall be:** District Governor and Immediate Past District Governor black blazer, 1st & 2nd Vice District Governors and Cabinet Secretary & Treasurer (or Secretary/Treasurer) navy blue blazer; all other District Officers plum blazer (unless a Past District Governor, which may be black blazer). The blazer is to be worn with grey long trousers/skirts, black shoes, white dress shirt/blouse and tie/scarf.

4. **The District A-16 Officers' Official Uniform shall be worn at:** Zone meetings, Official Visits to clubs, Lions/Lioness/Leo funeral services, other events as designated by the District Governor.

Lioness Clubs

Each Lioness Club is an affiliate of a Lions Club with jurisdiction in accordance with policy laid down by the International Association of Lions Clubs.

District A-16 continues to acknowledge and support the Lioness and designates the structure as in the past.

District Finances and Records

1. Exchange of Records

Upon return from the Lions Clubs International Convention, the new District Governor and his/her Cabinet Treasurer (or Cabinet Secretary/Treasurer) shall meet with the prior year's District Governor and Cabinet Treasurer (or CST) to turn over the District bank accounts, with an Interim Financial Statement, together with supporting documentation.

2. Budgets

a) The Governor, First and Second Vice District Governors and Cabinet Treasurer (or CST) shall prepare an operating budget to be presented and approved at the first Cabinet Meeting.

b) Sufficient funds should be budgeted for each committee chairperson and Coordinator to allow for one or two mailings in the year. Drawings against these budgeted items must be by receipt.

c) A reasonable amount should be budgeted to cover the costs of telephone, postage and stationery for the Cabinet Secretary and Cabinet Treasurer (or CST). Drawings against these budgeted items must be by receipt.

d) The budget should provide an amount sufficient to cover the costs of hotel, convention registration and event tickets, meals, and transportation for the International Guests and the hosting Protocol Officer and partner. The Protocol Officer should be reimbursed under Rules of Audit for the transportation costs of the International Guests.

e) The budget should provide an amount sufficient to cover the costs of hotel for Friday and Saturday nights, Convention registration, Convention event tickets and Convention meals for the District Convention Chairperson, the Cabinet Secretary and the Cabinet Treasurer (CST).

f) The budget should provide funds for Leadership Development, Membership Growth, Retention and Extension, and Service Activity Coordination, Support and Promotion programs.

g) A reasonable amount should be budgeted to be paid to the District Governor, and to the 1st and 2nd Vice District Governors to cover costs incurred in the performance of their duties. Expense

District A-16 Policy Manual

Updated June 16, 2020

receipts are not required.

- h) The budget should provide a reasonable amount to cover the costs of the Memoriam Chair in the commission of his/her duties.
- i) The Governor's Newsletter budget should provide for the publishing of four (4) editions.
- j) Funds should be provided in the budget to allow for purchases of trophies/plaques for the separate District Governors' Contests - Bulletin, Visitation, and Administration.
- k) The budget should provide funds for a comprehensive, up-to-date District A-16 web site and monitored social media presence.
- l) Funds should be provided in the budget to cover the cost of meals for the District Coordinators and District Committee Chairpersons at each Cabinet Meeting.

3. District Records

- a) It is the responsibility of the District Governor to ensure that the District A-16 records are culled annually. Minutes of Cabinet Meetings and year-end Audited Financial Statements shall be kept in perpetuity. Bank statements and supporting financial records are to be retained for seven (7) years, with all other records (such as Monthly Membership Reports and Activity Reports) retained for three (3) years.
- b) Arrangements were made Nov. 23, 2011 to store all old District A-16 Records (i.e. Minutes, Finance records etc.) in the Buss Stop building at Camp Kirk.

District Governor's Advisory Committee Meetings (Zone Meetings)

Each year, the District Governor may determine whether or not to utilize Joint Zone meetings for some or all of the District Governor's Advisory Committee meetings. All Global Action Team District Coordinators are to be invited to each Zone meeting, where one or more may take a lead role in discussions and training, and report on the relevant activities of their teams to the members in attendance. In addition to those identified in By-Law III Section 1, the Zone Chairperson shall invite the Club Membership Chairpersons when information is to be shared that relates to their position.

It has become customary for a Lions Club to host each District Governor's Advisory Committee meeting. Under these circumstances, this host club is responsible for any loss and are the beneficiaries of any profit from the meeting.

The host Lions Club shall be allowed to conduct a draw or some similar means of raising a sum of money to offset the costs of operating the Zone meeting.

Region Funds: A levy of \$1.00 per Zone meeting attendee is to be both collected and forwarded by the host Lions club to the Cabinet Treasurer (or CST) to be placed into that Zone's *Region Fund* account. Any members of the host club attending the Zone meeting are excluded in determining the amount of the levy.

Region Funds are to be used for the following:

- (i) Expenses incurred in the event of cancellation of a Zone meeting due to inclement weather or other legitimate reason as recommended by the Zone Chairperson and authorized by the District Governor.
- (ii) Expenses incurred for the guest speaker when the Region hosts the Lions Breakfast Meeting

District A-16 Policy Manual

Updated June 16, 2020

at the District A-16 Convention.

(iii) Any Region Fund amount in excess of \$500 may be used at the discretion of the Region Chairperson, in consultation with the District Global Action Team, for training purposes.

Attendance Cost: All clubs who have committed attendance numbers to a Zone meeting shall be responsible to pay for same, whether in attendance or absent. Where finances permit and with respect to Club traditions, the District encourages Clubs to pay the attendance cost of the meal + levy for their President, Secretary and 1st Vice President at each of their respective Zone meetings.

Protocol: Zone Chairpersons and host Clubs are to adhere to the proper protocol for Zone Meetings as documented in the District A-16 Protocol Guide, which can be found on the District website, Documents/General Documents section.

Honourary Committee

(Past International Officers)

The Honourary Committee is generally recognised as an advisory committee and as such should be utilized for their knowledge and experience wherever necessary. District Officers should promote the availability of the potential wealth of information and ability of the Honourary Committee for the following purposes:

1. Guest Speakers
2. Induction of new members
3. Inducting Club Officers
4. Training and assistance to various Club Officers
5. Assistance to weak/struggling clubs
6. To advise and assist in an administrative capacity

District Projects

Any Club Projects that expand into a District Project, with the approval of the District Governor and his/her Cabinet, shall immediately become the responsibility of the appropriate District Chairperson as appointed by the District Governor.

Club Extension Regalia

The proper regalia of a Lions club, as referred to in By-Law V, District Administrative Account Section 7 of the District A-16 C&BL document, should consist of, but not be limited to, the following items:

1. The Gong and Gavel - usually presented by the sponsoring club
2. The Club Banner
3. The Club Charter, framed with the Charter members' names inscribed thereon
4. The Lions Purposes and Code of Ethics, framed
5. A good quality lectern
6. The Club President, Secretary and Treasurer pins
7. The Lions Fine Box - usually presented by the District Governor
8. A Canadian Flag - usually presented by the local MP
9. The Lions flag, flag poles and stands for 2 flags.

District A-16 Policy Manual

Updated June 16, 2020

Leadership Development Programs

A. District Officer Training School

Within fifteen (15) days of the closing of the District A-16 Convention, the Immediate Past District Governor shall Chair a meeting with the District Governor & the Incoming District Officers to inform them of the following:

- a) *Their respective responsibilities to the District Governor and the District,*
- b) *Proper procedures and protocol,*
- c) *Any other necessary information,*
- d) *Each District Officer-elect to be assigned by the Honourary Committee a Past District Governor as mentor.”*

The instructors at this Incoming District Officer Elect Training School shall include members of the Honourary Committee & the District Global Leadership Team.”

After the District Officer Training School, the following should take place:

1. Each Region Chairperson-elect should meet with their respective Zone Chairpersons-elect and again review with them their responsibilities, and assist the Zone Chairpersons-elect in becoming familiar with their position.
2. Each District Officer-elect to meet with their Past District Governor Mentor by June 15th to provide them with information and guidance on their duties and responsibilities for the coming year.
3. Following the year end, all the Region records and materials shall be transferred to the new Region Chairpersons, and all the Zone records and all materials shall be transferred to the new Zone Chairperson of their respective Regions and Zones.

B. Club Officer Training School

The District will host a Club Officer Training School(s) chaired by the District Global Leadership Team Coordinator to be held between April 15th and June 15th. The purpose of the school is to provide guidance and training to the various Club Officers for the upcoming Lions Year.

C. Membership Training and Orientation Session(s)

From time to time, the District may conduct Membership Training and Orientation Sessions for all Lions, and Review and Update Sessions for club or prospective district officers.

International, District A-16 Awards and Presentations

The District Governor should arrange, between May 15th and June 1st, for each club in District A-16 to receive copies of the LCI Club Excellence Award Application & the District A-16 Club Secretary Excellence Award Application, together with information about submission dates.

A. Presentation to Immediate Past District Governor

The District shall purchase each year a suitably worded plaque and a jewelled Past District

District A-16 Policy Manual

Updated June 16, 2020

Governor lapel pin to be presented at an appropriate time to the Immediate Past District Governor to honour his/her service to District A-16 as District Governor.

B. District Governor's Awards

The District Governor may present awards and/or recognition to certain individuals at his/her discretion. These usually will be presented at the District A-16 Convention, and may take the form of a plaque, a Certificate of Appreciation, or a medal in the form of the "Governor's Appreciation Award." Funding for these awards/recognitions shall form part of the District Administration Budget.

It is also customary for the District Governor to recognize the work of his/her Cabinet Officers and Committee Chairpersons, usually at the District A-16 Convention Cabinet Dinner, with a token of appreciation. These would also be funded as part of the District Administration Budget.

All other types of recognition that may be provided by the District Governor and/or the District Cabinet shall be at their own expense.

C. Club Secretary Excellence Award

District A-16 annually presents each eligible Club Secretary with a Club Secretary Excellence Award. This is a District award, funded from the District Administration budget. Secretaries must comply with the following requirements, be recommended by the Club President, and be approved by the District Governor of the year to which the award applies. See Appendix C for the application form.

- All membership additions, updates and drops shall be done promptly via MyLCI such that, at month end, Club member information is correct and complete. If there is no member activity, the *Report No Changes for Month* button shall be used by month end to indicate this. District Officers will have access to this Club member activity. *Note this information must be submitted every month for the Lions fiscal year, July 1 to June 30.*
- All monthly Service Activity shall be reported via MyLion such that Club Service Activity, including Impact, is complete for each Service Activity of the Club. Description should include importance to the impacted community. District Officers will have access to this Club Service Activity information. *Note this information must be submitted every month for the Lions fiscal year, July 1 to June 30.*
- Annual Club Officers and Directors election results should be immediately updated via MyLCI for the 'Next Year' Club Officers following your club elections in April and no later than May 15th. District Officers will have access to this New Club Officer and Director information.
- The LCI Club Excellence Award application (where warranted) shall be sent no later than July 10th to the District Governor of the year for which the award application is being submitted (in order for the District Governor to complete, sign and forward to LCI for receipt by August 31st).
- District Governor's (Zone) Advisory Meetings -The Club Secretary shall attend at least two of the three District Governor's Advisory Meetings.

District A-16 Policy Manual

Updated June 16, 2020

- The Club Secretary shall attend the District A-16 Club Officers' Training held immediately preceding the Lions year for which the award application is submitted, or if offered, attend District A-16 Club Officers' Training in the fall of the year for which the award application is submitted.

D. Club Excellence Award

This is an award made available by Lions Clubs International to qualified Lions Clubs.

The rules for this award and the application forms are available on the Lions Clubs International web site for downloading. Applications are to be completed by the Club Secretary immediately after the fiscal year end and forwarded to the District Governor of the year for which the award application is being submitted.

E. Celebrate Milestone Anniversaries 50 Years and Beyond

This recognition provides broad acknowledgement of long-term Service by District A-16 Clubs and individual A-16 Lions who have reached 50 years of service and 5-year milestones beyond 50. The acknowledgement is presented at Convention and takes form in actions such as a slide show and notification in the Convention programme. Preparation and delivery of this celebration is the responsibility of the 1st Vice District Governor.

District A-16 Clubs are also encouraged to nominate members for the *Ontario Volunteer Service Awards*, offering provincial recognition of volunteers who are providing committed and dedicated Service to an organization. Clubs will find further information with an Internet search of this award name.

District Convention Procedures

A. Convention Site Selection

- (i) Primary Bid Requirements - No Club's bid for the District A-16 Convention will be considered without a letter of endorsement in support of a bid from the Board of Directors of the Lions Club.
- (ii) Convention Bid Form - Any club(s) wishing to bid for the District A-16 Convention must file with the District Convention Committee and the District Governor on the appropriate convention bid form, which is Appendix A in the District Policy Manual.
- (iii) Bid Review and Site Inspection - The District Convention Committee shall satisfy themselves by an inspection of the facilities and location, that the site shown on each Convention Bid is adequate and suitable for hosting the District A-16 Convention. Also, the District Convention Committee shall discuss with the club the terms of the District Constitution and By-Laws, and the District Policy Manual, and that all requirements will be met. If the District Convention Committee determines that a bid is not acceptable, the bid will not be placed on a ballot to be voted upon.
- (iv) Report to Cabinet - The District Convention Committee shall report their findings on each convention bid to cabinet.
- (vi) All eligible bidding Clubs shall be afforded equal opportunity to make a presentation of their bid to the Lions at the Convention.

District A-16 Policy Manual

Updated June 16, 2020

B. Administration

The Host Club Committee, in consultation and with the approval of the District Convention Committee shall establish:

- Registration costs
- Nightly room rates
- Venues for the various events of the Convention

The Host Club Committee shall be responsible to collect registrations and all related monies & maintain accurate financial records of the Convention income & expenses.

The Host Club Committee shall be responsible to collect all of meal costs and other expenses of the Cabinet Dinner held at District Convention.

It is recommended that the Host Club Committee endeavour to provide means of payment for registration and events by online debit & credit cards and equivalent smartphone/tablet apps.

C. Time Frame

The District A-16 Convention shall consist of the following Time Frame for events, subject to change upon recommendation and approved by the District Convention Committee and Cabinet.

- | | |
|----------|--|
| Friday | - Flag Raising Ceremony
- Cabinet Dinner
- Host Club Warm-up Party |
| Saturday | - Lions Breakfast (if held)
- Lioness Business Session and Breakfast (if held)
- District Contest Winners and Awards Ceremony
- Parade (if held)
- Opening Ceremonies
- Region Rally/Rallies
- Partner's Program (if held)
- Governor's Banquet |
| Sunday | - Church Service (if held)
- Voting
- District Business Session
- Memorial Service
- Brunch/lunch (if held)
- Closing Ceremonies |

D. Agenda

All activities and events for a District Convention are to be detailed in the Convention Procedures package (Deck Set). This agenda for the entire convention shall be prepared by the District Convention Committee in co-operation with the Host Club and the District Governor, and provided to the District Officers and the District Committee Chairpersons prior to the District A-16 Convention. (This is usually done at the District walk-through held within two weeks of the Convention.)

District A-16 Policy Manual

Updated June 16, 2020

E. Convention Registration and Cancellation Policies

- (i) The registration fee is approved by the District Convention Committee.
- (ii) The registration fee for Lions attending only the Voting Day at the District A-16 Convention shall be 50% of the regular convention registration fee. No convention pin shall be included at the reduced registration fee.
- (iii) All Convention attendees must be registered.
- (iv) Guests of the District Governor and the District Lioness President, who are not members of the Lions Family of A-16, shall not be required to pay registration fees if they are attending only one convention event. Such guests will be required to cover the cost of any event they attend.
- (v) Children under 12 years of age shall be provided with a registration badge without the need to pay the fee.
- (vi) Rooms shall be assigned on a first come, first served basis.
- (vii) Pre-registration is encouraged and requested to allow the Host Committee to prepare badges, assign rooms, plan meals etc, in advance.
- (viii) Cancellations
 - a) All requests for cancellation must be in writing and forwarded to the Host Club Convention Committee.
 - b) Full refund of the registration and/or room deposits shall be made provided written request is received by Host Club Convention Committee no later than thirty (30) days prior to Official Opening of Convention.
- (ix) All Convention Cancellation Policies shall be included in the Convention Registration Package.

F. District Convention Pin

- a) The Host Committee is responsible to strike a District Convention Pin, which should bear the name of the current District Governor, and the emblems of Lions Clubs International, the Lioness and Leos.
- b) The convention pin shall be distributed based on the registration form and monies submitted.

G. Flag Ceremony

A flag raising ceremony may take place utilizing the Lions Clubs International Flag. A special location should be chosen for this event. The local Mayor and Council or equivalent should be invited to officiate along with the District Governor and International Guest.

H. Banner Presentation

During the opening ceremonies, the banners of each Lions Club, Lioness Club and Leo Club in District A-16 shall be presented and displayed around the Convention Hall. The Host Committee shall provide a committee to prepare the room to allow for the hanging and display of each banner, and provide a receipt for the safe retrieval of each banner.

I. Memorial Service

There shall be a memorial service. This shall be officiated over and is the responsibility of the District Memoriam Chairperson.

District A-16 Policy Manual

Updated June 16, 2020

J. Celebration of Milestone Anniversaries

There shall be celebration of District A-16 Clubs and individual A-16 Lions who have reached 50 years of service and 5-year milestones beyond 50. The Host Club will include each year's list in the Convention Program book and there will be a slide show or similar tribute. Having this included in Convention is the responsibility of the 1st Vice District Governor.

K. Service Activities and Commercial Booths

The Host Committee shall provide space for District Committee Chairpersons to display their specific interest without charge. Other commercial booths may be charged a rental fee at the discretion of the Host Committee. First consideration for space will be given to the District Chairpersons, upon prior request submitted to the Host Committee.

L. International Guest

The District Protocol Officer is responsible for the activity, comfort and safety of the International Guest and his/her partner. Expenses for the Protocol Officer and his/her partner shall be included in the District A-16 Budget.

M. Council Chairperson

The Multiple District Chairperson and their partner shall be invited to attend the District A-16 Convention at the expense of the District, including accommodation and meals. If he/she attends, the District Governor shall assign a Protocol Aide to the Council Chair, whose expenses will be the responsibility of the District.

N. District/Host Club responsibilities re: Specified District Convention Procedures

District Responsible For:

International Guest and Partner

- Convention Registration Package (2)
- Other meals
- Hotel Room, normally two nights (Friday and Saturday) but may include Thursday night if required.
- Hospitality in Room

Protocol Aide and Partner

- Convention Registration Package (2)
- Hotel Room, normally two nights (Friday and Saturday) but may include Thursday night if required.
- Other meals re: Protocol Duties*
- Transportation of International Guest and Partner to and from airport in District.*

District A-16 Policy Manual

Updated June 16, 2020

District Convention Chairperson – Immediate Past District Governor

- Convention Registration Package (1)
- Hotel Room 2 nights (Friday and Saturday)

Cabinet Secretary

- Convention Registration Package (1)
- Hotel Room 2 nights (Friday and Saturday)

Cabinet Treasurer

- Convention Registration Package (1)
- Hotel Room 2 nights (Friday and Saturday)

Council Chairperson and Partner (When attending the District A-16 Convention)

- Convention registration Package (2) as applicable
- Other meals
- Hotel Room as applicable, maximum two nights

Council Chair Protocol Aide and Partner

- Convention Registration Package (2) as applicable
- Other meals re: Protocol Duties*
- Hotel Room for same nights as Council Chair, maximum two nights

Host Club Convention Committee Responsible For:

District Governor and Partner

- Convention Registration Package (2)
- Other meals *
- Hotel Room 2 Nights (Friday and Saturday)
- Hospitality in Room

*Recovery of expenses using same formula as per MD 'A' Rules of Audit

District A-16 Policy Manual

Updated June 16, 2020

District A-16 Vision Screening

The Vision Screening Committee consists of the District Vision Screening Chairperson and members appointed by him/her. This Committee shall meet when necessary to ensure the financial and operational well-being of this District program.

The vision screening program shall focus on screening the vision of children in Senior Kindergarten and Grade 1 mainly. We do not normally screen younger children. When screening, we identify possible vision weaknesses by means of our test findings and refer those children to their parents/guardians for further vision check-ups. Individual report forms are sent home with vision-screened children.

Vision Screening forms and procedures are provided on the District A-16 web site in the Documents section, or are available from the District Vision Screening Chairperson. Stickers and pamphlets shall be supplied by the Committee. Summary screening reports should be kept by the screening Club for two years.

Lions and Lioness may approach schools within School Board districts where we have gained approval from the Board and have received any necessary documentation. Such Board approval may, depending on the Board, be gained directly by the Club or through the Vision Screening Committee Chairperson. Agreements with School Boards are renewed yearly.

Partnerships with community groups are also possible, and should be achieved via formal agreements coordinated by the Vision Screening Committee Chairperson.

Clubs offering any Vision Screening should contact the Vision Screening Committee Chairperson about Liability Insurance Certificates, which are available without further charge.

Any Vision Screening done at public and private events should occur only if there is a Liability Insurance Certificate in place.

Lions and Lioness doing Vision Screening should have up-to-date Police Vulnerable Sector Checks, which are offered by their local Police service. Duration of acceptance of such a Police Check may vary by organization for which Vision Screening is being done.

Vision Screening equipment shall be maintained by the Vision Screening Committee in accordance with manufacturer's recommendations, with funds held in reserve to cover two years of operating and maintenance expenses.

The Vision Screening Committee has the authority to solicit funds to cover equipment and operational expenses. Clubs using this equipment are encouraged to make financial contributions as they are able.

District A-16 Policy Manual

Updated June 16, 2020

APPENDIX A

DISTRICT A – 16



CONVENTION
BID FORM

Date: _____

From: Secretary, _____
(Lions Club Name)

To: District A-16 Convention Committee Chairperson

cc.: District Governor

Based on a motion made by Lion _____ and seconded by
Lion _____ at a meeting of our club on _____ (date)
and approved by a majority of our members, the _____ is submitting
(Lions Club Name)

this bid to host the A-16 District Convention in the year _____.

It is understood that this bid to host the District A-16 Convention is submitted with the knowledge that this Host Convention Committee has reviewed and understands the obligations and requirements contained in the District A-16 Constitution and By-Laws and the District A-16 Policy Manual.

We understand and agree to comply with the conditions in the District A-16 Constitution and By-Laws including Article VII Section 1, By-Law VII and Appendix A, as well as the District A-16 Policy Manual.

Signed: _____ (Club Secretary)

Date: _____

See the other side of this form to provide additional information.

Revision: April 2020

District A-16 Policy Manual

Updated June 16, 2020

DISTRICT A – 16



CONVENTION BID FORM

CONVENTION BID INFORMATION

1. This Bid is to Host the District A-16 Convention in the year _____.
2. Dates preferred to Host this Convention _____.
The Convention shall be held between the last week in March and May 15th.
3. **a)** This Bid is submitted by the _____ (Lions Club Name).
b) Name of Contact Person _____
Address: _____
Phone: _____ email: _____ fax: _____.
c) List other Clubs involved: _____.
d) This Convention will be held in (City, Town, Area) _____.
4. Accommodation (*Please indicate number of rooms to be blocked in each Hotel/Motel*)
Headquarters Hotel _____ with _____ rooms.
Address: _____ Phone: _____.
Other Hotels/Motels: _____ Phone: _____.
_____ Phone: _____.
_____ Phone: _____.
5. Planned location of events:
 - a. Friday Cabinet Meeting _____ Capacity: _____.
 - b. Friday Night Cabinet Dinner _____ Capacity: _____.
 - c. Friday Night Warm-up _____ Capacity: _____.
 - d. Saturday Breakfast, Lions _____ Capacity: _____.
Lioness _____ Capacity: _____.
 - e. Parade Route (*provide map*) _____.
 - f. Opening Ceremonies _____ Capacity: _____.
 - g. Room(s) for Region Rally/Rallies _____ Capacity: _____.
 - h. Governor's Banquet _____ Capacity: _____.
 - i. Sunday Business Session and Memorial Service _____ Capacity: _____.
 - j. Sunday Lunch _____ Capacity: _____.
 - k. Separate Voting Area _____ Capacity: _____.

District A-16 Policy Manual

Updated June 16, 2020

APPENDIX B

DISTRICT A – 16



NOMINATION FORM

FOR DISTRICT OFFICERS

Date: _____

From: _____
(Lions Club Name)

To: District A-16 Nominating Committee Chairperson

cc.: District Governor, 1st Vice District Governor, 2nd Vice District Governor

Based on a motion made by Lion _____ and

seconded by Lion _____ at a meeting of our club

on _____ and approved by a majority of our members, the
(Date)

_____ has nominated Lion _____ as
(Lions Club Name)

candidate for the office of (*please check one only*):

- District Governor
- 1st Vice District Governor
- 2nd Vice District Governor
- Region Chairperson, Region _____
- Zone Chairperson, Zone _____

Signed: _____ (Club Secretary)

Candidate's qualifications for this Office are as follows:

See the other side of this form for additional requirements.

District A-16 Policy Manual

Updated June 16, 2020

DISTRICT A – 16



NOMINATION FORM

FOR DISTRICT OFFICERS

ADDITIONAL REQUIREMENTS

1. The Candidate shall provide a current Biography as part of their nomination package.
2. Candidates for the Office of District Governor, 1st Vice District Governor or 2nd Vice District Governor shall attend the Opening Ceremonies, held on Saturday during the District A-16 Convention, where they shall be prepared to speak on their own behalf.
3. Candidates for the Office of Region Chairperson or Zone Chairperson shall attend the Region Rally/Rallies, held on Saturday during the District A-16 Convention, where they shall be prepared to speak on their own behalf.
4. Candidates shall be present, or available, on Sunday at the Closing Ceremonies of the District A-16 Convention, when election results are announced.
5. In the event a candidate cannot comply with items 2, 3 and/or 4 above, his or her nominating club may, on showing just cause to the District A-16 Nominating Committee, represent their candidate at these functions.
6. Campaign speeches shall be limited to a maximum of 3 minutes by the introducer and 5 minutes by the candidate.
7. Nomination Form for Region or Zone Chairperson should be copied to the current Chairperson of that Region.

Please complete the following information about the Candidate
(Please print clearly)

Name: _____

Name of Partner in Service: _____

Address: _____

Postal Code: _____

Home Phone: () _____

Business Phone: () _____

E mail: _____

Signed: _____

Date: _____

(Signature of Candidate indicating their consent of this nomination)

Revision: April 2018

District A-16 Policy Manual

Updated June 16, 2020

APPENDIX C



DISTRICT A-16

APPLICATION FOR

CLUB SECRETARY EXCELLENCE AWARD

Date: _____ (to be mailed to the A-16 District Governor of the year for which the application is submitted, after year end but no later than July 15th)

From: _____ **President,**

_____ **Lions Club.**

To: District Governor (of the same year for which the Lion was Club Secretary)

Based on the rules in the District A-16 Policy Manual under heading “International, District A-

16 Awards and Presentations, C. Club Secretary Excellence Award”, I, as President of the

_____ Lions Club, confirm that Club Secretary

Lion _____, has met, in the Lions year _____, all the

requirements for the District A-16 Club Secretary Excellence Award.

Signed _____
(Club President)

Date: _____

Revision: February 2020

District A-16 Policy Manual

Updated June 16, 2020

A LIONS CREED

- I Believe: that hard work and honest sweat are the building blocks of a person's character.
- I Believe: that through example, my children are learning values that will last a lifetime.
- I Believe: that the best things in life are free, the sunrise, the autumn colour, the beauty of spring.
- I Believe: that happiness comes from the joy of doing things for others, with no thought of personal gain.
- I Believe: that by my toil I am giving more to the world than I am taking from it, and the world is just a little better for my having passed through it.
- I Believe: that my life will be measured by what I have done for others and by this standard I fear no judgment.
- I Believe: that when I grow old and sum up my days, I should be able to stand tall and feel pride in the life I have lived.
- I Believe: that I plant a tree knowing I will not live long enough to enjoy it, but others will be able to enjoy its shade and beauty.
- I Believe: that with the help of about one and one half million Lions, I can do my part to make this a better world for future generations.