

POLICY MANUAL

The Lions Clubs
Of District 20-Y2



Reprinted in February 2000
as amended
September 19, 1998 and November 13, 1999

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Revised February 2008 (pending approval of the District Cabinet)

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POLICY MANUAL**

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REV 5/20/2002

POLICY MANUAL DISTRICT 20-Y2

ARTICLE I NAME

Section 1. This organization shall be known as Lions District 20-Y2.

ARTICLE II PURPOSE

Section 1. The purpose of this policy manual is to set forth practices and procedures of this organization and to express the principles it will abide by and adhere to.

ARTICLE III DISTRICT CABINET

Section 1. The district cabinet shall be made up of the district governor, vice district governor, region ~~chairman~~ chair persons, zone ~~chairman~~ chair persons, cabinet secretary, cabinet treasurer or cabinet secretary/treasurer, all past district governors of District 20-Y2 and committee ~~chairmen~~ chair persons.

Section 2. Voting members of the district cabinet are the district governor, vice district governor, cabinet secretary, cabinet ~~chairman~~ treasurer ~~chair persons~~, the immediate past district governor and the President of each Lions Club within the District that are present. If the President is not present, the voting privilege shall be assumed by the Secretary of the same Lions Club.

Section 3. The cabinet shall advance Lionism in District 20-Y2, promote the general welfare of the Clubs (Lions, Lioness and Leos) in the district and properly administer the affairs of the district.

11/8/2003

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ARTICLE IV
DUTIES OF REGION & ZONE CHAIRPERSONS

Section 1. In addition to those duties specified in the International Constitution, By Laws and Policy Manual the region ~~chairman-chair person~~ shall complete a minimum of one visitation annually to each club in the region. It is also expected that the region ~~chairman-chair person~~ will accompany the district governor when he/she makes his/her official visitation to the clubs in his/her region.

Section 1. In addition to those duties specified in the International Constitution, By Laws and Policy Manual the zone ~~chairman-chair person~~ shall complete a minimum of one visitation annually to each club in the zone. It is also expected that the zone ~~chairman-chair person~~ will accompany the district governor when he/she makes his/her official visitation to the clubs in his/her zone.

ARTICLE V
COMMITTEES

Section 1. The district governor shall appoint as many standing committees as he/she deems appropriate. Some of the committees that have been appointed in the past are:

Hearing Conservation	Youth Exchange
Sight Conservation/Sight First	Journey For Sight
Lions Clubs International Foundation	Leo Clubs
Lions Eye Institute	Lioness Clubs Liaison
Lions Foundation at Albany	Convention & Meetings
Multiple District 20 Lions Foundation	Membership Orientation
Vacation Camp for the Blind	Substance Abuse
Leadership School	Membership
District Governor's Special Advisory	Extension
Song Leader	Public Relations
Diabetes & Health	Lions Information
Dogs for The Handicapped	USA/Canada Forum

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ARTICLE V – CONTINUED
COMMITTEES

Section 1. Continued –

Historian
International Understanding
and Cooperation

Empire State Speech and
Hearing Clinic

Section 2. From time to time, the district governor may appoint such special committees as may be necessary in his/her judgement.

Section 3. All committees shall consist of a ~~chairman~~ chair person and as many members as the district governor and the ~~chairman~~ chair person agree are necessary.

Section 4. The district governor shall be an ex-officio member of all committees.

Section 5. At the discretion of the district governor, each committee through its ~~chairman~~ chair person shall report to the district cabinet at regularly scheduled cabinet meetings.

Section 6. The term of appointment for the USA/Canada Forum ~~chairman~~ Chair Person will be from July 1st through the following June 30th effective July 1, 1999.

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ARTICLE VI
SPECIAL ADVISORY COMMITTEE

Section 1. There shall be a Special Advisory Committee comprised of at least four (4) past district governors and any present or past international directors residing in the district. All members of this committee must be active members of a Lions Club within the district and be in good standing with that club and Lions International.

Section 2. The Special Advisory Committee shall meet at the call of the district governor and shall consider and advise on those matters as requested by the district governor. The chairperson shall be appointed by the District Governor.

Section 3. Other meetings may be called at the request of a majority of the committee members. In which case, the district governor will be advised by the chairperson of the time, place and matters to be discussed.

ARTICLE VII
DISTRICT DUES

Section 1. District dues (in effect since July 1, 1990) are in the amount of \$2.00 per Lion member as of the June 30 Membership Report .

Section 2. The district dues will be payable on an annual basis by each club in the district.

Section 3. The district dues shall be sent to the cabinet secretary/treasurer or cabinet treasurer by check payable to "District 20-Y2" as soon as practical after the club secretary receives notice of the amount payable from the cabinet secretary or cabinet secretary/treasurer. Any Lions club which has not transmitted the district dues for a period of sixty (60) days from the date of notice will be deemed not to be in good standing.

ARTICLE VIII
FINANCIAL RECORDS

Section 1. The financial records of the district shall be maintained by the district cabinet secretary/treasurer or cabinet treasurer at a location convenient to him/her and the district governor.

Section 2. The fiscal year of this district shall be July 1 through June 30.

Section 3. The financial records shall be kept using accepted accounting principles for the fiscal period as required by the Internal Revenue Service.

Section 4. These financial records shall be retained for a period of seven years and shall be turned over to the succeeding cabinet secretary/treasurer or cabinet treasurer within thirty days of the close of the fiscal year.

Section 5. The bank accounts of the district shall be maintained in a financial institution within District 20-Y2 convenient to the cabinet secretary/treasurer or cabinet treasurer and the district governor. Such institution should be approved by the cabinet no later than the first regularly scheduled cabinet meeting.

ARTICLE IX
RESTRICTED FUNDS

Section 1 From time to time, funds may be designated by the district cabinet for specific purposes.

- a) The District cabinet has approved an amount of \$500.00 to be provided to the Vice District Governor annually, at the request of the VDG, to be used at his/her discretion in performing his/her duties as VDG or preparing himself/herself to assume the duties as District Governor.

Section 2. These funds shall be maintained in such a manner as to allow for a full accounting of the receipts and disbursements at each regular meeting of the district cabinet.

Section 3. Any funds so designated that are not disbursed within the district's fiscal year shall be turned over to the succeeding district governor within thirty days after the close of a fiscal year.

Section 4. These restricted funds may only be transferred to other accounts or eliminated following a majority vote of the voting cabinet at a regular or special meeting.

ARTICLE X
MELVIN JONES COMMITTEE & FUND

Section 1. The Melvin Jones Committee and Fund established by the district cabinet in 1988 shall continue.

Section 2. Membership on the committee shall be all Melvin Jones Fellows who are members of a Lions/Lioness/Leo Club within the district, the current LCIF district committee ~~chairman~~ chair person and the current cabinet secretary/treasurer or cabinet secretary.

Section 3. The committee will select individual Lions/Lioness/Leos district club members to be recipients of a Melvin Jones Fellowship. A prior Melvin Jones Fellow recipient is not eligible for selection. The number to be selected will be dependent upon the fund balance as of the third cabinet meeting of the district's fiscal year.

Section 4. Anyone ~~currently a Melvin Jones Fellow~~ wishing to present a candidate must come to the selection meeting prepared with the candidate's Lionistic resume or mail it to the LCIF ~~chairman~~ chair person prior to the meeting. Those resumes received by mail or presented at the meeting will be considered.

Section 5. The committee will meet ~~at least~~ once ~~each year following the third District Cabinet meeting during the district's fiscal year~~ to consider selections. ~~The LCIF district chairman will notify~~ Notification of this meeting to all eligible members ~~in writing at least ten (10) days prior to the meeting date which he/she has established.~~ will be via a notice in the District Newsletter.

Section 6. The presentation of the Melvin Jones Fellowship Awards will be made by the current LCIF district committee ~~chairman~~ chair person or his/her designee at the annual District Awards Banquet. If such a banquet is not scheduled, the presentation shall be made at a time and place deemed appropriate by the district governor and the LCIF district ~~chairman~~ chair person.

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ARTICLE X - CONTINUED
MELVIN JONES COMMITTEE & FUND

Section 7. If sufficient funds are not available in the fund to select one or more recipients in any year, the fund balances shall be carried forward to the next year.

Section 8. Contributions to be included in this fund may be made by any member club, individual Lion, non-Lion individual or organization in the district. Contributions deposited into this fund must be with the full knowledge and consent of the donor.

Section 9. Melvin Jones Fellowship Contributions that are not disbursed during the fiscal year shall be turned over to the succeeding district governor within thirty days after the close of a fiscal year. These funds must remain earmarked for Melvin Jones presentations.

ARTICLE XI
MEETING MINUTES

Section 1. The cabinet secretary or cabinet secretary/treasurer shall record and issue meeting minutes within thirty days of each meeting of the district cabinet and distribute a copy to each member of the cabinet, club presidents and club secretaries.

Section 2. The district cabinet secretary or cabinet secretary/treasurer shall maintain a file containing ten years of meeting minutes which shall be turned over to the incoming cabinet secretary or cabinet secretary/treasurer within thirty days following the close of the fiscal year.

ARTICLE XII
MEMBERSHIP & ACTIVITIES REPORTS
LIONS AND LIONESSE

Section 1. The district governor shall maintain a file of Membership & Activities Reports and other correspondence relating to each club. This file will contain five years of such data and shall be turned over to the incoming district governor within thirty days following the close of the fiscal year.

Section 2. The district governor shall annually provide each Lioness club in District 20-Y2 with four copies of the Lioness Quarterly Projects and Activities Form set forth in Exhibit A. Said report to be mailed to the district governor quarterly.

ARTICLE XIII DISTRICT CONTEST

Section 1. The district may at the discretion of the district governor conduct a contest to encourage the participation of all Lions Clubs in those activities that further the objectives of Lionism and create an atmosphere of fellowship among the Lions of the district.

Section 2. The contest shall include categories similar to those contained in Exhibit B of this policy manual. This exhibit has been prepared as a sample only and is not binding in either form or content on any future district governor.

Section 3. Points will be awarded solely for items contained in the ~~rules and are identified on the monthly Membership report filed by each club.~~

Section 4. Awards in an appropriate form shall be presented to the overall winner and to those clubs in the other regions having highest points total within their respective regions at the annual district awards banquet.

Section 5. It shall be the responsibility of the district governor to either score or appoint someone to act in his/her behalf. Decisions of the scorekeeper shall be final.

Section 6. The rules shall be set forth in the district governor's August newsletter.

ARTICLE XIV

PRESIDENT'S EXCELLENCE AWARD

Section 1. The district shall provide a President Excellence Award to the presidents of the clubs in the district who satisfy the requirements as specified in Exhibit C to this policy manual.

Section 2. The award shall be, whenever possible, in the form developed by Lions Clubs International for this purpose and shall be presented as soon as practical by the immediate past district governor or his/her designee at a meeting of the respective Lions club.

Section 3. It shall be the responsibility of the club secretary to complete and forward the application for this award within 30 days following the International Convention.

ARTICLE XV

100% SECRETARY'S AWARD

Section 1. The district shall provide a 100% president's award to the secretaries of the clubs in the district who satisfy the requirements as specified in Exhibit D to this policy manual.

Section 2. The award shall be, whenever possible, in the form developed by Lions Clubs International for this purpose and shall be presented as soon as practical by the immediate past district governor or his/her designee at a meeting of the respective Lions club.

Section 3. It shall be the responsibility of the club president to complete and forward the application for this award within 30 days following the International Convention.

ARTICLE XVI
LION/LIONESSE/LEO OF THE YEAR

Section 1. The district shall recognize a Lion, Lioness and Leo of the year by presentation of an appropriately engraved plaque at the annual district awards banquet.

Section 2. Any member of a Lion, Lioness or Leo Club within District 20-Y2, ~~except members of the current cabinet,~~ are eligible to receive these awards.

Section 3. Nominations for this recognition may be made by any Lions, Lioness or Leo Club within District 20-Y2 but must be on the appropriate form and received by February 1st of the fiscal year. (see Exhibit E).

Section 4. Selection of those to be recognized shall be made by the District Governor's Special Advisory committee.

ARTICLE XVII
MULTIPLE DISTRICT 20 LEADERSHIP AWARD

Section 1. The annual MD20 Past District Governor Leadership Award is presented to a Lion in each sub-district who has shown outstanding leadership qualities. The past district governors of each district make the selection for the district.

Section 2. The MD20 Organization of Past District Governors director from 20-Y2 (hereafter referred to as district director) is responsible for obtaining the nomination form (Exhibit F) and sending them to each Lions Club President and Past District Governor in our district. The cover letter shall include the criteria, cutoff date and the district director's return address. Completed applications received after the cutoff date may not be considered.

Section 3. Copies of each completed nomination form received prior to the cutoff date will be forwarded to all active District 20-Y2 past district governors by the district director.

Section 4. The selection of the 20-Y2 Leadership Award recipient shall be at the third meeting of the 20-Y2 Past District Governor's by secret ballot. If more than two nominations are received and no one receives a majority of the votes cast on the first ballot, then the Lion with the least number of votes shall be removed from consideration, and a new vote taken. This procedure shall continue until one candidate receives a majority of the votes cast.

Section 5. The immediate past district governor or most recent 20-Y2 past district governor in attendance and the senior ranking present or past officer of the MD20 Organization of Past District Governors in attendance shall count the ballots. After the winner has been announced, all ballots shall be destroyed.

Section 6. The district director shall convey the results in writing to the winner and to the secretary of the MD20 Organization of Past District Governors.

ARTICLE XVIII DISTRICT PROPERTY

Section 1. The purpose of this article is to define the process that will insure that all District 20-Y2 property is properly accounted for, maintained and housed.

Section 2. The cabinet secretary or cabinet secretary/treasurer will be responsible for maintaining a log and description of all District property to include its location and the Lion who has long term custody of it. This log should include such items as; the District flag set, tape recorder, two television/VCR sets, etc. Ex: Exhibit "G"

Section 3. The cabinet secretary or cabinet secretary/treasurer may from time to time determine which Lions within the District will be assigned custody of the various properties with the concurrence of the District Governor.

Section 4. Those Lions who are assigned custody of the District property may from time to time loan this property to other Lions within the District for the conduct of Lionistic activities and should keep such records so as to be able to report the location and condition of such property to the cabinet secretary or cabinet secretary/treasurer upon request.

Section 5. The cabinet secretary or cabinet secretary/treasurer shall be responsible for arranging any maintenance that might be required to District property as well as reporting the need to replace any item to the District Cabinet.

Section 6. The cabinet secretary or cabinet secretary/treasurer should report to the District Cabinet at least once annually, but no later than the third regularly scheduled cabinet meeting, the inventory of District property and the location and condition of each item.

Created 6/1/2001
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ARTICLE XIX MEETINGS

Section 1. Roberts Rules of Order, Newly Revised, shall govern all parliamentary procedures except as otherwise provided for.

Section 2. The cabinet shall meet four (4) times each fiscal year.

Section 3. The time frame for cabinet meetings will be determined by the district governor.

Section 4. Special meetings may be called by the district governor whenever the need arises to conduct urgent district business. In the event the district governor is unable to call such special meetings, the vice district governor is authorized to call such a meeting.

Section 5. Said special meeting shall be held no earlier than ten (10) days and no later than fifteen (15) days after the mailing of the meeting notice.

ARTICLE XX DISTRIBUTION

Section 1. Each member of the District 20-Y2 cabinet and each member club in the district are entitled to a copy of this policy manual.

Article XXI – VACANCIES

Section 1. District Cabinet. Should vacancies arise in any District Cabinet position, for any reason, they shall be filled by the District Governor as soon as practical by his/her appointment and such appointments should be made known by announcement in the District Governor's Newsletter as well as at the next District Cabinet meeting. It may be appropriate in some positions that this announcement be first made by phone call to those most impacted.

Section 2. Trustee of the New York State and Bermuda Lions Foundation, Inc. Should a vacancy exist in one or more of the three (3) Foundation Trustee positions, that vacancy should be filled as allowed by the by-laws of the Foundation.

Such vacancy should be filled by appointment by the District Governor for the unexpired term of the member.

This appointment should be made known to the Foundation President as soon as practical and should appear in the District Governor's Newsletter as well as be announced at the next District Cabinet meeting

Note: The Trustee positions (three) are originally filled by a candidate(s) obtaining the nomination signature of five (5) Lions Clubs within the District and then standing election at the MD20 convention. Vacancies that result from the failure to have a candidate, resignation, dismissal or other reason are filled as noted above.

Section 3. Lions Foundation at Albany, NY, Inc.

Should a vacancy exist in one or more of the four (4) Foundation Trustee positions, that vacancy should be filled as provided by the by-laws of the Foundation.

Such vacancy should be filled by appointment by the District Governor for the unexpired term of the member.

This appointment should be made known to the Foundation President as soon as practical and should appear in the District Governor's Newsletter as well as be announced at the next District Cabinet meeting

Note: The Trustee positions (four) are originally filled by appointment of the District Governor. Two trustees are appointed each year to serve two years terms. Vacancies that result from resignation, dismissal or other reason are filled as noted above.

Article XXI – VACANCIES

continued

Section 4. District Governor. If the district shall fail to elect a qualified district governor or if the district governor-elect of the district shall die, refuse to serve or be found by the International Board of Directors to be unable by reason of illness or other disability to take such office prior to the day his/her term would otherwise begin, or if a vacancy will exist as a result of a district governor election protest or legal action, then in any such event such district may have a district governor appointed by the International Board of Directors in the time and manner and for the term set forth in the by-laws or constitution of Lions Clubs International.

(Paraphrased from LCI By-laws Article III Section 9 – Subsection (a))

The International Board of Directors may make such appointment prior to the time when the term of an elected district governor commences under the constitution and if so made, such appointees shall be treated as if elected to said office, subject to regular expense audit rules. In making such appointments—and in filling any vacancy in the office of district governor under the LCI by-laws or constitution—the International Board of Directors shall not be bound by but shall consider any recommendation resolved at a meeting to which the voting cabinet and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in good standing in the district have received invitations to attend.

(Paraphrased from LCI By-laws Article III Section 9 – Subsection (d))

Said meeting is to be held within fifteen days of notification by the International Board of Directors.

(Extracted from LCI By-laws Article III Section 9 – Subsection (d))

It shall be the duty of the immediate past district governor or, if he/she is not available, the most recent past district governor who is available, to send out invitations to attend said meeting; it shall also be his/her responsibility to preside as chairman of said meeting.

(Extracted from LCI By-laws Article III Section 9 – Subsection (d))

It is the duty of the ~~chairman~~ chair person to convey the results to the International Board of Directors within seven (7) days, together with evidence of invitations sent and attendance at said meeting.

(Extracted from LCI By-laws Article III Section 9 – Subsection (d))

Each Lion that is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice as the nominee for the appointment to the office of district governor. *(Extracted from LCI By-laws Article III Section 9 – Subsection (d))*

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Article XXI – VACANCIES
continued

Section 4. District Governor. Continued

In the event a vacancy later occurs in the office of district governor under the By-laws or the Constitution of Lions Clubs International, the vice district governor shall act as district governor and shall perform the duties of, and have the same authority as, the district governor until such time as said vacancy is filled by the International Board of Directors for the remainder of the term as provided for in Section 9, subsection (d) of the LCI Constitution and By-laws.

(Paraphrased from LCI By-laws Article III Section 9 – Subsection (c))

The results of this appointment should be made known as soon as practical by the Immediate Past District Governor and should appear in the District Governor's Newsletter as well as be announced at the next District Cabinet meeting

Section 5. Vice District Governor If the district shall fail to elect a qualified vice district governor or if the vice district governor-elect shall die, refuse to serve or be found to be unable by reason of illness or other disability to take such office prior to the day his/her term would otherwise begin, or if a vacancy will exist as a result of a vice district governor election protest or legal action, or a later vacancy exists for any reason then in any such event the district may have a vice district governor elected by a special election as described below.

A special meeting shall be called for the purpose of electing a vice district governor to which the voting cabinet and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in good standing in the district have received invitations to attend.

Said meeting is to be held within fifteen days of notification by the current district governor that a vacancy exists.

It shall be the duty of the immediate past district governor or, if he/she is not available, the most recent past district governor who is available, to send out invitations to attend said meeting; it shall also be his/her responsibility to preside as ~~chairman~~ chair person of said meeting.

It is the duty of the ~~chairman~~ chair person to convey the results to the current district governor and the International Board of Directors within seven (7) days, together with evidence of invitations sent and attendance at said meeting.

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ARTICLE XXI AMENDMENTS

Section 1. These policies except Article VII – district dues may be altered or amended by the vote of a majority of the cabinet members present and voting at two successive regular or special meetings of the district cabinet at which a quorum is present.

Section 2. District dues may be altered or amended by the vote of a majority of the cabinet members present and voting at two successive regular or special meetings of the district cabinet at which a quorum is present and thereafter approved by a majority of the voting delegates at the Multiple District 20 Annual Convention.

Section 3. No amendment shall be put to vote unless written notice thereof, stating the proposed amendment, shall have been mailed or delivered to each cabinet member at least ten (10) days prior to the meeting at which the vote on the amendment is to be taken.

Section 4. This policy manual shall not be in conflict with the Constitution, Bylaws and Policy Manuals of the International Association of Lions Clubs and Lions Multiple District 20.

Information As Of Last Day Of The Quarter

Active	_____	Last reported	_____
Charter	_____	New/Dropped	_____
Special	_____	Total	_____
Other	_____		

INTERNATIONAL ASSOCIATION OF LIONS CLUBS
DISTRICT 20-Y2

QUARTERLY PROJECTS AND ACTIVITIES FORM FOR LIONESSE CLUBS
SPONSORED BY LIONS CLUBS

This form is to be completed by the Lioness Club Secretary. Mail the original to the District Governor. Copies should be mailed to the Vice District Governor, Region ~~chairman~~ chair person and Zone ~~chairman~~ chair person and one copy retained by the club.

Name of the Lioness Club _____
Lioness Club Secretary _____
Sponsoring Lions Club _____
State/Province _____ Date _____

REPORTS ARE DUE OCT. 1, JAN. 1, APR. 1 AND JULY 1

Please report service activities being planned or completed. Report fund-raising activities and if a service is rendered. Use additional sheets to give completed details on unusual projects or service. Include glossy prints describing the completed service or activity, if available.

EXHIBIT A

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	Points
1. FILING MEMBERSHIP REPORT	
 Postmarked by 8th of following month	45
 Postmarked after 8th of following month	45
 Not rec'd by end of following month	25
2. INTER CLUB VISITATIONS (200 POINT LIMIT)	
 Participation Requirements:	
 (One member must be a Club Officer or Director)	
 Two (2) members from Clubs with up to 20 members (per visit)	20
 Three (3) members from Clubs with up to 40 members (per visit)	20
 Four (4) members from Clubs with 41 or more members (per visit)	20
 Inter club activity out of district (per/visit, per/member)	45
3. CABINET AND ZONE MEETING ATTENDANCE (Each Meeting)	
 (District officers and committee chairman chair persons are excluded)	
 President	30
 Secretary	30
 Each Vice President	45
 Each other club member	40
4. PER CAPITA DUES PAYMENTS	
 Lions Clubs International Dues (Paid semi-annually by Sept 1st & March 1st)	25
 Multiple District 20 (MD-20) Dues (Paid semi-annually by Sept 1st & March 1st)	25
 District 20-Y2 Dues (Paid annually by Sept 1st)	25
5. MEMBERSHIP	
 Gain of member	25
 Loss of member	20
 (No deduction for death of member or transfer if a copy of transfer form is attached to this report form)	
 No losses for entire contest period (members retained)	25
6. YOUTH PROGRAMS	
 Host Youth Exchange Student (per student)	25
 Sponsor Youth Exchange Student (per student)	25
 Submit Youth Band Application (maximum)	25
7. SPONSOR A NEW LIONS/LIONESS/LEO CLUB (EACH Club)	400
 Charter application must be signed by district governor and a copy of the required minimum number of paid membership applications must be attached to the charter appl.	

EXHIBIT B - PAGE 2

	Points
8. CLUB NEWSLETTER OR BULLETIN	
Copy must be attached to this Activity Report (each month)	20
9. MULTIPLE DISTRICT 20 MAGAZINE (per article)	20
10. LIONS PROGRAMS/ACTIVITIES AT CLUB MEETINGS	
Arranged or provided by District 20 Y2 Chairmen (per program)	20
11. HEALTH SCREENINGS CONDUCTED (400 point max.)	
Sight (per program)	50
Hearing (per program)	50
Diabetes (per program)	50
Substance Abuse (per program)	50
12. SUPPORT HUMANITARIAN SERVICE ORGANIZATIONS (500 POINT MAX)	
Work Parties (per member)	50
Visits (per member)	40
Financial Contributions (once per organization)	50
ELIGIBLE ORGANIZATIONS	
Vacation Camp for the Blind - Central Assoc. of the Blind - Lions Eye Institute	
Northeastern Assoc. of the Blind - Glens Falls Assoc. for the Blind - ESS & HC	
Canine Working Companions - Leader Dogs For The Blind - Guiding Eyes for the	
Blind	
Hearing Dog Foundation - Guide Dog Foundation - Freedom Guide Dog - Sight First	
Campaign	
Lions Foundation at Albany - MD 20 Foundation - Sight Society of Northeastern NY	
Camp Pinnacle - LCIF - Lions Hearing Conservation Society of District 20-Y2	
13. ATTENDANCE AT "LIONS DAY WITH THE UN" (per member)	20
Visits to Lions International (per/visit)	25
Attendance at MD20 Conventions (per member)	25
14. DISTRICT LION/LIONESS/LEO OF THE YEAR AWARD APPLICATION	
(Received by District Governor on or before February 15th)	
LION (Maximum of One)	20
LIONESS (Maximum of One)	20
LEO (Maximum of One)	20
15. PARTICIPATE IN THE JOURNEY FOR SIGHT	
(Plans must be outlined on March Activities Report Form) (Per Plan)	50
16. PARTICIPATE IN THE LIONS QUEST PROGRAM	
Attendance at the workshop (each Lion)	25
Adoption by School District in Club area (each School)	400
Continued support of school-adopted program (each School)	50

~~EXHIBIT B - PAGE 3~~

	Points
17. ATTENDANCE AT LEADERSHIP SEMINAR - DISTRICT OR MD-20	
 Each member attending in non-staff capacity (per member)	50
18. ATTENDANCE AT NEW MEMBER ORIENTATION	
 Each member attending in a non-staff capacity (per member)	40
19. SUBMIT ENTRY TO PEACE POSTER OR DRUG AWARENESS CONTEST	
 100 POINT MAXIMUM Peace Poster (each entry)	25
 Drug Awareness (each entry)	25
20. OTHER CONTRIBUTIONS (500 POINTS MAXIMUM)	
 Once per Organization	50
Eligible organizations will be determined by the Contest Scorekeeper. Organizations must be reported on the Activities Report form. THE SCOREKEEPER'S DECISION IS FINAL.	

EXHIBIT 'C'
APPLICATION FOR YYYY - YYYY CLUB PRESIDENT
EXCELLENCE AWARD

NOT AVAILABLE IN MACHINE SENSITIVE FORMAT

EXHIBIT D

**RULES FOR 100% SECRETARY'S AWARD
DISTRICT 20-Y2**

- * **MUST BE AN ELECTED OR APPOINTED CLUB SECRETARY**
- * **MUST BE RECOMMENDED BY YOUR CLUB PRESIDENT**
- * **ALL MEMBERSHIP AND ACTIVITIES REPORTS MUST BE POSTMARKED BY THE 3RD OF THE FOLLOWING MONTH**
- * **MUST ATTEND THREE OF THE FOUR SCHEDULED ZONE MEETINGS (TWO IF ONLY THREE ARE SCHEDULED)**
- * **RECORD ALL MINUTES FOR CLUB, BOARD AND SPECIAL MEETINGS**
- * **EARN 100% ATTENDANCE AWARD FOR THE YEAR AS SECRETARY**
- * **KEEP ACCURATE ATTENDANCE RECORDS**
- * **SUBMIT ALL PU 101 FORMS BY APRIL 15TH**
- **MUST SUBMIT CONVENTION (INTERNATIONAL & MULTIPLE DISTRICT) VOTING AUTHORIZATIONS BY MAY 1ST**
- * **APPLICATION MUST BE RECEIVED BY THE DISTRICT GOVERNOR WITHIN 30 DAYS FOLLOWING THE INTERNATIONAL CONVENTION**

I, _____, certify that _____,
 (President) (Secretary)
 Secretary of the _____ Lions Club, has met the above criteria
 (Club Name)
 and that he/she should receive the 100% Secretary's award for _____
 (Year)

Signed: _____
 (Club President)
 Date _____

**PAST DISTRICT GOVERNORS
LEADERSHIP ACHIEVEMENT AWARD NOMINATION**

Nominee:

Lion _____

Address _____

_____, Zip Code _____ Phone _____

Club _____ District _____

Length of Membership _____

Person completing form _____

Phone () _____ of above person

Please supply as much information as possible to aid in the selection of this year's recipient.

Club involvement (include offices, chairmanships held and dates):

Zone, Region and District involvement with dates:

List awards received (e.g. Membership Extension, Rebuilding Lion, Guiding Lion, Lion of the Year, etc.)

Why this nominee is deserving of the Leadership Achievement Award:

Personal Information:

Spouse's Name _____

No. of Children _____ Number of Grandchildren _____

Occupation _____

The biography and picture of each recipient will be published in the State Convention Program. A black and white photo of the recipient (full face, waist up) in the MD20 uniform, must be submitted to the Past District Governors Organization, with the nomination form.

EXHIBIT 'G'
DISTRICT 20-Y2 PROPERTY LIST

NOT AVAILABLE IN MACHINE SENSITIVE
FORM