

DISTRICT POLICY MANUAL
District 4-C4
The International Association of Lions Club
Revised on February 3, 2024

Section 1
Statement of Purpose

Section 1.1.1 This manual is to serve as a clear and understandable guide to the pertinent working 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 By-Laws 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 By-Laws could result in adjustments or amendments to this Manual.

Section 1.1.2 Refer to the Lions Clubs International "Purposes" and "Code of Ethics" for issues not specifically covered within this Manual. The "Purposes" and "Code of Ethics" are printed in all District directories.

Section 1.2.1 The Cabinet Secretary shall have the responsibility for distribution of this Policy Manual to all Clubs within District 4-C4 on an annual basis.

Section 1.2.2 The District Constitution and By-Laws Committee will maintain this Manual.

Section 2
Contract Liability, Changes, and Interpretation

Section 2.1.1 The District's Constitution and By-Laws Committee shall review all changes and/or amendments to this Policy Manual prior to submitting the committee's recommendations to the seated District Governor and Cabinet for approval.

Section 2.1.2 Amendments or adjustments to this manual shall be made at any Cabinet Meeting with a majority of the Cabinet Officers and Clubs are in attendance. Providing they are in good standing and such changes are distributed to each Cabinet Officer and Lions Club within the District no later than 30 days prior to said cabinet meeting. The proposed changes shall be distributed by the Cabinet Secretary.

Section 2.2.1 Any Lion member, of this District, who believes that action or policy of this District is in conflict with this policy Manual shall refer the question of the action or policy to the Constitution and By-Laws Committee for disposition 45 days prior to the next cabinet meeting.

Section 3
Division of the District

Section 3.1.1 District 4-C4 includes the counties of San Francisco and San Mateo and the city of Palo Alto in Santa Clara County.

Section 3.2.1 The District 4-C4 Constitution and By-Laws (Article VII, Section 1 and Section 2) dictate how the District is divided into Region and Zones. The area is divided into Regions in such a manner that will best facilitate the servicing of the clubs within the District.

Section 3.3.1 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 approval of the District Cabinet and 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 will be presented in the District Directory each year.

Section 3.4.1 Any Club in District 4-C4 planning on holding a service or fundraising project in another Clubs' area, has the responsibility to notify that Club before planning of the proposed project. No club has exclusive territorial rights, no one can deny any reasonable event. The key is communication between Clubs, common courtesy and good Lionism. This also applies if a Club in our District is doing a project in another District.

Sections 4
Requirements for the District Governor

Section 4.1.1 The position of District Governor in District 4-C4 is a Seven-Year Commitment. The Seven Year Commitment is as follows:

Section 4.1.2 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.

Section 4.1.3 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.

Section 4.1.4 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.

Section 4.1.5 Year 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 Registration 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.

Section 4.1.6 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 4.1.7 If the Past District Governor is not fulfilling the duties in section 4.1.5 & 4.1.6 of section 4. The seated District Governor and the PDG's can replace the PDG, by a simple majority vote. Once the PDG has been removed for one of their duties they can't return to fulfill section 4.1.5 & 4.1.6.

Section 5 District Governor's Cabinet

Section 5.1.1 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, the Zone Chairs, GMT, GLT, GST and LCIF District Coordinator. A quorum at a Cabinet meeting shall consist of a majority of the members of the District Governor's Cabinet (Article V, Section 5 of the District Constitution).

Section 5.1.2 The added duties of all District officers shall be specified by the seated District Governor, in writing. All added duties outlined within this Manual have been developed by past traditions and developments over several years.

Section 5.13.1 The Financial Administrator position is appointed by the District Governor in consultation with the Vice District Governors. The appointment of this position shall be for 2 years to maintain consistency.

Section 5.13.2 The Financial Administrator shall be responsible for billing the clubs for our District 4-C4 & Multiple District 4 dues on a semi-annually (Feb 1st & Aug 1st). The collected funds shall be kept in a separate account and dispersed regularly to the District Treasurer and Multiple District 4 office.

Section 5.13.3 The Financial Administrator shall be responsible for preparing financial reports to the Governor monthly. The reports shall consist of billing of clubs and timeliness of their payments. The Governor is responsible for their Clubs timely payments. This is consentient with MD4's billing practices of the past. The reports shall also enclound payments to MD4.

Section 5.13.4 The Financial Administrator shall be responsible for preparing financial reports to the Budget and Finance Committee

Section 5.2.1 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.

Section 5.3.1 In addition to those duties listed in the District 4-C4 Constitution, the District Governor's responsibilities shall be as follows:

Section 5.3.2 To work diligently to further the purposes and objects of this Association.

Section 5.3.3 Provide leadership, direction, and initiative for the District and the clubs within the District.

Section 5.3.4 Create and foster harmony and unity among the clubs and members of District.

Section 5.3.5 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 By-Laws, Article IX, Section 1 through 2.

Section 5.3.6 Complete his or her list of Cabinet officers and committee chairs appointments by the District convention, 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.

Section 5.3.7 Visit each club in the District at least once during his or her term of office. This obligation maybe 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.

Section 5.3.8 Facilitate in the organization of new clubs with the help and support of the District's GMT and GLT.

Section 5.3.9 Received and review reports from the secretary of each club on email or forms furnished by Lions Clubs International.

Section 5.3.10 Hold four quarterly Cabinet Meetings. The first three Cabinet Meetings shall be held one each Region and the fourth at the District Convention.

Section 5.3.11 Attend the International Convention and District Governor's School next succeeding his or her election, and attend the International Convention at the end of his or her term of office.

Section 5.3.12 The District Governor is a member of the Multiple District 4 Council of Governors. The Governor is expected to attend and participate in all Council of Governors Meetings.

Section 5.3.13 Ensure the regular and timely publication of the District Newsletter and District Directory.

Section 5.3.14 The District Governor is an ex-officio member of all committee in the District.

Section 5.3.15 Include the Vice District Governors in all planning and implementation of District events and policies, while aiding the Vice District Governors in formulating future plans for the District.

Section 5.3.16 The District Governor is responsible for the training of the First Vice District Governor. The District Governor shall allow the 1st Vice District Governor on January 1st to start ordering supplies and preparing for their year.

Section 5.3.16.1 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:

Section 5.3.16.2 A Copy of the budget under which he or she operated.

Section 5.3.16.3 A financial statement showing the condition of the District.

Section 5.3.16.4 All documents which are pertinent to the welfare of the District.

Section 5.3.16.5 All moneys, equipment, supplies, and such other information to assist his or her successor in planning his or her year in office.

Section 5.3.17 The District Governor shall send a letter to the family of each Lion member in the District that passes under his/her term.

Section 5.4.1 The First Vice District Governor is an elected position. A secret ballot at the District 4-C4 Annual Convention elect the First Vice District Governor. Candidates for the 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.

Section 5.4.2 In addition to those duties listed in the District4-C4 Constitution, the First Vice District Governor's responsibilities shall be as follows:

Section 5.4.3 Further the purposes and objects of this Association.

Section 5.4.4 Perform such administrative duties as maybe assigned to him or her by the District Governor.

Section 5.4.5 Perform such other functions and acts as maybe required of him or her by the International Board of Directors through the Vice District Governor's Manual and other directives.

Section 5.4.6 Presides at District meetings in the absence of the District Governor.

Section 5.4.7 The First Vice District Governor is an ex-officio member of all District Committees.

Section 5.4.8 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 all Council of Governors meetings.

Section 5.4.9 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.

Section 5.4.10 The First Vice District Governor is responsible for the training of the Second Vice District Governor.

Section 5.4.11 All of the incoming appointed officers and committee chairs who will serve in the upcoming Governors' year must be recognized and notified in writing of their selection, on or before the District Convention prior to the First Vice District Governor taking office as District Governor.

Section 5.5.1 The Second Vice District Governor is an elected position. A secret written ballot at the District4-C4Annual 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.

Section 5.5.2 In addition to those duties listed in the District 4-C4 Constitution, the Second Vice District Governor's responsibilities shall be as follows:

Section 5.5.3 Further the purposes and objects of this Association.

Section 5.5.4 Perform such administrative duties as may be assigned to him or her by the District Governor.

Section 5.5.5 Perform such other functions and acts as maybe required of him or her by the International Board of Directors through the Vice District Governor's Manual and other directives.

Section 5.5.6 The Second Vice District Governor is an ex-officio member of all District Committees. Preside at District meetings in the absence of the District Governor and First Vice District Governor.

Section 5.5.7 Work with the District LCIF Coordinator and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF.

Section 5.5.8 The Second Vice District Governor is a member of the Multiple District 4 Council Governors. The Second Vice District Governor is expected to attend and participate in all Council of Governors meeting.

Section 5.5.10 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.

Section 5.6. 1 The Immediate Past District Governor (IPDG) 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.

Section 5.7.1 The Cabinet Secretary position is appointed by the District Governor. In addition to those listed in the District 4-C4 Constitution, the Cabinet Secretary's responsibilities shall be as follows:

Section 5.7.2 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.

Section 5.7.3 Order all supplies for the District. Only the District Secretary and District Governor are authorized to order supplies on the District account.

Section 5.7.4 The Cabinet Secretary is responsible for mailings changes to the Constitution and By-Laws and Policy Manual to the clubs within the District and cabinet officers.

Section 5.7.5 Order supplies for the incoming District Governor. This should be completed 90 days prior to 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.

Section 5.8.1 The Cabinet Treasurer position is appointed by the District Governor. In addition to those listed in the District 4-C4 Constitution, the Cabinet Treasurer's responsibilities shall be as follows:

Section 5.8.2 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, shall be a signatory on all District accounts.

Section 5.8.3 The Treasurer must provide Financial Reports to the Budget and Finance Committee prior to all Budget and Finance Committee Meeting.

Section 5.8.4 Prepare financial statements and file all required government reports dealing with the Fiscal Year operations prior to turning over the records to the succeeding administration.

Section 5.8.5 Assume responsibility for purchase, inventory, sales, distribution and collection of monies for the District 4-C4 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.

Section 5.8.6 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.

Section 5.8.7 The Treasurer will have the responsibility of distributing as well as presenting, along with available copies of our proposed District Budget for ratification by the members present at the fourth cabinet meeting, held at the District Convention.

Section 5.8.8 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 the cash receipts and disbursements report set forth in subparagraph above and also the following:

Section 5.8.8.1 A transactions report (check register) of all transactions for each District account, including transaction date, check number, amount, payee or prayer, account category credited or charged and split information on any split transactions.

Section 5.8.8.2 A transaction report for the General Operating (Administrative) account itemized by the categories of each transaction.

Section 5.8.8.3 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 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.

Section 5.8.8.4 All expenses (budgeted and non-budgeted) incurred during the year (July 1 through June 15th) shall be approved by the District Governor before payment. Any expense that will be incurred or be submitted after June 15th of that year needs prior approval of the District Governor before payment.

Section 5.9.1 The Region Chair position is appointed by the District Governor. In addition to the duties listed in the District 4-C4 Constitution, the Region Chair's responsibilities shall be as follows:

Section 5.9.2 Carryout directives of the District Governor.

Section 5.9.3 Have general supervision of his or her clubs and the activities of the Zone Chair within his or her Region.

Section 5.9.4 Make at least one official visits to each club in the Region.

Section 5.9.5 Be prepared to install club officers and induct new members with proper ceremony when called upon to do so.

Section 5.9.6 Accompany the District Governor on visitations to clubs within the Region.

Section 5.9.7 Will oversee the Region Student Speaker Contest.

Section 5.9.8 The Region Chairs will be in charge of arranging the District Cabinet Meetings. The Governor will assign each Region

Chair to a Meeting to run.

Section 5.10.1 The Zone Chair position is appointed by the District Governor. In addition to those listed in the District 4-C4 Constitution, the Zone Chair's responsibilities shall be as follows.

Section 5.10.2 Carry out directives of the District Governor and the Region Chair.

Section 5.10.3 Act as an Advisor to all clubs assigned to them by the District Governor.

Section 5.10.4 Make at least two official visits to each club in the Zone.

Section 5.10.5 Act as the liaison officer between his or her Zone and the Cabinet.

Section 5.10.6 Serve as Chair 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 Chair's discretion as to the time and place. It shall be the primary purpose of other 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.

Section 5.10.7 Accompany the District Governor on visitations to the clubs within the Zone.

Section 5.10.8 Will oversee the Zone Student Speaker Contest.

Section 5.10.9 Assist the Region Chair in preparing the Cabinet Meetings held within their region.

Section 5.11.1 The Global Action Team consists of the Global Membership Team (GMT) District Coordinator, the Global Leadership Team (GLT) District Coordinator, Global Service Team (GST) District Coordinator and the Global Action Team (GAT) Chairperson the District Governor. They operate in parallel structures to enhance membership, leadership and service development. The three structures are connected and coordinated at the international level by an executive council. The Governor will appoint (per the District Contusion and by-laws) GMT/GLT/GST Coordinators for one year (may serve multiple terms).

Section 5.11.2 Duties of the District GST Coordinator can be found on the LCI web site under Standard Sub District Constitution and By-laws. (By-Laws, Article III, Section 5)

Section 5.11.3 Duties of the District GMT Coordinator can be found on the LCI web site under Standard Sub District Constitution and By-laws. (By-Laws, Article III, Section 6)

Section 5.11.4 Duties of the District GLT Coordinator can be found on the LCI web site under Standard Sub District Constitution and By-laws. (By-Laws, Article III, Section 7)

Section 5.12.1 Duties of the District LCIF Coordinator can be found on the LCI web site under Standard Sub District Constitution and By-laws. (By-Laws, Article III, Section 7)

Section 6 District Committee Chair Duties

Section 6.1.1 Some committees have been omitted because they fall under the direct supervision of the seated District Governor. The Club Contest Commissioner, GAT/GMT/GLT/GST Team and LCIF Coordinator are these committees. The duties for the committees listed above are a course of action only. Please keep in mind that these positions may change with time and therefore, so will the description of the committees. This list shall be reviewed and updated on an annual basis. Each Committee Chair should be fully prepared and expected to present a program describing the Committee's function when requested by any Club within the District. Article 8, Section 1 of the District Constitution.

Section 6.1.2 All expenditures by each committee must be approved by the District Governor prior to the commitment of District funds.

Section 6.1.3 All committee chairs of all District events shall provide a detailed budget to the District Governor prior to the commitment of any funds for the event. Within 30 days after of the close of the event, committee chair shall provide a detailed report for all income and expenditures of the event to the District Governor and Treasurer.

The District Treasurer shall provide a copy to the Budget Committee to be included with the Financial Report at the subsequent cabinet meeting.

- Section 6.2.1 Ambassador-At-Large: The Ambassador-At-Large is appointed by the seated Governor to represent this District as the liaison to all Clubs and Districts that may visit our District.
- Section 6.2.2 The Ambassador-At-Large meets and greets Lion dignitaries and guests visiting our area, hosting and entertaining them as necessary. The Lions Clubs International Itinerary Division is notified of the 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.
- Section 6.3.1 Audit and Tax: The Audit and Tax Committee advise the Budget and Finance Committee. The Audit and Tax Committee audit the District Financial Documents on a yearly basis and report findings to the Budget and Finance Committee and to the seated Governor.
- Section 6.4.1 Budget and Finance Committee: The Budget & Finance Committee:
- Section 6.4.2 Develop the District Annual Budget and review ongoing expenditures and receipts.
- Section 6.4.3 Review budget and expenditures throughout the fiscal year and report findings to the seated Governor and cabinet 15 days prior to each Cabinet Meeting. The committee provides a copy of the report to the members at each District Cabinet Meeting.
- Section 6.4.3.1 The District Treasurer shall include a copy of all committee income and expenditure reports with the District Financial Report at the Cabinet Meeting.
- Section 6.4.3.2 The Annual Budget and Financial Reports shall include deposits and expenses for events held in a subsequent year. These include income and expenses for events, such as but not limited to District Installations and/or programs, held in a subsequent year.
- Section 6.4.3.3 If a budgeted program is carried over into a subsequent year, any unused budgeted funds are to be carried over into the subsequent period as a Designated Fund for the same project.
- Section 6.4.4 Refer to District Constitution Article VIII, Section #4 for constitutional requirements.
- Section 6.5.1 Chaplain: The Chaplain attends all District Cabinet Meetings, District Governor Installation and District 4-C4 Convention while providing an Invocation for each occasion. The Chaplain sets up and presides at a Necrology Service at the District Convention.
- Section 6.6.1 Constitution and By-Laws: The primary functions of this committee are to keep the District Constitution and By-Laws in conformance with the International Constitution. Other duties include:
- Section 6.6.2 Review and present potential Constitutional Amendments to the District Constitution when proposed amendments are presented to the Committee.
- Section 6.6.3 Review and answer all questions and inquires brought before the Committee.
- Section 6.6.4 Collaborates with Long Range Planning to update the District Strategic plan and Policy manual.
- Section 6.7.1 District Convention Committee: The Convention Committee organizes and runs the District Convention.
- Section 6.7.2 The Convention Committee is committee has the complete responsibility of researching and securing the location of future District Conventions.
- Section 6.7.3 The Chairpersons of the Convention 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 and Section 4 of the District Policy Manual.
- Section 6.7.4 All Sub-committee shall be appointed by the chairpersons of the committee and/or with the approval of the seated Governor.
- Section 6.7.5 Educate and motivate club members to participate in conventions at all levels of Lionism.
- Section 6.7.6 Urge clubs to appoint an active club convention chairperson.
- Section 6.7.7 Communicate with clubs using all available sources such as district governor's newsletter, visitations to clubs, zone and district meetings, special mailings, the Lion Magazine, and LCI website.

Section 6.7.8 Inform clubs of the arrangements, programs and costs of each Lions convention.

Section 6.7.9 Manage and coordinate district conventions and conferences.

Section 6.7.10 Manage and coordinate delegation events at the international convention.

Section 6.8.1 District Cultural and Community Activities: 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.

Section 6.8.2 Introduced in 2008, the Lions Crew at Work Program encourages clubs to undertake projects that physically enhance local facilities such as a food pantry, shelter for the homeless, shelter for domestic abuse victims, a community center, a playground, or a recreational camp for disabled children.

Section 6.8.3 Introduced in 2000, Lions Cultural and Community Activities encourage clubs to undertake cultural projects that foster local customs such as concerts, theater productions, art exhibits and handicrafts.

Section 6.8.4 Become familiar with the Information for Community and Culture Chairperson section on the association for your district.

Section 6.8.5 Identify appropriate projects for your district.

Section 6.8.6 Visit clubs. Explain the importance of community projects that demonstrate the “We Serve” motto. Encourage clubs to appoint a cultural and community activities chairperson.

Section 6.8.7 Keep the governor and the international office informed of district activities. Provide a summary report to successor.

Section 6.9.1 City of Hope: 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.

Section 6.10.1 Campus Club: The District Campus Club helps and assists with organizing and creating Lions clubs on college campuses. The District Campus Club acts as the liaison between the Campus Clubs and the District and reports all information of the Campus Clubs to the District Governor.

Section 6.11.1 District Diabetes Awareness and Action: The Diabetes Awareness and Action committee provides information to clubs pertaining to LEHP, Diabetes Screening and recreational camps for persons with Diabetes. The committee tracks all statistical information pertaining to these programs and present results to the Governor and/or the designated Cabinet member.

Section 6.11.2 The Diabetes Awareness and Action Program was adopted in March 1984 to raise awareness about diabetes through community education, advocacy efforts, and direct service delivery.

Section 6.11.3 Become familiar with the Information for Diabetes Chairperson section on the association’s website.

Section 6.11.4 Connect with Lions diabetes chairs worldwide via the LCI Facebook Group for diabetes chairperson.

Section 6.11.5 Utilize current resources from official diabetes associations to become knowledgeable about diabetes and diabetic retinopathy.

Section 6.11.6 Identify appropriate projects in your district.

Section 6.11.7 Develop partnerships with relevant organizations and professionals to leverage resources.

Section 6.11.8 Encourage and facilitate club or district level participation on in:

- Strides Lions for Diabetes awareness events (banner patch available for participating clubs)
- LCIF Core 4 Diabetes grant program
- Diabetes Awareness Month (November)
- World Diabetes Day (November 14)

Section 6.11.9 Encourage clubs to appoint a club diabetes awareness chairperson.

Section 6.11.10 Promote club awareness to the opportunity to earn the annual “New Horizons in Diabetes Education” award.

Section 6.11.11 Plan and facilitate hearing preservation awareness presentations for forums, zone meetings, district and multiple district conventions.

Section 6.11.12 Keep the District Governor informed of district activities; encourage clubs to report their diabetes projects in the Service Activity Report within MyLCI.

Section 6.11.13 Provide a summary report to successor.

Section 6.12.1 District 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.

Section 6.12.2 Become familiar with the information for Environment Chairperson section on the association's website.

Section 6.12.3 Connect with Lions environment chairs worldwide via the LCI Facebook Group for environment chairpersons.

Section 6.12.4 Utilize current resources from official environmental agencies/organizations to become knowledgeable about the environmental priorities in your region.

Section 6.12.5 Identify appropriate Lions Green Team projects for the district.

Section 6.22.6 Develop partnership with relevant organizations and professionals to leverage resources.

Section 6.12.7 Encourage and facilitate club or district level participation in:

- Lions Environmental Photo Contest. Ensure that the selected district photo I submitted to the council chairperson by January 15
- Protecting Our Environment Centennial Service Challenge (April)

Section 6.12.8 Visit clubs to explain the importance of protecting our natural resources, provide information about activity planning resources, and solicit feedback and suggestions.

Section 6.12.9 Encourage clubs to appoint an environmental chairperson.

Section 6.12.10 Keep the governor and the international office informed of district activities.

Section 6.12.11 Provide a summary report to successor.

Section 6.13.1 Flag Day: The main function of this committee is to provide all materials, pertaining Lions Flag Day, to all participating clubs in the District and answering all requests for information.

Section 6.14.1 Habitat for Humanity: The committee acts as the District Liaison between the San Francisco and San Mateo Counties Habitat for Humanity Organizations.

Section 6.14.2 The Habitat for Humanity committee provides information on funding needs and volunteer work opportunities within our District.

Section 6.14.3 The Habitat for Humanity committee promote, organize and recruit man power to provide hours of sweat equity needed by the handicap family to obtain the handicap unit of a project.

Section 6.15.1 District 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. The chair promotes hearing program within the District.

Section 6.15.2 Become familiar with the information for Hearing Chairperson section on the association's website.

Section 6.15.3 Connect with Lions hearing chairs worldwide via the LCI Facebook Group for hearing chairpersons.

Section 6.15.4 Utilize current resources from official hearing/deaf associations to become knowledgeable about hearing impairment and deafness.

Section 6.15.5 Identify appropriate projects in your district.

Section 6.15.6 Develop partnerships with relevant organizations and professional to leverage resources.

Section 6.15.7 Encourage and facilitate club or district level participation in:

- Lions Hearing Aid Recycling Program (HARP)
- LCIF's affordable Hearing Aid Program (AHAP)

Section 6.15.8 Encourage clubs to appoint a club hearing preservation, awareness and action chairperson.

Section 6.15.9 Plan and facilitate hearing preservation awareness presentations for forums, Zone Meetings, District and Multiple District Conventions.

Section 6.15.10 Keep the district governor informed of district activities; encourage clubs to report their diabetes projects in the Service Activity report within MyLCI.

Section 6.15.11 Provide a summary report to successor.

Section 6.16.1 Historian: The District Historian maintains and stores documents and materials of importance pertaining to District 4-C4 and dissemination of said materials when requested.

Section 6.17.1 District Honorary: The district governor may appoint a District Governor Honorary Committee composed of the Past International Officers who are members in good standing of clubs with the district. This committee meets when 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 District Governor.

Section 6.17.2 Promote harmony through the District.

Section 6.17.3 Performs duties as requested by the District Governor.

Section 6.17.4 Meets when called upon by the District Governor to do so.

Section 6.17.5 To take problems assigned by the Governor and recommend solution after careful study.

Section 6.18.1 District 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 mainstream of the digital world by appointing an Information Technology Chairperson.

Section 6.18.2 Create and maintain the district's home page.

Section 6.18.3 Establish communication system through e-mail between members and other clubs.

Section 6.18.4 Assist clubs in submitting their Monthly Membership Report, Service Activity Report and assigning current year and next year officers via the MyLCI website. Clubs that do not use MyLCI can submit their monthly membership report and their officer assignments, by sending the paper forms to the Member Service Center at International Headquarters (MMR and Club Officer Reporting form) by post mail, email: member service center@lionsclubs.org or fax 630-706-9295. NOTE: The MyLCI website does not apply to those multiple districts that are presently using their own database.

Section 6.18.5 Show clubs how to obtain the association's official publications, newsletters, directories and many other Lions information materials through the Internet.

Section 6.18.6 Develop the district's record-keeping system on the computer.

Section 6.18.7 Work on other innovative projects.

Section 6.18.8 Monitor club websites and publications for use of official logos only.

Section 6.18.9 Remind clubs with websites 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 address. Club officer information is the only exception.

Section 6.18.10 Encourage and assist clubs with using the e-Clubhouse website.

Section 6.18.11 Work with the association's IT Division in gathering requirements for system improvement, participating in system testing and being involved in technology related activities.

- Section 6.19.1 District International Relations: The International Relations Chairperson's role is to encourage clubs to participate in activities in support of the third Purpose of Lions Clubs International: "to create and foster a spirit of understanding among the peoples of the world."
- Section 6.19.2 Become familiar with the Information for International Relations Chairpersons section on the association's website.
- Section 6.19.3 Identify appropriate projects for the district.
- Section 6.19.4 Encourage and facilitate participation in:
- International club twinning;
 - Lions Day with the United Nations;
 - Youth Camp and Exchange.
- Section 6.19.5 Meet with Lion leaders to develop a coordinated plan for the year.
- Section 6.19.6 Visit clubs, explain the importance of international programs.
- Section 6.19.7 Keep the Governor and the International office informed of district activities.
- Section 6.19.8 Provide a summary report to successor.
- Section 6.20.1 Kases for KidsThe Kases for Kids committee collects luggage and backpacks for children who have been removed from their homes by child protective services and taken to shelters or foster homes. The Committee:
- Section 6.20.2 Collects and provides emergency supplies for overnight stays, such as but not limited to: Soap, toothbrush and toothpaste, towels, pajamas and change of clothing.
- Section 6.20.3 This program is predicated on the needs of the County using this project. Contact appropriate County agencies within the District to ascertain the need and timing of this program.
- Section 6.21.1 District LEO Club (may serve for 3-years): The Leo Club Program provides young people with the opportunity to develop leadership skills by conducting civic and service activities in their communities. Leo Club chairpersons contribute to the success of their districts through the promotion, development and continual support of Leo Clubs. Appointed at the district and multiple district level. Leo Club chairpersons may be appointed for a one or three-year term during which they encourage Leos and Leo club advisors to bring new energy, inspire fresh ideas for service, and grow the Leo Club Program.
- Section 6.21.2 Provide encouragement, coaching and motivational aids for all Lions who are actively involved in Leo club extension and development activities.
- Section 6.21.3 Become familiar with the fundamental principles and procedures for sponsoring a Leo club.
- Section 6.21.4 Review the Leo Club Chairperson section on the association's website.
- Section 6.21.5 Promote and publicize the Leo Club Program within the district.
- Section 6.21.6 Encourage Lions clubs to sponsor Leo clubs.
- Section 6.21.7 Become familiar with Leo resources and materials available from International Headquarters.
- Section 6.21.8 Ensure Leo clubs within the district report annual officers, membership and service activities via MyLCI.
- Section 6.21.9 Contact advisors of new Leo clubs to offer encouragement.
- Section 6.21.10 Maintain communication with advisors of existing clubs.
- Section 6.21.11 Conduct two leadership development seminars at the beginning of the fiscal year - one for Leo advisors, the other for Leo club officers.
- Section 6.21.12 Serve as non-voting member of the Leo district council (if one has been established).
- Section 6.21.13 Serve as the official liaison between the Lions district cabinet and the Leo district council.

Section 6.21.14 Keep the district governor informed of the progress of the Leo Club Program in the district and report to the Lions district cabinet all resolutions of the annual Leo district conference.

Section 6.21.15 Encourage graduating Leos in existing Lions club or form a new Lions; work closely with Leos and Leo club advisors in the district to ensure that graduating Leos are aware of the many incentives and options available to former Leos who becomes Lions.

Section 6.21.16 Meet regularly with the multiple district Leo club chairperson, if one exists.

Section 6.22.1 District Alert & Disaster Preparedness & Response: The Lion 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.

Section 6.22.2 Monitor local disaster problems and determine a need for assistance and if a need occurs, provide information to the District Governor and the clubs in the District.

Section 6.22.3 Propose providing assistance from the District Disaster Relief Fund.

Section 6.22.4 The Disaster Relief Fund is to be used for relief from mudslides, earthquake, Coastside tsunamis, floods and other similar emergencies within the District.

Section 6.22.5 Become familiar with the information for Chair section on the Lions Clubs International website. 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.

Section 6.22.6 Consider joint projects with the local chapter of the International Federation of Red Cross and Red Crescent Societies (IFRC).

Section 6.22.7 Visit clubs. Encourage clubs to develop a Lion ALERT plan and receive the Lions ALERT banner patch award. Offer to provide assistance

Section 6.22.8 Keep the District Governor and the International Office informed of District Activities. Provide reports at each cabinet meeting.

Section 6.22.9 Provide a summary report to successor.

Section 6.23.1 Lions Eye Foundation: The Trustee or Advisor shall promote the Lions Eye Foundation to all clubs within the District by providing informational presentations upon request.

Section 6.24.1 District Public Relations & 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.

Section 6.24.2 As the District's Chief Advisor for public relations and publicly, conduct a basic training course for all Club Public Relations Chairperson.

Section 6.24.3 Handle the public relations for the District, including news releases to all media and editor assist in the preparation of the district bulletin.

Section 6.24.4 Motivate clubs to promote continuous public relations program in each community.

Section 6.24.5 Advise clubs about printed public relations material available from Lions Clubs International and promote its use for both internal and external communication.

Section 6.24.6 Encourage representation at District and International Conventions.

Section 6.24.7 Assist Club Public Relations Chairpersons with presenting relevant information about association programs.

Section 6.24.8 Provide advance notice to clubs of the Governor's visit with biographical information and photographs.

Section 6.24.9 Arrange publicity for visits of International Officers, Directors and other dignitaries within the District.

Section 6.24.10 Store and account for district owned property such as publications, audio/visual materials, etc.

- Section 6.24.11 Inform Club Public Relations Chairpersons that they are responsible for erecting and maintaining Lion's highway signs at entrances to communities.
- Section 6.24.12 Encourage the use of website and social media by clubs.
- Section 6.25.1 Lions Project Canine Companions for Independence: The trustee or district liaison shall promote funding support various forms of membership and informational program of the LPCCI Foundation to all of the clubs in the district.
- Section 6.26.1 District Lions Quest (may serve for 3years): Lions Quest is a comprehensive, positive, youth development program, sponsored by Lions Quest 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.
- Section 6.26.2 Become familiar with the Lions Quest programs (Skills for Growing, Skills for Adolescence and Skills for Action) as described on the Lions Quest website www.lions-quest.org and the Lions Quest program informational CD and DVD.
- Section 6.26.3 Speak at Lions Club Meeting, District Cabinet Meetings and other Lion's gatherings and conferences about the Lions Quest programs. Know what resources are available from LCIF and provide information to Lions clubs that request it.
- Section 6.26.4 Network with educational institutions and other organizations involved in education in the District.
- Section 6.26.5 Learn about the scope of Lions Quest activity currently occurring in the District/Multiple District including the clubs that have sponsored the program in recent years and schools that utilize the program.
- Section 6.26.6 Encourage clubs in the District to promote the program to school officials in their communities.
- Section 6.26.7 Encourage clubs in the District to sponsor Lions Quest training or material purchases for local schools.
- Section 6.26.8 Assist clubs involved with Lions Quest to identify local sources of funding to support and sustain the program.
- Section 6.26.9 Generate publicity about Lions Quest activity in the District.
- Section 6.26.10 Keep the District Governor and the LCIF Lions Quest Department informed of the program of Lions Quest activity in the district.
- Section 6.26.11 Assist with coordination of Lions Quest training workshops in the district and the drafting of Lions Quest Core 4 grant proposals as appropriate.
- Section 6.27.1 Lions Rose Parade Float: Lions provide a float in the Rose Parade each year. The District Committee shall:
- Section 6.27.2 Disseminate all materials pertaining to the Rose Parade Float to clubs within the District.
- Section 6.27.3 Promote donations and merchandise sales to help defray the costs of Rose Float project.
- Section 6.27.4 Act as District Liaison to Multiple District Four and Lions Club International.
- Section 6.28.1 District Lions Services for Children: Adopted in 2001, the mission of the Lions Service for Children Program is to improve the lives of children and young adolescents in advance circumstances through health and education services, locally and internationally. The District Lions Services for Children chairperson assists clubs to provide aid to children.
- Section 6.28.2 Become familiar with the information for Services for Children Chairpersons section on the association's website.
- Section 6.28.3 Connect with children's chairpersons worldwide via the LCI Facebook Group for Lions Services for Children chairpersons.
- Section 6.28.4 Network with educators, government agencies, health care organizations and other individuals involved with serving children in need to learn about the needs in your District.
- Section 6.28.5 Identify appropriate projects for the District.
- Section 6.28.6 Encourage and facilitate participation in:

- Lions Services for Children Symposium Program
- Lions Children First

Section 6.28.7 Keep the Governor informed of District Activities.

Section 6.28.8 Encourage Clubs to report their projects in the Service Activity Report within MyLCI.

Section 6.28.9 Provide a summary report to successor.

Section 6.29.1 Long Range Planning: The Long-Range Planning Committee researches and investigates the needs and issues facing the District over the next five years. The committee includes the chair, district governor, the Immediate Past District Governor, First & Second Vice governors and the chair of the Constitution and By-Laws committee. The committee will:

Section 6.29.2 Compile a strategic listing of future needs and a method to fulfill these needs, and present to the District Chair appropriate.

Section 6.29.3 Maintain and update our District Strategic Plan and Policy Manuals.

Section 6.30.1 Parliamentarian: The Parliamentarian ensures the use of correct procedure during meetings as written in Roberts Rules of Order.

Section 6.31.1 District Peace Poster Contest: The District Peace Poster Contest Chairperson is responsible for coordinating the efforts of the District for the annual contest that challenges young people to think about peace and express what it means to them.

Section 6.31.2 Become familiar with the rules for participation in the Peace Poster Contest.

Section 6.31.3 Prepare a presentation about the contest for Clubs in the District to encourage them to participate.

Section 6.31.4 Serve as a resource person for clubs that have questions about the contest.

Section 6.31.5 Promote participation in the contest at District Conventions.

Section 6.31.6 Work with the District Governor to conduct the District judging.

Section 6.31.7 Follow up with the Council Chairperson to make sure the District's entry was received in time.

Section 6.31.8 Work with participating Club Chairperson to properly publicize their winning entry on the local level.

Section 6.31.9 Serve as liaison between the District and Headquarters for different aspects of the contest.

Section 6.32.1 Photographers: The District Photographer attends all District functions and maintains a photographic record of all functions. All photographs are presented to the District Governor for his or her use.

Section 6.33.1 Pin and Banner Trader: Pin and Banner trading is one of the seven Public Relations contests sponsored by LCI. Refer to LCI Website for rules and suggestions – www.lionsclubs.org. The Chairman gathers pins and banners from all District Clubs and selects the winner to send to LCI for judging.

Section 6.34.1 Protocol: The Protocol Chair provides set up at all District functions, based on the rules of order set forth and covered by Lions Clubs International Protocol Manual. The Chair oversees all functions as requested by the District Governor.

Section 6.35.1 District 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.

Section 6.35.2 The mission of the program is to provide programs and assistance to aid people who are blind or have low vision and eliminate preventable blindness.

Section 6.35.3 Appointed by District Governor and should be familiar with medical and technological advances in eye related treatment.

Section 6.35.4 Provide information to all District Clubs of ongoing sight programs.

Section 6.35.5 Work with clubs that are involved in these programs to provide assistance and aid blind and visually impaired people.

Section 6.35.6 Become familiar with the Information for Sight Chairperson section on the association's website.

Section 6.35.7 Connect with Lions Sight Chairs worldwide via the LCI Facebook Group for Sight Chairperson.

Section 6.35.8 Utilize current resources from official blindness prevention organizations to become knowledgeable about preventable blindness.

Section 6.35.9 Identify appropriate projects in your district.

Section 6.35.10 Develop partnership with relevant organizations and professionals to leverage resources.

Section 6.35.11 Encourage and facilitate Club or District level participation in:

- Lions Eye Health Program (LEHP)
- Lions Eyeglass Recycling Centers (LERC)
- Lions Eye Banks (LEB)
- LCIF Sight First
- Sharing the Vision Centennial Service Challenge (October)
- World Sight Day (October 14)
- International White Cane Day
- Helen Keller Day

Section 6.35.12 Encourage Clubs to appoint a Club Sight Preservation, Awareness and Action Chairperson.

Section 6.35.13 Promote club awareness of the opportunity to earn the annual "Club Excellence in Effort" award.

Section 6.35.14 Plan and facilitate blindness preservation awareness presentations for forums, Zone Meetings, District and Multiple District Conventions.

Section 6.35.15 Keep the District Governor informed of District Activities; encourage Clubs to report sight projects in the Service Activity report within MyLCI.

Section 6.35.16 Provide a summary report to successor.

Section 6.36.1 **District Reading Action Program**: The Reading Action Program began in 2012 as a 10-year commitment to increasing reading and literacy rates. It's a call to action for every Lions club around the world to organize service projects and activities that underscore the importance of reading and address specific needs related to illiteracy within their own communities.

Section 6.36.2 Connect with Lions reading action program chairs worldwide via the LCI Facebook Group for reading action program chairpersons.

Section 6.36.3 Utilize current resources from official literacy and education organizations to become knowledgeable about potential needs in your region.

Section 6.36.4 Identify appropriate projects in your District.

Section 6.36.5 Develop goals and an overall District Action Plan.

Section 6.36.6 Develop partnerships with relevant organizations and professionals to leverage resources.

Section 6.36.7 Encourage and facilitate Club or District level participation in World Literacy Day

Section 6.36.8 Encourage Clubs to appoint a Reading Action Program Chairperson.

Section 6.36.9 Plan and facilitate literacy awareness presentations for forums, Zone Meetings, District and Multiple District Conventions.

Section 6.36.10 Keep the District Governor informed of District Activities; encourage Clubs to report Reading Action Program projects in the Service Activity Report within MyLCI.

Section 6.36.11 Provide a summary report to successor.

- Section 6.37.1 Student Speaker Contest: The Student Speaker Contest is a speaker contest that provides Scholarship funds for the winners. The Contest is arranged through the Multiple District. The District Chair will:
- Section 6.37.2 Chair the Student Speaker Contest within the District and Chair the District Contest.
- Section 6.37.3 Disseminate all required Contest information and rules to the participating District clubs.
- Section 6.37.4 Collect all District fees from participating Clubs and submit to the Cabinet Treasurer.
- Section 6.37.5 Verify that Contests are held on eligible dates.
- Section 6.37.6 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.
- Section 6.37.7 Keep the District Governor and Vice District Governors informed with the progress of the Contest.
- Section 6.38.1 Student Speaker Trustee: The Trustee is responsible for promoting and raising funds to help secure the \$7,000.00 District Level Scholarship through sales of the fellowships available through the Student Speaker Foundation program.
- Section 6.39.1 Sunshine Committee: The Sunshine Chair informs the District Governor of ill or deceased members or family members and sends the appropriate correspondence to those ill members or the families of the deceased members.
- Section 6.40.1 Tail Twister: The Tail Twister keeps order and decorum at all District functions. The Tail Twister shall keep all meetings lively and fun to attend and levy fines as seen fit or appropriate.
- Section 6.41.1 USA/Canada Forum: The USA/Canada Forum is held each year in September. The Chair shall promote the USA/Canada Forum at all Cabinet Meetings and to the District. The Chair shall plan and discuss a group plan with the District Governor for District Lions to attend the Forum. Materials and information pertaining to the Forum need to be provided to the members of the District.
- Section 6.42.1 Family & Women's Membership Development: The Chair compiles all statistics regarding the gender mix of each club and report finding to Lions Club International and seated Governor. The Chair may have programs to promote families in Lionism. This position is a 3-year term.
- Section 6.43.1 District 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 application, the Leo district president, serve on the Lions Opportunities for Youth Committee.
- Section 6.43.2 Become familiar with the various youth programs in your district: Leo clubs, youth camps and exchange, Peace Poster Contest, etc. For additional information, visit the LCI website at www.lionsclubs.org and keyword search "youth development."
- Section 6.43.3 Provide a forum for Youth Activities Chairpersons to exchange ideas and coordinate activities.
- Section 6.43.4 Encourage Lions Clubs in the District to support youth activities.
- Section 6.43.5 Provide guidance to the Clubs and District-level Lions Opportunities for Youth Committees.
- Section 6.43.6 Promote youth awards available from Lions Clubs International, including the Leos of the Year Award, Leo Club Excellence Award, District/Multiple District Leo Club Chairperson Award, 100% Leo District/Multiple District President Award, Top Ten Youth Camp and Exchange Chairperson Award, and the Lions Young Leaders in Service Award.
- Section 6.44.1 District Youth Camp and Exchange (YCE): The Lions International Youth and Exchange Program is conducted by Lions who have an interest in promoting international relations and sponsoring a youth activity.
- Section 6.44.2 Review past District Youth Camp and Exchange activities. Formulate and implement a plan to accomplish camp and exchange goals.
- Section 6.44.3 Become familiar with the Youth Camp and Exchange Program Policies outlined in the LCI Board Policy Manual and ensure that all YCE activities in the District are conducted in compliance with these policies.

- Section 6.44.4 Become familiar with the Chairpersons and Camp Leader's sections on the association's website.
- Section 6.44.5 Encourage clubs in the district to participate in Youth Camp and Exchange.
- Section 6.44.6 Consider District sponsorship of a Lions International Youth Camp.
- Section 6.44.7 Establish exchange programs with Lions Districts in other countries.
- Section 6.44.8 Screen host families and youth applications.
- Section 6.44.9 Help host families and youth applications.
- Section 6.44.10 Organize cultural and program orientation to sponsored participants and host families.
- Section 6.44.11 Ascertain that all youth traveling abroad have the necessary travel documents and are adequately insured.
- Section 6.44.12 Keep the District Governor and the International Office informed of District Camp and Exchange activity.
- Section 6.45.1 Y&CA Campaign Distribution Coordinate and distribute Y&CA raffle tickets as instructed by the appropriate Y&CA Chairman.
- Section 6.46.1 Youth Exchange: The Multiple District has a youth exchange program each year. The Chair disseminates all information to District Clubs and helps with placement of visiting exchange students and/or the promoting of participation to International Youth Exchange venues. The Chair acts as the liaison between the District and the Multiple District Committees.

Section 7 The District

- Section 7.1.1 The District shall maintain a post office box within the District. The post box shall be used as the official mailing address for the District. The post office box address is PO Box 25301, San Mateo, CA 94402.
- Section 7.2.1 The District shall have a (non-Lion) professional tax preparer and complete the required governmental tax returns for the District. See Article VIII, Section 10 of the District Constitution.
- Section 7.3.1 All contracts with the purpose of obligating District 4-C4 financially or in name must be reviewed by the First and Second Vice Governors prior to ratification of said contract.
- Section 7.3.2 All contracts that obligate District 4-C4 financially or in name must be signed and approved by the District Governor.
- Section 7.4.3 All projects endorsed by the District must be approved by a vote of the District membership at the annual convention of the District.
- Section 7.4.3.1 No project shall be promoted as a District Project unless it is first approved as an Endorsed District Project.
- Section 7.4.3.2 To qualify as an Endorsed District Project, the project must be endorsed by at least 15% of the clubs within our District. They must be in good standing with both MD-4 and LCI. A letter from the Club endorsing the project on Club Letterhead. Such letter must be signed by the Club President as well as the Club Board of Directors and sent to the District Governor. The District Governor will then bring it to the District Cabinet. If the project is approved by the Cabinet, it will then be placed on the ballot, for a vote at the District Convention. It must receive at least a simple majority to pass.

Section 8 Criteria for Perpetual Trophies (Awarded by the Outgoing District Governor)

- Section 8.1.1 Presentation of these awards is at the discretion of the seated District Governor and shall only be awarded when and if, the seated Governor deems such an award is merited. The recipient must be a Lion in good standing in a Club in good standing. This requirement applies to all Awards given by LCI, MD-4 and District 4-C4.
- Section 8.2.1 District Lion of the Year: 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. This award may be given to only one Lion of District 4-C4 each year. 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 District Lion of the year may be nominated as MD-4 Lion of the Year.

Section 8.2.2 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

Section 8.2.3 The prior recipients of the award are referred to as Lion of the Year recipients in the Directory.

Section 8.3.1 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. The trophy reads as follows:

SI MOYER – RICK NUCCITELLI DISTRICT GOVERNORS AWARD

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

Section 8.3.2 The prior recipients of the award are referred to as Si Moyer-Rick Nuccitelli Award recipients in the Directory.

Section 8.4.1 District Leo of the Year Award The purpose of this award is to recognize a Leo leader for his/her leadership achievements, contributions promoting the causes of Leo Clubs and dedicated service to the community. The District Leo of the Year may be nominated as MD-4 Leo of the Year. The Leo of the Year Perpetual Award will be named “ID Ken Ibarra, Leo of the Year Award”

Section 8.4.2 The prior recipients of the award are referred to as ID Ken Ibarra Leo of the Year recipients in the Directory.

Section 8.5.1 District Couple/Family of the Year (only one given per year). The purpose of this award is to honor couples (both Lions)/Family (couples Lions and their children who are Leos/Lions/Cubs/non-Lions but active in Lionism) for their service and dedication in Lionism, promoting Lions family units. The District Couple/Family of the Year may be nominated as MD-4 Couple of the Year. The Couple of the Year Perpetual Award will be named “PDG George and Lion Helen Habeeb Couple of the Year Award” and the Family of the Year Perpetual Award will be named “Valera Family Unit of the Year Award”

Section 8.5.2 The prior recipients of the award are referred to as District Couple/Family of the Year recipients in the Directory.

Section 8.6.1 New Club Development and Membership Award, will be called “PDG Macy Mak Chan – PDG Rod Mercado, New Club Development and Memberships Award”. In honor of PDG Macy Mak Chan and PDG Rod Mercado for making our District the number one District in new club development and membership growth for LCI Constitutional Area 1 & 2 respectively. Given to an individual Lion or Club that garnered the highest points in new club development and membership growth.

Point Criteria for Club:

Charter 1 new Club with 20 members = 20 points

Add 1 point for every 5 additional chartered members of a new club

1 point for every new member (not of a chartered Club) recruited by any member of their Club

Point Criteria for individual Lion:

Charter 1 new Club with 20 members = 20 points

Add 1 point for every 5 additional chartered members of a new club

1 point for every new member (not of a chartered Club) recruited by any member of their Club

Example: Chartered Club with 30 members and 3 new members (not from a chartered club). Chartered Club 30 members, 20 points plus 2 points (1 point for every 5 additional members) plus 3 points for 3 new members (not from a chartered club). Total points 25

The time period for the contest will be July 1st to April 15th of the Lions Year the award is given in.

The purpose of this award is to encourage Lions and Clubs to charter new clubs and recruit members in order to provide more service to our communities.

The New Club Development and Membership Perpetual Award will be named “PDG Macy Mak Chan – PDG Rod Mercado New Club Development and Membership Growth Award”

Section 8.6.2 The prior recipients of the award are referred to as PDG Macy Mak Chan – PDG Rod Mercado New Club

Development and Membership Growth Award recipients in the Directory.