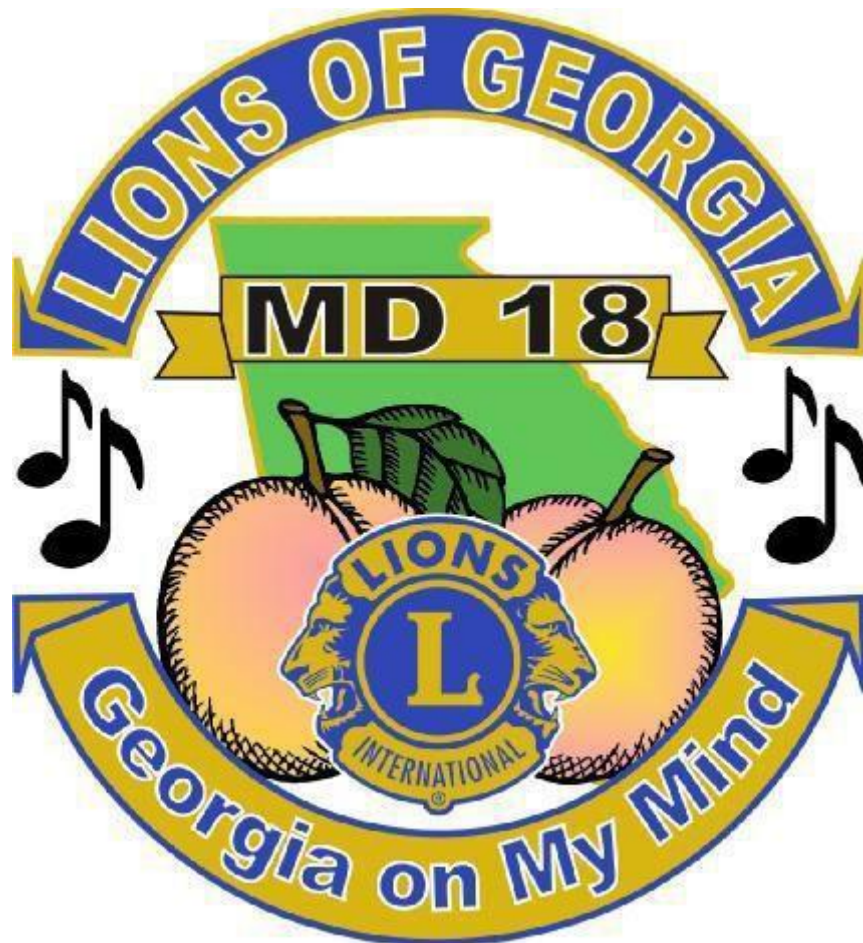


Policy Manual



Last Revised February 4, 2023

Lions of Georgia, MD18

Policy Manual

Chapter 1: Introduction

The MD18 Policy Manual was developed in accordance with MD18 Constitution & By-Laws, and the Lions Clubs International Constitution and By-Laws, to fill a need of MD 18, Georgia Lions of Lions Clubs International, and to provide guidance in the conduct of MD18 business. It is based in part on historical precedent, part on the MD18 and Lions Clubs International Constitution and By-Laws, and part on precedent as applied by State Councils.

The Policy Manual is not a substitute for the MD18 Constitution or By-Laws. It is a set of guidelines designed to cover not only applications of the Constitution and By-Laws, but also situations not covered elsewhere.

1.01 PURPOSE

The Purpose of this Manual is to:

- a. Provide a single source whereby the MD18 Council of Governors may find the official policies relative to the administration of all Lions activities in the Multiple District Organization as governed by the International and Multiple District, Georgia, Constitution and By-Laws and Lions Clubs International Board Policy Manual (Board PM) and this Manual.
- b. Provide an official guideline with up-to-date information for each succeeding Council of Governors of MD18, Georgia.
- c. Provide an official document whose format will permit expeditious changes as circumstances require.
- d. Provide uniformity throughout the Multiple District on all matters of statewide Lions' concern and responsibility.

1.02 CONFORMITY

In the event that the Constitution and By-Laws or the Board PM of Lions Clubs International or the MD18 shall be amended, in such manner as to render any part of this Policy Manual in contradiction thereof, said By-Laws shall prevail. Such changes shall not render all other chapters, sections, or paragraphs null and void. The effective date of such changes to this Manual shall be the same as the effective date of the changes made in the International and/or MD18 Constitution and By-Laws and/or Board PM with a review of this Policy Manual having been conducted and revised immediately upon such notice of changes.

Consistent with the Lions Clubs International Constitution and MD 18 Constitution and the Board PM, during any meetings or activities when a Lions trademark is displayed, every effort should be made to avoid "partisan politics and sectarian religion" through all actions, discussions, or displays. LCI Constitution and MD 18 Constitution Article 2(f); Board PM Chapter XV.A.1.f. Although an individual may consider a displayed item or verbal comment as inoffensive, if the item or comment may be considered "offensive in the relevant Lions community," it should not be displayed or heard in the Lions meeting or event. LCI Board PM Chapter XV.A.1.f.

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Consistent with the Board PM Chapter XI.A.8.e., all Lions Clubs International officers, such as district governors, council chairpersons and vice district governors, have a duty to abide by and enforce the LCI trademark policies, including the annual reporting of any unauthorized use to the LCI Legal Division. This includes club, convention, district, district governor, or member trading pins, which must be ordered from authorized licensees, contain the permanent markings of ®, and the licensee's mark on the back side of the pin. Id. at 8.a.(1),(2),(5), (6).

1.03 REVISIONS and PUBLICATIONS

This Policy Manual is effective immediately upon acceptance by the current Council of Governors and may be reviewed, edited, corrected or items deleted provided it does not result in conflict with the International Constitution and By-Laws and/or the MD18 Constitution and By-Laws.

The Council Vice-Chair shall be responsible for administering the Policy Manual additions, corrections, and revisions. It shall be the responsibility of the Vice-Chair to convene a committee with representation from each District to review, monitor and present draft changes to the Council of Governors as needed (Chapter 4.03). All requests for additions, corrections, or revisions shall be sent to the Council Vice-Chair, reviewed by committee, and then presented by the Vice-Chair to the Council of Governors for a vote.

This Policy Manual may be amended only by majority vote of the Council of Governors.

This most recent copy of the Policy Manual shall be published on the Multiple District website and an official copy maintained by the State Secretary. It shall be the responsibility of the State Secretary to publish these changes and updates from time to time to all District Governor Teams.

Lions of Georgia, MD18
Policy Manual
Chapter 2: Council of Governors

2.01 PURPOSE

The Council of Governors shall supervise the administration of all MD18 affairs by the policies established and powers granted by the MD18 Constitution and By-Laws, International Board of Directors and the International Constitution and By-Laws.

2.02 POWER and MEMBERSHIP

- A. The Multiple District 18 Constitution defines as Council of Governors powers:
 - a. Direction and control of all Multiple District activity and assets (Article 6, Section 3)
 - b. State Convention (Article 7).
 - c. State Revenue (Article 6, Section 3).
 - d. State Activities and Projects (Article 6, Section 3).
- B. The Multiple District 18 By-Laws defines Council duties and responsibilities: Specific duties and responsibilities of members of Council (Article 3).
- C. Membership of Council shall consist of District Governors and Council Chairperson.

2.03 DUTIES

- A. It shall be the duty of the Council of Governors to:
 - a. Operate under the State and International Constitution and By-Laws and Board Policy Manual.
 - b. Establish administrative plans and policies affecting the State, including the State Convention.
 - c. Establish all contracts and approve all bills relating to administrative expenses.
 - d. Designate a depository for Council funds.
 - e. Receive quarterly financial reports from Council Treasurer at quarterly meetings, or earlier if deemed advisable.
 - f. Receive minutes from past meeting or meetings at each quarterly meeting or earlier if deemed advisable with such minutes becoming official records of Lions activities.
 - g. Make provisions for the Council Secretary and Council Treasurer to work closely with the State Office Secretary in recording accurate minutes and financial reports, which are to be maintained as official records of the Lions of Georgia.
 - h. Make provisions for a certified audit, with the complete itemized report being an integral part of Council Proceedings.
 - i. See that the Council Secretary keeps a true and complete record of the meetings of the Council of Governors.
 - j. Assure the financial records will be filed permanently by the State Historian.
 - k. Recommend changes to the Per Capita Tax.
 - l. Develop, review and/or adopt job descriptions and duties of each officer and committee, ensuring each appointee understands their responsibilities.

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Chapter 2: Council of Governors

- m. Appoint MD committee chairs to fill the roles and descriptions as defined. Councils should strive to find new Lion leaders to fill these positions, especially when the role has been filled by the same leader for multiple years, in order to both provide needed experience to new leaders, as well as to provide the MD with broader input from across the state.
- n. The Council shall work with the State Secretary to develop and distribute a directory of committee and district structures, together with the calendar, and make it available no later than July 31 of each year.
 - i. This distribution can be completed electronically and/or published on the MD18 and district websites.

2.04 ORGANIZATIONAL MEETINGS

Even though the new Council of Governors is not officially in office, timing requires that organizational meetings be held for the purpose of making decisions for the upcoming Lion's year. The first Organizational Meeting will be held prior to the MD18 State Convention and the subsequent Organizational Meetings will be held at the end of the MD18 State Convention.

Some Council-Elect decisions to be made prior to the MD18 State Convention are:

- A. Request that the current COG have the State Secretary send out a call for applications for the position of Council Chairperson and for MD Global Action Team (GAT) positions.
- B. Interview applicants for Council Chairperson (Chapter 3.02).
- C. Interview applicants for MD GAT positions.
- D. Reviewing all appointed incoming State Coordinators for State Activities and Projects.
- E. Selecting or confirming incoming members of State Committees including all members of these committees as required by the MD18 Constitution:
 - a. Resolutions Committee
 - b. Nominations Committee
 - c. Elections Committee
 - d. Constitution and By-Laws Committee
 - e. Rules Committee
 - f. International Convention Committee.
- F. Select a State Historian.
- G. Finalize Council Dress Code for the incoming year.
 - a. Council uniforms are at the discretion of the incoming Council of Governors if they choose to have the same uniform for the District Governors, the 1st Vice District Governors, and the 2nd Vice District Governors, or if they wish to have a special uniform for the Council Chair and District Governors and an alternate uniform(s) for the 1st and 2nd Vice District Governors.

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- b. The Council Uniform should become the appropriate dress at Lions functions within the jurisdiction of the MD18 Council of Governors in order for the members of the Council to present themselves in a dignified, neatly dressed, and favorable manner.
- c. It is recommended that the uniform consist of a coat, shirt, tie/scarf, pants/skirt, socks/stocking, and shoes, with all the District Governors and Council Chairperson in the same color/type of material, all the 1st Vice District Governors in the same color/type of material, and the 2nd Vice District Governors in the same color/type of material.
- d. There should be a distinction between a “dress uniform” and a “casual uniform”.
- e. The casual uniform will be either a short – or long-sleeved polo shirt or button-up shirt. The entire Council of Governors will use the same color for their shirt(s).
- f. The Council of Governors should be dressed in the official parade uniform for parades at the International Convention.
- g. It will be at the discretion of the Council Chairperson to determine whether the “dress uniform” or the “casual uniform” will be worn at official functions.
- H. Coordinate dates of District Conventions, etc. with each other.
- I. Set the time and place for the next year’s Council/Cabinet meetings to be held. Traditionally:
 - a. Multiple District Council Meeting – in July or August
 - i. It is recommended to take into consideration the need to inspect the MD18 convention site at this meeting.
 - b. Multiple District Council Meeting (If possible in conjunction with Lighthouse and Camp Meetings) - October/ November.
 - c. Multiple District Council Meeting (If possible in conjunction with Lighthouse and Camp Meetings) - January/February.
 - d. Multiple District Council Meeting (Optional) - April
 - e. Multiple District Council Meeting/Convention - site generally rotated among districts in order (L-I-O-N).
 - f. Other Multiple District Council Meetings - called by Council.

Some Council-Elect decisions to be made at MD Convention Organizational Meeting are:

- A. Elect from within themselves Council Officers for the upcoming year. (Vice Council Chairperson, Secretary, Treasurer, State Convention Representative, International Convention Chair, and as is necessary Special Projects Chair shall be selected).
 - a. The current Council Chairperson shall facilitate the election of Council Officers. Upon election, the District Governors Secretary-Elect will take over the recording of the minutes. Immediately following the elections the current Council Chairperson should leave unless requested to stay.

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- B. Select Council Chairperson (Must be selected after the MD Convention but within thirty (30) days of closing of the International convention. *MD Constitution Article 11.*)
- C. Elect from within themselves representatives to serve on the Board of Directors for the Georgia Lions Camp, Inc. and the Georgia Lions Lighthouse Foundation.
- D. Meet with incoming Committee Chairs for review of expectations and duties for the coming year.
Request State Secretary to:
 - a. Order Council Chairperson and spouse's name badges.
 - b. Seek bonding for the incoming Council Treasurer.
- E. Request a member of the MD18 International family to seek an International VP/President/PIP to speak at the State Convention.
- F. Any other business deemed necessary during this period of time.

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Policy Manual
Chapter 3: Council Chairperson

3.01 PURPOSE

The Council Chairperson shall serve as the administrative facilitator of the Council of Governors for the purpose of promoting harmony in Georgia Lions and effectively conducting the affairs of the Council of Georgia in accordance with the current Constitution and By-Laws of MD18 and Lions International.

3.02 APPOINTMENT

The Chairperson of the Council shall be elected in conformance with the Constitution and By-Laws of MD18. The MD18 Constitution (Article 2) states one Current or Past District Governor will be selected by the District Governors Elect (DGE) following the MD Convention, but no later than thirty (30) days following the closing of the International Convention.

- A. At the request of the DGE, the State Secretary shall send notice to qualified applicants that applications can be made, along with notice of the intent to interview, prior to the MD18 State Convention of each year.
- B. Any Past District Governor or current District Governor is eligible to make application.
- C. The Council Chairperson may only serve for a one-year term and cannot be the chairperson again.
- D. Consideration should be given to how recently that individual served as District Governor and the quality of that service; team player; dedication to Lionism; compatibility with Council Members; time availability; organizational skills; and willingness to serve.
- E. The DGE shall appoint a Council Chairperson at the MD Convention Organizational Meeting held immediately following the MD Convention.
- F. The term of office of the Council Chairperson is the same as the District Governors with whom he/she serves.

Once the Council Chairperson has been selected, each DGE should dedicate himself/herself to be a team player and strive for unity and harmony during the year.

3.03 VACANCIES

Upon the removal, resignation, death, debilitating injury or illness of a Council Chairperson, a qualified Past District Governor shall be appointed to the vacant position by majority vote of the District Governors and if necessary, in the case of a tie, the most recent Past Council Chair. A Council Chairperson so removed shall not remain as a member of the governing body and shall have no authority in the operation of MD18.

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Policy Manual
Chapter 3: Council Chairperson

3.04 SPECIFIC DUTIES

The Council Chairperson is moderator of all Council of Governors' meetings and is charged with the responsibility of calling and arranging such meetings and other duties designated by the Council of Governors. It is important that the Council Chairperson be a team player and should make every effort to carry out the philosophies and wishes of the Council of Governors.

The Council Chairperson shall:

- A. Focus their Lions service on the Council and only serve in other positions of responsibility or leadership with the approval of the Council of Governors.
- B. Work with the Council of Governors throughout the year to insure stability within the state
- C. Serve with a vote and shall not assume any powers not delegated by the Council of Governors.
- D. Be objective, neutral (although he/she does have a vote on any matter requiring such action) and promote a harmonious working relationship within the Council of Governors.
- E. Be the presiding officer at all official Multiple District 18 meetings (Council, State Convention) and conduct such meetings in accordance with *Robert's Rules of Order*.
- F. Issue the call for Council Meetings through the State Secretary. This call should be at least one month prior to each meeting and be in accord with an annual schedule of such meetings.
- G. Request written reports from the State Committee Chairpersons, preferably 2 full weeks prior to the next Council meeting so the Governors will have time to review them and prepare any questions or comments.
- H. Be responsible for a written agenda for each Council Meeting. This agenda should be mailed with the call for a meeting.
- I. Work with the Council of Governors to conduct business prior to a Council Meeting.
- J. Be prepared to call "special Council meetings" in order to conduct business before the next regularly scheduled Council meeting.
- K. If necessary, with the Council, establish committees to look at items or issues not covered by any other State committee.
- L. Supervise and encourage the efficient conduct of the constitutional responsibility of each Council Member.
- M. Seek the advice of current and past International Officers of Multiple District 18 (i.e., District Governors, International Directors, and International President) as necessary.
- N. Furnish the Lions of Georgia a surety bond in the amount of not less than \$100,000.00 through a reputable insurance company, which is licensed to do business in Georgia, at the cost of the Lions of Georgia.
- O. In conjunction with the Council Treasurer and Council Secretary, supervise the work of the State Secretary and work in harmony with the State Secretary.

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Chapter 3: Council Chairperson

- P. At the last Council Meeting of the year, review with the Council of Governors and sign a Memorandum of Understanding (MOU) with any and all paid employees. The MOU shall contain at least the following minimum information:
 - a. Office hours
 - b. Holiday pay
 - c. Number of paid vacation days
 - d. Paid sick leave policy
 - e. Required attendance at Council Meetings and other Lions functions
 - f. Health insurance policies
- Q. Work in harmony with all State Lions organizations and committees.
- R. Working with the District Governors to oversee the state committees in order to achieve the goals set by the committee or the Council of Governors.
- S. Perform such other administrative duties as may be assigned by the Multiple District Council of Governors.
- T. Convene an organizational meeting for the newly elected Council of Governors after the MD State Convention for the purpose of electing officers of the Council of Governors for the new Lions year.

3.05 The Council Chairperson should be invited to all district functions across the state. The invitation should specify what expenses the district/club will pay and what expenses the Council Chairperson will be responsible for, as well as all other pertinent information about the event.

- A. The Council Chairperson may be allotted an additional budget to help cover expenditures inherent with the responsibilities of the position. This amount will be determined each year by the Budget Committee and must be approved by the sitting Council of Governors.
 - a. Expenses must be reviewed by the Council of Governors at each Council meeting prior to payment.
- B. The Approved Budget for MD18 shall include sufficient funds to enable the Council Chairperson Elect to attend Council Chairperson Elect Training at the International Convention. Reimbursement shall be governed by Lions Club International General Reimbursement Policy and shall not exceed the amount received by the District Governors attending the same convention.

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Chapter 4: Council Vice-Chair

4.01 PURPOSE

The Council Vice-Chair assists the Council Chairperson in fulfilling his/her duties as well as representing the Council Chairperson in his/her absence. In doing so, the Council Vice-Chair shall be held to the same standards as the Council Chairperson.

4.02 ELECTION

The Council Vice-Chair shall be elected from within the DGEs during the MD Convention Organizational Meeting held after the MD18 State Convention.

4.03 DUTIES

- A. The primary function of the Council Vice-Chair is to act in the position of the Council Chairperson should the Council Chairperson be incapacitated.
- B. He/she shall assume such duties as may be assigned by the Council Chairperson.
- C. The Council Vice-Chair shall be responsible for administering the Policy Manual additions, corrections, and revisions. It shall be the responsibility of the Vice-Chair to convene a committee with representation from each District to review, monitor and present draft changes to the Council of Governors as needed. All requests for additions, corrections, or revisions shall be sent to the Council Vice-Chair, reviewed by committee, and then presented by the Vice-Chair to the Council of Governors for a vote as prescribed in Chapter 1.
 - a. To conduct a review of or upon any request to modify the MD18 Policy Manual, the Council Vice-Chair shall request that each current DG appoint a member from their respective District to serve on the Policy Review Committee. Such other members as deemed appropriate shall be at the discretion of the Council Vice-Chair.

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Policy Manual
Chapter 5: Council Secretary

5.01 PURPOSE

The Council Secretary shall ensure that a true and accurate record of the minutes of each Council Meeting is maintained.

5.02 ELECTION

The Council Secretary shall be elected from within the DGE during the MD Convention Organizational Meeting held after the MD18 State Convention.

5.03 DUTIES

- A. Keep an accurate record of the proceedings of all meetings of the Council of Governors and the annual State Convention, and within ten (10) days after each meeting ensure the proper copies are forwarded to all members of the Council of Governors, the office of Lions Clubs International and the State Historian.
- B. Ensure the issue of the Call for Council Meeting at the order of the Council Chairperson.
- C. Correlate duties with those of the State Secretary and may delegate duties not specifically defined in the Constitution and By-Laws to the State Secretary.
- D. Perform such other non-recurring duties as may be assigned by the Council Chairperson.

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Chapter 6: Council Treasurer

6.01 PURPOSE

The Council Treasurer shall ensure that a true and accurate record of the monies of the Lions of Georgia is maintained.

6.02 ELECTION

The Council Treasurer shall be elected from within the DGE during the MD Convention Organizational Meeting held after the MD18 State Convention.

6.03 DUTIES

A. Shall have control of disbursements and receipts of all Council Funds subject to supervision of the Council of Governors.

(1) Multiple District Revenue

Nine dollars and sixty cents (\$9.60) of each per member levy shall be turned over to the Multiple District. Upon receipt of such per capita levy, the Council treasurer shall divide and allocate under the following accounts.

(a) General Expense Fund. The allocation for this fund is 84% of the collected payments. This fund may be used for defraying administrative expenses, such as the costs associated with meetings and the publication of materials for the Lions of Georgia. It shall not be used to defray the expenses of the District Governors for the International Convention or to supplement the District Governors Expense Fund. The Council shall have discretionary control over the permitted expenditures from this fund.

(b) International Expense Fund. The allocation of this fund is 7% of the collected payments. This fund shall be used exclusively for the purpose of promoting Georgia Lionism at the International Convention. This fund shall not be used to supplement any funds provided by Lions Clubs International for the District Governors-Elect or to supplement the District Governor Expense Fund to attend the International Convention or the Multiple District Convention.

(c) International Candidate Expense Fund. The allocation of this fund is 3% of the collected payments. This fund shall be used exclusively for the purpose of promoting a Candidate for International office. It shall not be used to supplement any funds provided by Lions Clubs International for the District Governors-Elect or to supplement the

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District Governor Expense Fund. If there is no endorsed candidate for international office, the funds shall remain and accumulate, up to a maximum of one hundred and sixty thousand dollars (\$160,000) to provide the necessary financing for the election of a Third Vice-President of Lions Clubs International from Multiple District 18 and the funds necessary as that person occupies succeeding offices through the office of Past International President. Any excess or unused portion of such fund shall revert to the General Expense Fund. The funds will be distributed as needed, not to exceed the distribution of one hundred and fifty thousand dollars (\$150,000) for an International Officer or ten thousand dollars (\$10,000) for an International Director. An accounting of these funds shall be made yearly, with any unexpended funds to be invested and insured.

- (d) District Governor Expense Fund. 6% District Governor Expense Fund This fund shall be used by the District Governors who register and attend the International Convention at the end of their term, not to exceed the General Reimbursement Policy of Lions Clubs International nor 25% of the funds from the current fiscal year for each District Governor. Any excess or unused portion of such fund will revert to the General Expense Fund.

- (2) YOUNG LION DISCOUNT. Each club secretary may discount the tax levied above by fifty percent (50%) for all Lions that are under the age of 30 at the time the dues become payable. Club secretaries should supply the names of the Lions in their club who are receiving this

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discount to the district cabinet treasurer.

- B. Ensure that full and accurate records of all receipts and disbursements of each individual account are maintained.
- A. Ensure that all monies and other valuables are deposited in the name of the Lions of Georgia in such depositories as designated by the Council of Governors.
- B. Cause to be made disbursements of all funds subject to the supervision of the Council of Governors.
- C. Sign all checks and require a countersignature of the Council Chairperson.
- D. Render a complete and up to date report to the Council of Governors at each regular Council Meeting and to the Lions of Georgia at the State Convention and at such time as may be required by the Council of Governors.
- E. Furnish the Lions of Georgia a surety bond in the amount of not less than \$100,000.00 through a reputable insurance company, which is licensed to do business in Georgia, at the cost of the Lions of Georgia.
- F. Correlate duties with those of the State Secretary and may delegate duties not specifically defined in the Constitution and By-Laws to the State Secretary. Checks with bills to be paid shall be mailed and routed to the Treasurer and Council Chair for signature and return to the State Secretary.

**Lions of Georgia, MD18
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Chapter 7: State Secretary**

7.01 PURPOSE

The purpose of this position is to ensure the continuity of administrative functions and responsibilities which pertain to the Lions of Multiple District 18 (Georgia), the Council of Governors, and Lions Clubs International.

7.02 JOB DESCRIPTION

The State Secretary's position involves the direction and coordination of the administrative services of the Council of Governors of Multiple District 18 (dba "The Lions of Georgia.") The position requires that the incumbent be highly responsible, professional, and dedicated to fully performing the responsibilities of the Lions of Georgia. The Council of Governors does not maintain a central office and the State Secretary is required to provide their own workplace and carry out all of their duties via telecommuting.

7.03 QUALIFICATIONS

- A. Must have three years of prior experience in office management and administration.
- B. Must have a history of assigned task completion and harmonious working relations with others in the workplace.
- C. Must be able to communicate effectively, both orally and in writing.
- D. Must have sufficient skill and training to accurately use office software and operate office equipment. Must be able to follow oral and written instructions well, type letters, type reports, prepare tabulated data, type memoranda, etc. Applicant must be proficient in grammar, spelling, capitalization, punctuation, spacing, and formatting.
- E. Must understand basic bookkeeping skills.
- F. Must be proficient in the use of Constant Contact and maintaining mailing lists.
- G. Must be proficient in filing systems, maintaining inventory lists, and maintaining stocks of office supplies, organization officers' insignia, and meeting supplies.
- H. Must be able to demonstrate familiarity with internet technology tools used for communication, such as Zoom, GoToMeeting, TeamViewer, Microsoft Teams, etc.
- I. Must be proficient in making posts using social media tools such as Facebook, Twitter, Instagram, etc., to highlight activities, events, and programs of import to the Council of Governors.

7.04 SUPERVISION

- A. The Council Chairperson has supervisory control over the State Secretary, when acting on behalf of the Council of Governors.
- B. The State Secretary shall not disperse any funds inconsistent with the policies adopted by the Council of Governors.
- C. The State Secretary shall follow generally accepted business practices in the maintenance

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Chapter 7: State Secretary

of the office records and establishment of procedures.

- D. The State Secretary is authorized to deviate from the requirements of paragraphs A, B, and C of this section at the written direction of the Council of Governors.

7.05 DUTIES

The State Secretary shall be required to:

- A. Conform to the requirements of this Policy Manual.
- B. Maintain records and expedite communication between Lions Clubs International, Multiple District 18, and the sub-districts thereof.
- C. See to the prompt reproduction and distribution of official communications, publications, and documents from authorized persons.
- D. Receive visitors and telephone calls, and contact other offices and individuals as required.
- E. Prepare the agenda for all council meetings as directed by the Council Chairperson.
- F. Send invoices to the respective district governors of Multiple District 18 to be collected from their clubs.
- G. Promptly deposit all funds received in approved accounts.
- H. Pay approved vouchers from vendors.
- I. Conduct the bookkeeping matters of the Lions of Multiple District 18 including reconciliation of bank statements and providing for the timely payment of bills according to the policies of the Council of Governors.
- J. Assist the Council of Governors, Council Chair, and Council Treasurer in the preparation of the annual budget which is submitted at the first Council Meeting of each Lions year.
- K. Assist the Council Secretary in the preparation of minutes of council meetings and forward such minutes within thirty days to the members of the council, the Historian, LCI, and to such other persons as may be designated by the Council of Governors.
- L. Attend council meetings and submit a record of their authorized travel, food, and lodging expenses for reimbursement.
- M. Furnish the Lions of Georgia a surety bond, paid from the funds of the Council of Governors, in the amount of not less than \$100,000 through an insurance company licensed to do business in Georgia.

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Chapter 8: State Historian Committee

8.01 PURPOSE

The State Historian Committee shall ensure that a true and accurate record of the history of MD18 is maintained.

8.02 APPOINTMENT

The Chair of the Historian Committee known as the State Historian shall be appointed by the DGE at their first Organizational Meeting from the at large membership of MD18.

The Historian Committee will consist of the State Historian and one Lion appointed by each DGE at their first Organizational Meeting. Vacancies in unexpired terms of office will be filled by the District Governor in whose District the vacancy arises.

The term of office of this committee will begin on July 1 after appointment and continue until June 30th of the following year.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position.

8.03 SUPERVISION

The State Historian shall be under the direction and supervision of the Council of Governors. The State Historian shall be the Chair of the State Historian Committee and shall be responsible for reporting to the Council of Governors the outstanding performance, or the lack of performance, of the members of this committee.

8.04 DUTIES

The State Historian Committee shall:

- A. Maintain the compilation of MD18 history on a current basis.
- B. Edit and publish the history of Lions activities in Georgia MD18 to the State Website and to the State Secretary on an annual basis.
 - a. Each District shall be responsible to provide the District Historical Information to the State Historian for publication.
- C. Maintain the MD18 State Museum including the inventory and display of items.
- D. Provide regular reports to the Council of Governors on the activities of the Committee.
 - a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.

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Chapter 8: State Historian Committee

- E. Attend meetings of the Council of Governors upon request of the Council of Governors.
- F. Turn over within 60 days after the tenure of office, to the successor all of the information which has been compiled plus any information received from any predecessor.

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Chapter 9: Eliminated February 4, 2023

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Chapter 10: State Convention Committee

10.01 PURPOSE

The purpose of the State Convention Committee is to oversee and plan the activities for the MD18 State Convention.

10.02 APPOINTMENT

There shall be distinct committees for the purpose of handling the functions of the MD18 State Convention. The Current State Convention Committee chaired by the State Convention General Chair, future determined State Convention Committees for sites that have already been approved by the Lions of GA, and the Site Selection Committee chaired by the appointed District Representative from which the next convention will be held.

The COG State Convention Representative shall be elected from within the DGE during the MD Convention Organizational Meeting held after the MD18 State Convention. That person shall be a liaison between the COG and the committee, and shall ensure that sub-committees function as needed.

The Current MD18 State Convention Committee shall be chaired by the State Convention General Chair. The State Convention General Chair shall be appointed by the Council of Governors at time of site selection. The General Chair shall have discretion to appoint additional committee members to assist in the planning and execution of the MD18 State Convention.

Future determined State Convention Committee chairs shall also be appointed by the Council of Governors at the time of site selection. This chair shall be considered the General Chair for that upcoming convention, and shall have discretion to appoint additional committee members to assist in the planning and execution of their respective approved upcoming convention.

The State Convention Site Selection Committee is responsible for seeking proposals from areas within the District in which the next MD18 State Convention is to be held. It is intended as general policy that the State Convention will move from District to District in order of L-I- O-N. Exceptions may occur, but the intent is to provide a balance to the locations of the MD18 State Convention across the Districts and across the years. Each District Governor shall appoint a member to the State Convention Site Selection Committee with the Committee Chair being the committee member of the next District in which site selection is being made (i.e. if site selection is being conducted in District I, the committee member from District I will be the Chair). Additional site selections being conducted in the same year shall be under the same prescribed chair. Lions, who either have attended previous State Conventions or are knowledgeable about conventions, shall be given priority when being appointed to this position.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position.

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Policy Manual
Chapter 10: State Convention Committee

10.03 SUPERVISION

All subcommittees of the current State Convention shall be under the direction and supervision of the MD18 State Convention General Chair.

10.04 DUTIES

The COG State Convention Representative should be included in State Convention planning meetings and site selection meetings.

The State Convention General Chair shall:

- A. Ensure that all arrangements have been made for the Convention Center, Hotel rooms and District meals. This should be done at the beginning of the Lions year.
- B. Arrange, with assistance from the COG State Convention Representative, an invitation to an International Speaker.
- C. Arrange for the Convention Program and Agenda.
- D. Ensure the printing of the official program and hospitality book.
- E. Arrange for all entertainment and approve the cost, subject to the decision of the Council of Governors.
- F. Make hotel and transportation arrangements for VIPs.
- G. Ensure that all registration and reservation forms are mailed to the clubs no later than February 15.
- H. Ensure that all registration packets are ready on time, and that they include the proper number of hospitality books and programs.
- I. Ensure that all District meal locations are adequate and the vendors know approximately how many Lions will be attending each session.
- J. Ensure that all meeting rooms are adequate and prepared.
- K. Request representation from each district on subcommittees of the State Convention as needed.
- L. Provide regular reports to the Council of Governors on the activities of this Committee.
 - a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.
- M. Attend meetings of the Council of Governors upon request of the Council of Governors.

The State Convention Site Committee shall:

- A. Collaborate with the entire State Convention Committee.
- B. Seek applications and/or quotes from appropriate venues for future State Conventions.
- C. Provide to the Council of Governors all recommendations for future sites.

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Chapter 10: State Convention Committee

- a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.
- D. Attend meetings of the Council of Governors upon request of the Council of Governors.

Lions of Georgia, MD18
Policy Manual
Chapter 11: International Convention Committee

11.01 PURPOSE

The purpose of the International Convention Committee is to oversee and plan the activities for the participation of MD18 at the International Convention.

11.02 APPOINTMENT

The International Convention Chair shall be elected from within the DGE during the MD Convention Organizational Meeting held after the MD18 State Convention.

Each 1st VDG should be appointed as a committee member as they will each be attending the International Convention as DGE.

In the event there is a candidate for office of LCI, who has been endorsed by MD18, a special committee will be appointed by the Council as recommended by the endorsed candidate to promote said candidate, in conjunction with the International Convention Committee.

11.03 SUPERVISION

The International Convention Committee shall be under the direction and supervision of the elected International Convention Chair and the Council of Governors.

11.04 DUTIES

The DG elected from the Council of Governors, assisted by the 1st VDGs, shall oversee the planning and development of the participation of MD18 at the International Convention.

This Committee shall:

- A. Promote the next Convention and any special travel arrangements that have been made and approved by the previous Council.
- B. Ensure that reservations for all international attendees have been completed in advance.
- C. Arrange for the facility, band, and refreshments for the Georgia Jamboree, ensuring that the Georgia Jamboree is an event that Georgia Lions can be proud including providing handouts, souvenirs and gifts from Georgia Lions.
- D. Arrange for the facility for the Southeastern Lions Breakfast and the International Speaker, when needed. Ensure that the tickets are printed and distributed. Turn all monies over to the Treasurer, taking receipt there for.
- E. Ensure that the Lion Tamer has arranged for shipment of State Flags, banners, gifts, and other paraphernalia to be shipped to the International Convention, and arrange for storage upon arrival.

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Chapter 11: International Convention Committee

- F. Coordinate the distribution of gifts to the International Family and the District Governors Elect.
- G. Ensure that the Delegation from Georgia is registered for the parade and all Georgia attendees are provided information for events to be held at the International Convention.
- H. In case any Georgia activity enters a float, assure that they are properly registered with the International Parade Committee.
- I. Inform the Georgia Delegation where and when to assemble for the parade and ensure that everyone is in proper uniform.
- J. Ensure that the Georgia flags and/or banners are at the parade assembly point.
- K. Make any special plans and travel arrangements without delay for the appropriate International Convention. Present these plans to the Council for approval as soon as possible. Keep the Council informed of any significant development.
- L. Coordinate an MD18 Caucus date and time which may be held in conjunction with the Southeastern Breakfast and arrange for a meeting room at the Georgia Headquarters Hotel, when needed. An announcement should be made at the MD18 Convention of the time and place for the Caucus.
- M. Turn over all information or guidance to the next International Convention Committee Chair. Render a summary report to accomplish the foregoing.
- N. Provide regular reports to the Council of Governors on the activities of the Committee.
 - a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.
- O. Attend meetings of the Council of Governors upon request of the Council of Governors.

Lions of Georgia, MD18
Policy Manual
Chapter 12: Constitution and By-Laws Committee

12.01 PURPOSE

The purpose of the Constitution and By-Laws Committee is to review and oversee the revisions of the MD18 Constitution.

12.02 APPOINTMENT

The Constitution and By-Laws Chair shall be appointed by the DGE at their first Organizational Meeting.

Additional Subcommittees will be assigned and appointed as necessary at the discretion of the Council of Governors with each District receiving equal representation. Such subcommittees may include but not be limited to Rules and Resolutions.

Each committee member may, at the discretion of the District Governor be reappointed in the same position.

12.03 SUPERVISION

The Constitution and By-Laws committee shall be under the direction and supervision of the Council of Governors. The Constitution and By-Laws Chair shall be responsible to report to the Council of Governors the outstanding performance, or the lack of performance, of the members of this committee.

12.04 DUTIES

The Constitution may be amended only at a MD18 State Convention, by Resolution properly presented before said Convention, and adopted by a majority affirmative vote of the duly registered and qualified Delegates or Alternates, present and voting at any Business session published in the Convention Program.

This Committee shall:

- A. Notify the Secretary of each active club in the state of any proposed amendment to the Constitution not less than 30 days before the convening of the MD18 State Convention.
- B. Ensure that a proposed amendment is properly worded and presented by Resolution to the Presiding Officer at such Session of the Convention who will ensure that the proposed amendment is offered on the floor of the MD18 State Convention in regular session for appropriate action. The Committee shall revise the Constitution and By-Laws of MD18 every five years, beginning with 2016. Proposed amendments may be properly presented as prescribed in the MD18 Constitution Article 9 and By-Laws Article 10.

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Chapter 12: Constitution and By-Laws Committee

- C. Review any proposed amendments from the previous convention that failed to determine if revision and resubmission are warranted.
- D. Determine if additional revisions to the Constitution and By-Laws are warranted.
- E. Establish a method of “oversight” for the MD18 Committees which are required by the Constitution and By-Laws, to present either written or oral reports at each Council of Governors Meeting as requested by the Council of Governors.
- F. Provide regular reports to the Council of Governors on the activities of the Committee.
 - a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.
- G. Attend meetings of the Council of Governors upon request of the Council of Governors.

Lions of Georgia, MD18
Policy Manual
Chapter 13: State Awards Committee

13.01 PURPOSE

The purpose of the State Awards Committee is to ensure that the State Awards Program is carried out and clubs and/or districts, who are eligible for awards, are duly recognized.

13.02 APPOINTMENT

The State Awards Committee will consist of the 1st VDG of each district with the committee members appointing the Chairperson at their first Organizational Meeting. Vacancies in unexpired terms of office will be filled by the District Governor in whose District the vacancy arises.

The term of office of this committee will begin on July 1 after appointment and continue until June 30th of the following year.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position.

13.03 SUPERVISION

The State Awards Committee shall be under the direction and supervision of the Council of Governors. The State Awards Chair shall be responsible for reporting to the Council of Governors the outstanding performance, or the lack of performance, of the members of this committee.

13.04 DUTIES

This Committee shall:

- A. Develop a purposeful awards presentation program.
- B. The Committee shall meet as needed to assess the State Awards Program and to make recommendations to the Council of Governors.
 - a. The Committee will ensure that sponsors are available for each award and in the event that no sponsor is available, the Committee will remove the award from the program.
- C. Assess and administer awards recognition for:
 - a. Outstanding Deaf
 - b. Outstanding Blind
 - c. Anne Sullivan
- D. Design a promotion and information program for the awards program to increase awareness of the awards and encourage reporting of service in MyLion.
- E. Provide regular reports to the Council of Governors on the activities of this Committee.

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Chapter 13: State Awards Committee

- a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
- b. The written report should note any items that require a Council vote.
- F. Attend meetings of the Council of Governors upon request of the Council of Governors.
- G. Funding for State Awards will come from the MD18 State Convention budget. The amounts will be recommended by the Committee in a report to the Council of Governors and approved by said Council. As of 2022 there is a monetary award given for first place (\$50.00) and second place (\$25.00). The categories of the awards are: LCI's Five Initiatives (Vision, Hunger, Diabetes, Childhood Cancer, and Environment.) Traditional Scrapbook, Digital Scrapbook, and Social Media (Facebook/Instagram/Twitter/TicToc, for example) for a total of eight (8) awards. Clubs receiving these awards will have the option to designate their prize in the form of a donation in the club's name to one of the following: Georgia Lions Lighthouse Foundation, Georgia Lions Camp, LCIF, or a guide dog school (Leader Dog, SE Guide Dogs, etc.)
- H. Each MD18 Lions Club will be responsible for reporting their service in MyLio. Each district's 1st VDG will be responsible for compiling statistics for each category and reporting such during planning meeting. The time frame for the State Awards is July 1st to April 15th of each respective Lion year.
- I. The Committee will submit a Final Report to the Council of Governors and the State office no later than two (2) weeks after the conclusion of each year's MD18 State Convention.
- J. The Committee shall submit the criteria for judging Digital Scrapbooks, Traditional Scrapbooks, and Social Media by July 1st of each Lion year.

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Chapter 14: Sergeant-at-Arms Committee

14.01 PURPOSE

The purpose of the Sergeant-at-Arms Committee is to maintain order and decorum at the Lions sessions and to perform other duties as are incidental to their office under ROBERT'S RULES OF ORDER, newly revised.

14.02 APPOINTMENT

The Sergeant-at-Arms Committee will consist of one Lion appointed by each DGE with the Council of Governors appointing the Chairperson at their first Organizational Meeting. Vacancies in unexpired terms of office will be filled by the District Governor in whose District the vacancy arises.

The term of office of this committee will begin on July 1 after appointment and continue until June 30th of the following year.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position.

14.03 SUPERVISION

The Sergeant-at-Arms Committee shall be under the direction and supervision of the Council of Governors. The Sergeant-at-Arms Chair shall be responsible to report to the Council of Governors the outstanding performance, or the lack of performance, of the members of this committee.

14.04 DUTIES

This Committee shall:

- A. Ensure that order and decorum are maintained at all Lions sessions.
- B. Ensure that attendees know their responsibilities at MD18 State Convention with regard to the Elections Process.
 - a. Provide regular reports to the Council of Governors on the activities of this Committee. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.
- C. Attend meetings of the Council of Governors upon request of the Council of Governors.

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Chapter 15: Golden Chain Award Committee

15.01 PURPOSE

The purpose of the Golden Chain Award Committee is to publicize the Golden Chain Award Program, encourage Lions to apply for the award, and to administer the awards presentation.

15.02 APPOINTMENT

The Golden Chain Awards Committee will consist of one Lion appointed by each DGE with the Council of Governors appointing the Chairperson at their first Organizational Meeting. Vacancies in unexpired terms of office will be filled by the District Governor in whose District the vacancy arises.

The term of office of this committee will begin on July 1 after appointment and continue until June 30th of the following year.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position.

15.03 SUPERVISION

The Golden Chain Award Committee shall be under the direction and supervision of the Council of Governors. The Golden Chain Award Committee Chair shall be responsible to report to the Council of Governors the outstanding performance, or the lack of performance, of the members of this committee.

15.04 DUTIES

This Committee shall:

- A. Promote the Golden Chain Award Program within the State and encourage Lions to apply for the Award.
- B. Keep accurate records on those who apply for the Award and be sure that necessary pins, certificates and tabs are ordered from the State Secretary in sufficient time for presentation at the MD18 State Convention District Breakfasts.
- C. At least every 5 years, beginning in 2017, examine the relevance of each qualifying requirement of this award and make recommendations to the Council of Governors.
- D. Provide regular reports to the Council of Governors on the activities of this Committee.
 - a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.
 - c. Attend meetings of the Council of Governors upon request of the Council of Governors.

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Policy Manual
Chapter 16: LCI Recommended Committees

16.01 PURPOSE

The purpose of the LCI Recommended Committees is to promote the programs of LCI throughout MD18.

16.02 APPOINTMENT

At the discretion of the DGE, the individual LCI Recommended Committee will consist of one Lion appointed by each DGE with the Council of Governors appointing the Chairperson at their first Organizational Meeting. Vacancies in unexpired terms of office will be filled by the District Governor in whose District the vacancy arises.

The term of office of this committee will begin on July 1 after appointment and continue until June 30th of the following year.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position.

16.03 SUPERVISION

The LCI Recommended Committee Chairs shall be under the direction and supervision of the Council of Governors. The LCI Recommended Committee Chairs shall be responsible to report to the Council of Governors the outstanding performance, or the lack of performance, of the members of each committee.

16.04 DUTIES

The LCI Recommended Committees are:

- Childhood (Pediatric) Cancer
- Convention Chair (*See Policy Manual Chapter 10*)
- Diabetes Awareness and Action
- Environment
- GLT Coordinator (Global Leadership Team)
- GMT Coordinator (Global Membership Team)
- GMT Family and Women's Specialist
- GST Coordinator (Global Service Team)
- Honorary
- Hunger
- Information Technology (*See Policy Manual Chapter 18*)
- Leo
- Lions Quest
- Peace Poster Contest
- Protocol

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Chapter 16: LCI Recommended Committees

- Public Relations and Lions Information (Marketing and Communications)
- Reading Action Program
- Youth Camp and Exchange
- Vision

The committees shall:

- A. Adhere to the LCI guidance and recommendations for promoting these programs within MD 18.
- B. Keep accurate records of these programs and their progress.
 - a. Provide regular reports to the Council of Governors on the activities of these Committees. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.
- C. Attend meetings of the Council of Governors upon request of the Council of Governors.

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Chapter 17: Ad Hoc Committees

17.01 PURPOSE

Not all committees are necessary to be appointed every year. If a committee that is not covered in the Policy Manual is needed, such committee will be considered an Ad Hoc Committee.

17.02 APPOINTMENT

The individual Ad Hoc Committees shall be appointed by the Council of Governors at their discretion, consisting of one Lion appointed by each DGE with the Council of Governors appointing the Chairperson at their first Organizational Meeting. Vacancies in unexpired terms of office will be filled by the District Governor in whose District the vacancy arises.

The term of office of this committee will begin on July 1 after appointment and continue until June 30th of the following year.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position.

17.03 SUPERVISION

The Ad Hoc Chairs shall be under the direction and supervision of the Council of Governors. The Ad Hoc Chairs shall be responsible to report to the Council of Governors the outstanding performance, or the lack of performance, of the members of the committee.

17.04 DUTIES

Committees found to not be necessary each year include but is not limited to:

- International Candidates
- Long Range Planning

Upon appointment, the committees shall:

- A. Adhere to the Council of Governors recommendations for promoting these programs within MD 18 and/or International and MD 18 Constitution and Bylaws.
- B. Keep accurate records of these programs and their progress.
- C. Provide regular reports to the Council of Governors on the activities of these Committees.
 - a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.
- D. Attend meetings of the Council of Governors upon request of the Council of Governors.

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Chapter 18: Information Technology Committee

18.01 PURPOSE

The purpose of the Information Technology Committee is to develop, maintain and support the MD 18 website and assist the Council of Governors in supporting all internet based reporting and information sharing systems.

18.02 APPOINTMENT

The Information Technology Committee will consist of one Lion appointed by each District Governor with the Council of Governors appointing the Chairperson at their first Organizational Meeting. Vacancies in unexpired terms of office will be filled by the District Governor in whose District the vacancy arises.

The term of office of this committee will begin on July 1 after appointment and continue until June 30th of the following year.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position.

18.03 SUPERVISION

The Information Technology Committee shall be under the direction and supervision of the Council of Governors. The Information Technology Committee Chair shall be responsible to report to the Council of Governors the outstanding performance, or the lack of performance, of the members of this committee.

The State Information Technology Chairperson will issue appropriate passwords to each District webmaster to ensure appropriate access security.

18.04 DUTIES

This Committee shall:

- A. Develop, maintain and support a MD18 website.
- B. Provide links to LCI and other internet based information systems, connecting their resources with that of MD18.
- C. Ensure that information found in all communications is updated.
- D. Ensure that an appropriate District webpage is established and maintained in accordance with the guidelines set forth by each District.
- E. Promote and support all internet reporting and information systems.
- F. Ensure that privacy is maintained as to name, address, telephone number and other contact information of each Lion upon written request of such Lion.
- G. Monitor club websites and publications for use of official logos only.

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Chapter 18: Information Technology Committee

- H. Ensure that Lions Clubs with websites maintain confidentiality as to member information, due to privacy policies.
- I. Provide regular reports to the Council of Governors on the activities of these Committees.
- a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.
- J. Attend meetings of the Council of Governors upon request of the Council of Governors.
- K. Adhere to and promote the following security best practices:
- a. Overview:
With web application development part of everyday business strategy, developers and business stakeholders need to consider building more secure web applications and securing existing ones. This covers the following areas:
 - Granting permissions
 - Test for security vulnerabilities
 - Traffic reports
 - Encrypt all data
 - Secure code practices
 - b. Granting permissions
The MD and Districts should review how they limit permission and access to members at the beginning of each Lion year. Access to any system must have approval from multiple people. In the case of access for the MD, this should be the entire Council. This forces the need for access to be validated. Additionally, the IT Committee must build a report that documents all systems that require access, what kind of access that is required, and a process that determines who can and cannot have access.
 - Limit permissions and access to critical data
 - Remove permissions from people who are no longer in the position that requires access (just because you COULD help, you don't keep access)
 - Confirm that authentication has been setup in order to access sensitive data
 - c. MD and District passwords
This policy applies to all systems "owned" and managed by the MD or individual districts (including but not limited to digital marketing platforms, banking accounts, web hosting, etc.):
 - All passwords must be changed within the first month of the new Lion year

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- The IT committee will report to the council when a password has been changed
- If presented as an option by the vendor, multi-factor authentication must be used
- The IT committee will provide users with a list of best practices for password management, e.g. the use of passphrases, a password blacklist, not repeating any series of characters, not using sequenced characters or numbers, etc.

d. Test for Security

Given the importance for security, there are a number of services that will test for security issues. Tests should at a minimum be performed once a year. If there is available budget, this can be performed by an outside vendor. The plan should include:

- Create mock attack
- Solve for issues that come from the mock attack
- Identify all web servers and test for each one, do not just test against a website

e. Traffic reports

This policy applies primarily to web hosting, but if any systems provide traffic or usage reports, this policy should be followed.

With the amount of data being sent and received every day, it becomes crucial to try and identify suspicious traffic that should be blocked immediately.

- Request traffic reports regularly to determine if there are any vulnerabilities or oddities identified in the report
- IT committee should suggest the cadence for such reports, and this cadence should be approved by the Council of Governors.
- If you are getting traffic hits from China, and perform little business there, you should start to block that IP address range

f. Encrypt Data

Protocols form the way data is exchanged between web clients and servers.

- Transfer data using the most secure protocol system, e.g. HTTPS
- Explore other ways to encrypt data, and create corporate or club policies around this

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- Transferring sensitive information over email is not secure. Instead setup a 2-factor authentication on a cloud storage service that only permits access to authenticated people (as an example)

- g. Coding best practices
If any development is required, the following best practices should be followed:
 - Every developer should include an update
 - Every project must include a plan that covers authentication, password management, access control, and data security
 - When talking to your developers, you should ask them to outline their portions of this plan around those areas, and explain their vision for how that gets completed

- h. Encourage clubs to use the following checklist to evaluate the security of their platforms:
 - Test your applications or systems by looking for:
 - Broken authentication
 - Sensitive data exposure
 - SQL injection attacks
 - Follow/Join Security blogs
 - If you have a small team, you need to brush up on security tactics. Join OWASP (Open Web Application Security Project®) and other industry standard
 - Back up your data
 - As simple as this sounds, but you would be surprised how many people do not backup their website and data.
 - Test the backup by confirming that you can restore the data from the backup
 - Scan for vulnerabilities regularly
 - Perform scans after every major change to your website or application
 - There are several inexpensive scanners that you can use to seek out vulnerabilities
 - Invest in, or find security experts within your organization

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Search out within your organization/club anyone that has experience with security to help setup best practices

- Keep everything up to date
 - Check to make sure all platforms, scripts and web servers up to the latest service packs
 - Add a monitoring tool/service to your application

- i. Promote the following Access Best Practice checklist to all Lions handling technology:
 - Centralization
 - Build a current state view of the club's system and access granted. Be sure to consider all users, applications, databases, data traffic flows, portals (to name a few). Validate that you can deploy a solution that centralizes your view, controls, and authority over users' identities and permissions
 - Role-based access control (RBAC)
 - Can you restrict your users' permissions to their roles within your organization infrastructure? Doing so only permits users to access what they absolutely need to perform their job or volunteer functions.
 - Assign clear roles to all users, and apply those roles to the necessary access needed to complete that role.
 - Principle of Least Privilege
 - In parallel to RBAC, states that employees/volunteers should only possess the permission necessary to perform their job process. The difference here is the focus on initial permission granted.
 - Onboarding
 - When a new person is added to the club, defining their roles will guide to assigning the correct permissions.
 - Get the permission correct from the start to prevent walking back permissions after a problem presents itself.

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Chapter 18: Information Technology Committee

- Orphaned account detection
 - Audits should be done to check the current permissions against the user pool. Every 6 months, or year (depending on how strict you want to be) the club should audit to make sure that members who are no longer part of the club do not have access to any system.
 - Multi-factor authentication
 - Whenever possible, multi-factor authentication should be setup and used to access sensitive data.
 - Users often use weak passwords, or do not have good password-based logins. The more steps between the access request and your digital assets you implement, the more secure they remain.
- j. Promote the understanding of Personally Identifiable Information, (PII) in order to secure and protect personal information.

The U.S. government defines personally identifiable information as “information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.”

On its own, a piece of data might not be PII. It is PII if it links to an individual and can be used to identify that individual. Examples of linked:

- Full name
- Home or email address
- Driver’s license number
- VIN number

Linkable Information on its own does not identify an individual, but could be used to trace someone’s identity. Examples of linkable information:

- Postal code
- Age range
- Gender
- Workplace

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Understand what is non-PII:

Information that is anonymous and cannot be used to trace the identity of an individual is non-PII. Device IDs, cookies and IP addresses are not considered PII for most of the United States. But some states, like California, do classify this data as PII. California classifies aliases and account names as personal information as well. You should work to the strictest view, because the laws and rules for what is PII are consistently moving towards classifying more information as PII, not less.

Examples:

- Device ID
- Time Zone
- IP Address

Identifying PII and applying all the best practices described throughout this document should be of the highest priority for any organization or club.

18.05 WEBSITE PROCEDURES

- A. All requests for additions and changes to the website need to be approved by the Council before they are passed on to the website team.

- B. The requests should be presented by officers from the District or Club making the request. We do not want to have every Lion in the State sending in requests.

18.06 WEBSITE STANDARDS

- A. The standards of the website need to be followed as closely as possible. These standards consist of the following: Font size, color code used for each District, background for pages, format for pages, etc. Since we can visit all pages while working, it will be easy to check other pages to see what we should use, so this should never be a problem.

- B. For additions and changes to items to be made on the non- district pages on the website.
 - a. Once the Council has approved the request, the request should be sent directly to the Website Chair. The chair needs to make sure that the request is a valid request, and enough information is given to be able to complete the request. If there is not enough information, the chair needs to contact the sender to discuss the project until both parties fully understand the scope of the request.
 - Does the request need to be added on the calendar?
 - Should the request be deleted at a certain time?

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- b. Once everyone agrees, then the request should be posted, and all parties should review it on the site and confirm that all is correct.
- C. For additions and changes to items to be made on the district pages on the website.
- a. Once the request is approved by the Council, the request should be sent directly to the District Webmaster and the Chair should be copied on the request.
 - b. If the **DISTRICT WEBMASTER** has any concerns about the request, the DWM should contact the sender, sort out all issues and continue posting the request.
 - c. If the request has any odd concerns, the chair should be contacted to work with everyone to sort it out and make sure that the request is complete.
 - d. Once the request is complete and published, all parties need to review the request on the site to confirm everything is correct.

Lions of Georgia, MD18

Policy Manual

Chapter 19: Ethics Committee

19.01 PURPOSE

The purpose of the Ethics Committee is to ensure the promotion of a culture that exercises due diligence to prevent and detect unethical conduct according to the Lions Code of Ethics and the Mission of Lions Clubs International (LCI).

19.02 APPOINTMENT

The Ethics Committee will consist of one Lion appointed by each DGE with the Council of Governors appointing the Chairperson at their first Organizational Meeting. Vacancies in unexpired terms of office will be filled by the District Governor in whose District the vacancy arises.

The term of office of this committee will begin on July 1 after appointment and continue until June 30th of the following year.

Each committee member may, at the discretion of the District Governor, be reappointed in the same position.

19.03 SUPERVISION

The Ethics Committee shall be under the direction and supervision of the Council of Governors. The Ethics Committee Chair shall be responsible to report to the Council of Governors the outstanding performance, or the lack of performance, of the members of this committee.

19.04 DUTIES

This Committee shall:

- A. Investigate and work to resolve any suspected unethical conduct or practices.
- B. Provide annual ethics training for incoming MD-18 District Officers.
- C. Communicate electronically or otherwise in each sub-district ethical business practices and compliance.
- D. Be familiar with the dispute resolution process as provided by LCI.
- E. Maintain privacy and confidentiality of information in each ethics case.
- F. Provide regular reports to the Council of Governors on the activities of these Committees.
 - a. Committee reports should be submitted to the State Secretary in writing at least two weeks prior to the published Council meeting.
 - b. The written report should note any items that require a Council vote.
- G. Attend meetings of the Council of Governors upon request of the Council of Governors.

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Policy Manual
Chapter 20 Remote Meeting Access Policy

- A. It is the policy of the Lions of Georgia – Multiple District 18 that all Lions and Leos be able to attend any and all district and multiple district meetings appropriate to their respective positions from a remote location (e.g., their home) via telephone and/or internet connection.
- B. “District and multiple district meetings” shall include all meetings, public or private, including but not limited to state conventions, council of governors, committee meetings, and work sessions.
- C. All district and multiple district meetings shall include a remote participation option to allow attendance and participation via a personal computer (desktop, laptop, or tablet), smartphone, cellphone, or landline telephone.
- D. The organizer(s) of any district and multiple district meetings shall provide internet and/or telephone access information and instructions as part of their pre-meeting communication.
- E. All remote communication tools must be password or passcode protected to prevent any malicious interference from outside parties.
- F. Facilitators of remote communication tools shall have the authority to remove any remote participant who may become disruptive, including but not limited to unauthorized participants.
- G. It is highly recommended that there are at least two (2) facilitators for each remote meeting.
- H. All participants who are not speaking shall be placed on “mute” by the facilitator or otherwise instructed to place themselves in a “mute” mode until and unless instructed otherwise.
- I. All participants who are duly appointed or credentialed voting members shall be given the option to vote either electronically via internet or voice vote via telephone. The secretary or presiding officer of the meeting shall conduct all voice votes via a roll call of all duly appointed or credentialed voting members.
- J. No portion of this policy shall be construed to deny any individual the right to freely and respectfully express their opinions and/or viewpoints.