

**The International Association of Lions Clubs**

**LIONS DISTRICT 5M-8  
POLICY MANUAL**

**Fiscal Year 2025 - 2026**

**Updated**

**Updated November 2024**

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## **LIONS DISTRICT 5M8 POLICY MANUAL**

The purpose of this manual shall be to assure uniformity of policy within Lions District 5M8. Lions District 5M8 hereby adopts by reference, all Lions International, Lions Multiple District Governor's policy manual excerpts and all supplements thereto. In addition, all chapters, paragraphs, etc. contained herein, or as may be amended from time to time.

### **Section I. Distribution:**

This manual shall be made available on the Lions District 5M8 website , with a current copy of the Lions District 5M8 Constitution and By-Laws and the Lions District 5M8 Foundation By-Laws.

### **Section II. Adoption and Amendments:**

This manual shall be adopted and can only be amended at a regular Lions District 5M8 Cabinet meeting by a two- thirds vote of the entire cabinet.

### **Section III. Upkeep and Expenses:**

This manual shall be maintained by the Lions District 5M8 Constitution and By-Laws committee. The expense of printing , mailing, upkeep, etc. shall be a proper expense of Lions District 5M8.

### **Section IV. Contravention:**

This manual shall in no way supersede or contravene the Lions District 5M8 Constitution and By-Laws and in all matters affecting same, the Lions District 5M8 Constitution and By-Laws shall prevail.

### **Section V. Inclusions:**

This policy manual shall include the following chapters and any other chapter that may be adopted according to Section II above.

Chapter 1.	Convention
Chapter 2.	Finances
Chapter 3.	Lioness
Chapter 4.	5M8 District Cabinet Job Description

### **Chapter 1. Convention:**

A. The District Governor shall secure written contracts with the next two District 5M8 convention sites and reserve two sites for the third year for the first full weekend in February, if contractually offered by hosting sites. All contracts and reservations shall be given to the next District Governor.

B. Invitations for future convention shall only be accepted and considered when accompanied by an official bid application, complete in its entirety.

C. The official convention bid form and invitation to host a 5M8 district convention shall be available from the District Governor and presented to the 5M8 Convention General Assembly. A written ballot must be present to allow delegates to vote on a convention site during the Convention.

D. the official bid application form shall be reviewed and approved from time to time by the standing convention committee and presented to the District Governor for approval by the cabinet. The bid form must include room cost, estimated meal cost and costs in addition to other pertinent information affecting convention attendance.

## **Chapter 2. Finances:**

A. 5M8 District Budget Committee.

1. Budget preparation process. Following the selection of the incoming District Governor Elect, a budget committee shall be established consisting of the following:

- a) Current District Governor
- b) District Governor Elect
- c) Financial Consultant
- d) Incoming Secretary
- e) Current Treasurer
- f) Incoming Treasurer

2. The preliminary budget shall be presented to the 5M8 District Cabinet at the last Cabinet meeting of the presiding District Governor for review and discussion. Revisions to the Preliminary budget may be made as deemed necessary by the 5M8 District Cabinet.

3. At the first 5M8 Cabinet meeting of the new District Governor:

- a) The 5M8 District Cabinet shall be presented with the Preliminary reports of the Year End combined Balance Sheet and the 5M8 Profit and Loss statement for the 5M8 Cabinet review.
- b) The committee shall adjust the budget as needed, based on the preliminary Year End reports described in (a) above.
- c) A final 5M8 budget is presented to the 5M8 Cabinet for approval.

B. The Cabinet Secretary-Treasurer or Cabinet Treasurer shall transfer all funds to the new District 5M8 administration at the end of the fiscal year. A minimum of Five Hundred (\$500.00) dollars must be maintained in the administrative fund each year.

C. Cabinet members shall not be reimbursed for expenses for attending Lions club charter night, club officer installation, social events, fund raisers, etc.

D. Zone meeting expenses for the District Governor, 1<sup>st</sup> Vice District Governor and 2<sup>nd</sup> Vice District Governor shall not be an allowed Lions District 5M8 expense, unless requested by the Zone Chair. (Exception: the 1<sup>st</sup> Vice District Governor may attend the first zone meeting(s) to promote the Mini-Forum.)

## **Chapter 4. 5M8 District Cabinet Job Descriptions**

### **Can Do Canines**

#### **Duties:**

1. Develop a detailed knowledge of the, Can Do Canines, program.
2. Visit Can Do Canines headquarters located in New Hope, Minnesota.
3. Develop presentation for clubs and group presentations.
4. Attend Cabinet meetings and provide written/oral reports.
5. Present abbreviated reports for Zone meetings.
6. Actively promote Can Do Canines.
7. Contribute articles to the Governor's newsletters.

#### **Qualifications:**

1. One year as a club officer in accordance with 5M8 Constitution, Article VIII, Section 4(a).
2. Have an expressed interest in Can Do Canines.
3. Have the ability to communicate with Lions Clubs, Can Do Canines and interested parties.

### **Constitution and By-Laws**

#### **Duties:**

1. Be familiar with the International, Multiple and District Constitutions, By-Laws, and policy manuals.
2. Present amendments to the, District 5M8 Constitution and By-Laws at District 5M8 Annual business meetings.
3. Present amendments at District 5M8 Policy Manual at District 5M8 cabinet meetings.
4. Be familiar with Standard Club Constitution and By-Laws.
5. Serve on the MD5M Constitution and By-Laws committee.

#### **Qualifications:**

1. served one year as a Lions club officer, in accordance with Lions District 5M8 Constitution, Article VIII, Sec 4(a).
2. Has familiarity and an interest in Constitutional matters.

### **Conventions and Forums**

#### **Duties:**

1. District 5M8 Convention committee – All Past District Governors who are members in good standing of a Lions club within the boundaries of District 5M8 shall constitute the Convention committee with the Immediate Past District Governor as its chairperson. This committee shall conduct the annual District 5M8 Convention only if no host club(s) will conduct the convention by October 1<sup>st</sup>. If a host club(s) is appointed after October 1<sup>st</sup>, it is permissible to assume hosting authority in lieu of the Past District Governors. The convention "Host Committee" shall promote attendance at the District Convention.
2. The 1<sup>st</sup> Vice District Governor shall be the chair of the, District 5M8 Mini Forum.
3. Appropriate information shall be disseminated to all Lions clubs in the District through the District Governor's newsletter, zone meetings and cabinet meetings.
4. Be familiar with the, District 5M8 Constitution Article VII, Section 1-4.
5. Be familiar with District 5M8 By-Laws; Article VII, Section 2-5.
6. Be familiar with District 5M8 Policy Manual, Section V, Chapter 1.

**Qualifications**

1. An Immediate Past District Governor and Vice District Governor.
2. One year as a Lions club officer, in accordance with District 5M8 Constitution, Article VIII, Sec 4a.

**Diabetes/MN Lions Diabetes Foundation, Inc. (MLDFI)****Duties:**

1. Attend MN Lions Diabetes Foundation, Inc. training session each year to learn about diabetes and the research being accomplished.
2. Visit clubs and zone meetings to present diabetes programs.
3. Attend District 5M8 Foundation, Inc. meetings.
4. Actively promote Diabetes update which is held at the University of Minnesota.
5. Attend MN Lions Diabetes Foundation, Inc quarterly meetings as well as the Annual Business meeting at the MD5M Convention.
6. Provide periodically, articles for the District Governor's newsletter.

**Qualifications:**

1. One year as a club officer in accordance with 5M8 Constitution, Article VIII, Section 4a

**District Advisor****Duties:**

1. Willingness to engage in dispute resolution.
2. Willingness to develop presentations on multiple subjects.
3. Attend Cabinet meetings and provide written/oral reports.

**Qualifications:**

1. One year as a club officer in accordance with 5M8 Constitution, Article VIII, Section 4a.
2. Have a vast background in the history of Lions Clubs International and District 5M8.
3. Possess an interest in assisting all lions.
4. Have an ability to work with all levels of Lionism.

**e-Clubhouse****Duties:**

1. Be able to understand, teach and keep updated on e-Clubhouse system.
2. Actively promote and monitor program.
3. Attend Cabinet meetings and provide written/oral reports.

**Qualifications:**

1. One year as a club officer in accordance with 5M8 Constitution, Article VIII, Section 4a.
2. Possess technical expertise to allow teaching and monitoring of e-Clubhouse.
3. Have an ability to communicate to lions the importance of e-Clubhouse.
4. Have a willingness to conduct training sessions.
5. maintain reasonable accessibility to all District 5M8 clubs.

## **Environmental**

### **Duties:**

1. Promote and present Lions Environmental Programs.
2. Attend zone meetings and present abbreviated programs.
3. Convey Lions Clubs International intentions as concern our environment to Lions of 5M8.

### **Qualifications:**

1. one year as a club officer in accordance with 5M8 Constitution, Article VIII, Section 4a.
2. Environmental background preferred.
3. Have an interest in environmental concerns.
4. Possess an ability to communicate with clubs in District 5M8.

## **District Global Leadership Team (GLT) District Coordinator**

### **Duties:**

1. Develop an in-depth knowledge of team and committee responsibilities.
2. Provide Leadership Training for Club Presidents, Club Secretaries, Club Treasurers, and other interested lions members.
3. Provide Leadership Training for Region and Zone Chairpersons as well as any other interested Cabinet members. Work closely with the District Governor Elect for content and presentations.
4. Provide Leadership training for District 5M8 seminars and club visits.
5. Develop and provide a current version of Lions Orientation for District 5M8 clubs.
6. Attend Multiple District Leadership meetings.
7. Attend Cabinet meetings and provide written/oral reports.
8. Identifies potential and new leaders to participate in leadership development opportunities.

### **Qualifications:**

1. Term is for one year. May serve multiple terms.
2. One year as a Lions Club Officer, in accordance with Lions District 5M8 Constitution, Article VIII, Section 4a.
3. Possess an ability to communicate written and verbally.
4. Experience in Leadership, Management and Structuring Organization is desirable.
5. Previous briefing and training experience is desirable.
6. The team shall consist of the: GLT District Coordinator; District Governor Elect; 1<sup>st</sup> Vice District Governor Elect; (immediately following the International Convention the District Governor and 1<sup>st</sup> Vice District Governor) and two qualified Lions, as needed.

## **District Global Membership Team (GMT) District Coordinator**

### **Duties:**

1. Develops an annual District membership development plan.
2. Motivates clubs to invite new members and to ensure clubs are aware of available membership programs.
3. Monitors club membership reports. Recognizes clubs increasing membership and offers support to clubs that are losing members.
4. Attend Cabinet meetings and provide written/oral reports.
5. Ensures clubs have submitted their payments on time.

6. Provides retention strategies to clubs in collaboration with GLT and GST.
7. Present membership programs and updates to Lions Clubs.
8. Decreases membership drops with a goal of 5%.
9. Plans to increase women's membership.

**Qualifications:**

1. Term is for one year. May serve multiple terms.
2. One year as a Lions club officer, in accordance with Lions District 5M8 Constitution, Article VIII, Section 4a.
3. Have a desire to promote membership.
4. Has an ability to work with the District Governor, Lions clubs, and Zone chairs.
5. Has ability to work with key people in potential new areas of the district.
6. Team shall consist of the District Governor, 2<sup>nd</sup> Vice District Governor, and two qualified Lions at a minimum.

**District Global Service Team (GST) District Coordinator**

**Duties:**

1. To encourage clubs to implement service projects, aligning with Lion Clubs International initiatives.
2. Works with clubs to raise the visibility of Lions service impact in their local community.
3. Supports local community service projects that create a sense of belonging and pride to the Lions within the District.
4. In collaboration with the LCIF District Coordinator, assists in fundraising and monitoring LCIF grants given to District 5M8.
5. Attend Cabinet meetings and provides written/oral reports.
6. Promotes an annual increase in Leo clubs and promotes service impact between Lions and Leos.

**Qualifications:**

1. Term is for one year. May serve multiple terms.
2. One year as a Lions club officer, in accordance with Lions District 5M8 Constitution, Article VIII, Section 4a.
3. Has a desire to assist clubs in creating service projects that assist club members in feeling a sense of pride of accomplishment.
4. Assist clubs in reporting their service projects to Lions Clubs International.

**District Global Extension Team (GET) District Coordinator**

**Duties:**

1. Collaborate with your GMT, GLT, and GST district coordinators to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
2. Identify opportunities to charter new clubs in communities throughout District 5M8 that are not currently served or underserved.
3. Develop a plan for each new club for club development, including informational and organizational meetings, and charter member recruitment.
4. Enable the success of new clubs by establishing mentoring relationships with the new club officers. To assist the club on achieving the expectations of the new club.
5. Participate in achieving District extension goals.

**Qualifications:**

1. Term is for one year. May serve multiple terms.
2. One year as a Lions club officer, in accordance with Lions District 5M8 Constitution, Article VIII, Section 4a.
3. Has a passion about Lions and is invested in the association's future.
4. Knowledgeable about the club chartering process.
5. Able to use technology (Email, Microsoft Office, LCI website, social media).

**Multiple District 5M Hearing Foundation****Duties:**

1. Develop a detailed knowledge of the Hearing Foundation programs.
2. Attend Multiple District and Hearing Foundation meetings.
3. Visit clubs and present hearing programs.
4. Attend zone meetings and 5M8 convention programs as requested.
5. Attend cabinet meetings and provide written/oral reports.
6. Provide material promoting the Hearing Foundation for the Governor's newsletter.

**Qualifications:**

1. one year as a Lions club officer, in accordance with Lions District 5M8 Constitution, Article VIII, Section 4a.
2. Has a personal interest in Hearing programs.
3. Has ability to communicate with the Hearing Foundation, Lions clubs, and the public.

**Leader Dogs for the Blind****Duties:**

1. Develop a detailed knowledge of the Leader Dog program.
2. If possible, visit Leader Dogs in Rochester, Michigan.
3. Present programs to Lions clubs and other interested parties.
4. Attend Cabinet meetings and provide written/oral reports.
5. Coordinate with the District Governor, Multiple Leader Dog Chair and Leader Dogs for the Blind for a representative to attend the Lions District 5M8 Mid -Winter Convention. Arrange transportation for the representative.
6. Provide material for the Governor's newsletter promoting Leader Dogs for the Blind.

**Qualifications:**

1. One year as a Lions club officer, in accordance with Lions District 5M8 Constitution, Article VIII, Section 4a.
2. has an interest in Leader Dog.
3. Has an ability to communicate with Lions clubs, Leader Dogs and Multiple District Leader.

**Lions Clubs International Foundation (LCIF)****Duties:**

1. Develop a detailed knowledge of LCIF.
2. Assist clubs with the LCIF grant process and Melvin Jones Fellowship award application.

3. Actively promote the Lions Clubs International Foundation.
4. Attend Cabinet meetings and provide written/oral reports.
5. Attend Zone meetings and provide abbreviated presentation.
6. Provide articles for the District Governor's newsletter.

**Qualifications:**

1. One year as a Lions club officer, in accordance with Lions District 5M8 Constitution, Article VIII, Section 4a.
2. Have an interest in our Lions Clubs International Foundation.
3. Ability to communicate with Lions clubs and other interested groups.

**Leo Club Formation and Support**

**Duties:**

1. Have an interest in promoting Lions to the youth in our communities.
2. Be accessible to the youth in the community.
3. Coordinate program with local school officials.
4. Obtain the support from the local Lions club(s).

**Qualifications:**

1. Member of local Lions club in a leadership position.
2. Interested in furthering youth development.
3. Ability to motivate youth and keep their interest in the program.
4. Ability to teach and foster enthusiasm.

**Long Range Planning**

**Duties:**

1. Promote and project Lions programs into the future.
2. Attend Multiple District strategic planning meetings.
3. Coordinate a District strategic plan with District committees.
4. Produce a written Long Range Plan document to distribute to the Cabinet.

**Qualifications:**

1. One year as a Lions club officer, in accordance with the Lions District 5M8 Constitution, Article VIII, section 4a.
2. Has a familiarity with all District programs.
3. Familiar with the Constitution of Lions Clubs International, Multiple District 5M and District 5M8.

**MN Lions Eyeglass Recycling Center (MNLERC)**

**Duties:**

1. To obtain all glasses collected by Lions clubs in District 5M8 and Multiple District 5M.
2. Ability to transport glasses collected to MNLERC and ultimately the gathering point in Rosholt, WI.
3. Promote the collection of eyeglasses throughout District 5M8 and Multiple District 5M.
4. Promote eyeglass program and educate wherever possible.

**Qualifications:**

1. One year as a Lions club officer, in accordance with Lions District 5M8 Constitution, Article VIII, Section 4a.
2. Knowledge to separate, package and transport glasses for collection point.
3. Interest and willingness to support MNLERC.

### **Minnesota Lions Vision Foundation (MNLVF)**

#### **Duties:**

1. Attend Vision Foundation Board meetings and serve as appointed.
2. Attend District Cabinet meetings and report on Foundation activities.
3. Present programs to Zone and club meetings.
4. Encourage Lions to attend Foundation tours.
5. Attend Cabinet meetings and provide written/oral reports.

#### **Qualifications:**

1. One year as a Lions club officer, in accordance with Lions District 5M8 Constitution, Article VIII, section 4a.
2. Ability to communicate programs to Lions clubs and to the public.
3. Requires a two- year commitment on the Foundation Board.

### **Protocol**

#### **Duties:**

1. Assist District Governor in identifying visiting dignitaries at each function for the appropriate protocol on seating and introductions. Also assist on seating protocol.
2. Work closely with District Governor, Lions in 5M8 and functions within the District.
3. Obtain support from local Lions clubs.
4. Attend Cabinet meetings and present written/oral reports.

#### **Qualifications:**

1. One year as a Lions club officer, in accordance with District 5M8 Constitution, Article VIII, Section 4a.
2. Ability to communicate program to Lions clubs in District 5M8.

### **Publicity/Newsletter**

#### **Duties:**

1. Obtain newspaper articles on Lions activities. Secure news releases from the paper and forward to Lion magazine.
2. Edit and publish District Newsletter and disseminate to District 5M8 clubs and MD5M.
3. Encourage and solicit news items from District 5M8 clubs.
4. Attend District and Multiple functions for photo opportunities.
5. Attend Cabinet meetings and present written/oral reports.

#### **Qualifications:**

1. One year as a Lions club officer, in accordance with District 5M8 Constitution, Article VIII, Section 4a.
2. Interested in information gathering and ability to publish newsletter.
3. Ability to communicate needs of the editor to Lions.

### **Project New Hope**

#### **Duties:**

1. Possess interest in Project New Hope.
2. Promote participation throughout the District and Multiple District 5M.
3. Present program to Lions clubs and interested groups.
4. Attend Cabinet meetings and present written/oral reports.

#### **Qualifications:**

1. One year as a Lions club officer, in accordance with District 5M8 Constitution, Article VIII, Section 4a.
2. Ability to communicate programs to Lions clubs and to the public.

### **Technology**

#### **Duties:**

1. Advise District on latest computer technology to enhance the quality and efficiency of District 5M8's needs.
2. Assist Club officers in fulfilling reporting requirements.
3. Maintain and communicate District information via our District 5M8 website.
4. Attend Cabinet meetings and provide written/oral reports.

#### **Qualifications:**

1. One year as a Lions club officer, in accordance with District 5M8 Constitution, Article VIII, Section 4a.
2. Capable of providing information on how computers can and are being used in Lionism.
3. Knowledge to inform Cabinet and membership on resources available.
4. Willingness to assist where needed, technologically.

### **Youth Exchange/Youth Camps**

#### **Duties:**

1. Promote the ideals of Lionism through Youth Exchange.
2. Encourage all Lions clubs in District 5M8 to participate in the program.
3. Communicate programs through Zone meetings and local schools.
4. Attend Cabinet meetings and provide written/oral reports.

#### **Qualifications:**

1. One year as a Lions club officer, in accordance with District 5M8, Constitution, Article VIII, Section 4a.
2. Interested in youth.
3. Member of local Lions club in leadership position.
4. Ability to teach and foster enthusiasm.

### **Youth Outreach (Peace Poster/Essay Contest)**

#### **Duties:**

1. Promote Lions Outreach in our local clubs and communities.
2. Encourage Lions clubs to get involved with youth.
3. Promote the Peace Poster Contest and the Essay Contest locally.
4. Present program at every opportunity throughout District 5M8.
5. Attend Cabinet meetings and provide written/oral reports.

#### **Qualifications:**

1. One year as a Lions club officer, in accordance with District 5M8 Constitution, Article VIII, Section 4a.
2. Ability to communicate programs to Lions clubs and to the public.
3. Ability to teach and foster enthusiasm.

### **Youth Outreach (Lions Quest)**

#### **Duties:**

1. Be knowledgeable of the Multiple District 5M Quest program.
2. Inform local School Districts of the opportunities of Lion Quest.
3. Implement program in identified districts.
4. Arrange instruction sites/sessions for instructing staff.

#### **Qualifications:**

1. One year as a Lions club officer, in accordance with District 5M8 Constitution, Article VIII, Section 4a.
2. Ability to communicate programs to Lions clubs and the public.
3. Ability to teach and foster enthusiasm.

### **Zone Chairperson**

#### **Duties:**

1. Review Zone Chair Manual.
2. Attend Zone Chair Training. Become familiar with tasks and reports of a Zone Chairperson.
3. Familiarize oneself with Lion's program; (Sight, Hearing, Leader Dog, etc.).
4. Conduct a minimum of four zone meetings per year. District Governor may replace one zone meeting requirement with attendance at District 5M8 Mid-Winter Convention.
5. Report Zone meeting results to District Governor, Lions Clubs International, District 5M8 GMT, GLT, GST and GET coordinators within 5 days following your meeting.
6. Attempt to visit all clubs, regular meetings, within your zone, during the Lion's year, a minimum of one time.
7. Contact clubs, within your zone, having reporting problems and advise District Governor.
8. Attend Cabinet meetings and provide written/oral reports.

**Qualifications:**

1. In accordance with the, District 5M8 By-Laws Article II, Section 7 and Article III, Section 6.
2. Ability to communicate programs to Lions clubs within the zone.
3. Interest in furthering Lionism.

**First Vice District Governor****Duties:**

1. Support your District Governor.
2. Familiarize yourself with the duties, plans, responsibilities, and properties of your District Governor.
3. Participate in the development of the District Budget.
4. Perform the duties assigned to you as the 1<sup>st</sup> Vice District Governor.
5. Know duties defined in your District 5M8 Constitution, By-Laws, and Policy Manual and any duties assigned to you by your District Governor.
6. Actively participate in all Cabinet meetings and District 5M8 functions.
7. Be prepared to conduct meetings in the absence of your District Governor.
8. Stay in close contact with your District Governor and prepare yourself to be able to assume the duties of the District Governor in the event your District Governor can no longer serve the office.
9. Actively assist your District Governor to make his/her year a success.
10. Prepare for your year as District Governor as required by Multiple District 5M.
11. Study and learn the duties and responsibilities of a District Governor.
12. Carefully plan and define goals for your year as the District Governor.
13. Select your organization based on the jobs to be performed and the qualifications required for each position.
14. Carefully select each member to understand their responsibilities and requirements to make your year successful. Clearly define channels of communication to be used.
15. Plan your year as District Governor to include: District Governor's Contest; Cabinet meeting dates; new club goals and Leadership and Membership plans.
16. Be sensitive to your District Governor as to not disturb or interrupt their year in office.
17. Attend Council of Governors meetings; Cabinet meetings and zone meetings.
18. Attend International events, USA/Canada Forum, Multiple and District meetings.
19. Participate in development seminars and training seminars in accordance with By-Laws Article VIII, Section 3.
20. Attending Multiple District 5M Leadership Forums is highly recommended.

**Qualifications:**

1. Obtain comprehensive understanding of Lions Clubs International and of District 5M8.
2. Have a desire and ability to serve as District Governor of District 5M8.
3. A willingness and the time to commit to the duties of 1<sup>st</sup> Vice District Governor and the office of District Governor.
4. Have good organizational skills.
5. Acquire effective presentation skills to assist in public speaking, workshop presentations, etc.
6. Have the ability to travel within District 5M8 and the Multiple District 5M as well as other locations required.

**Second Vice District Governor**

**Duties:**

1. Support your District Governor.
2. Familiarize yourself with the duties, plans, responsibilities, and properties of your District Governor.
3. Perform the duties assigned to you as the Second Vice District Governor.
4. The duties of the 2<sup>nd</sup> Vice District Governor are defined in the, District 5M8 Constitution, By-Laws, and Policy Manual.
5. Actively participate in all Cabinet meetings and other District 5M8 functions.
6. Be prepared to conduct meetings in the absence of the District Governor and First Vice District Governor.
7. Stay in close contact with the District Governor and prepare yourself to step forward as the First Vice District Governor in the event the 1<sup>st</sup> Vice District Governor can no longer serve in that capacity.
8. Actively assist and support the District Governor to make his/her year in office a success.
9. Prepare for your year as 1<sup>st</sup> Vice District Governor as required by your training through Multiple District 5M.
10. Write your speeches that you will use as 1<sup>st</sup> Vice District Governor and District Governor as taught through the Multiple District 5M training sessions.
11. Be sensitive to the work performed by the District Governor and First Vice District Governor. Be careful not to interrupt the District Governor's year in office.
12. Attend meetings: Multiple District 5M; Council of Governors; Cabinet, Zone, etc.
13. Attend Multiple District 5M Leadership Forum is highly recommended.
14. Attend Multiple District 5M and International Lions Clubs convention and USA/Canada Forum in accordance with District 5M8 By-Laws, Article VIII, section 5.

**Qualifications:**

1. Gain a comprehensive understanding of Lions Clubs International and that of District 5M8.
2. Have the desire and ability to serve as District 5M8, First Vice District Governor.
3. Have the willingness and desire to commit to the duties of 1<sup>st</sup> Vice District Governor, followed by the office of District Governor.
4. Possess good organizational skills.
5. Acquire through training the skills of: public speaking, workshop presenter, etc.
6. Have the ability to travel within District 5M8, Multiple District 5M and other locations as needed.

**Cabinet Member Memorial Procedure**

In the event of the death of a Past District Governor living within District 5M8, the spouse of a Past District Governor living within District 5M8, a seated District 5M8 cabinet member or the spouse of a seated District 5M8 cabinet member or an immediate family member of a seated District 5M8 cabinet member, a \$75.00 memorial of their choice will be given to the family. A \$5.00 donation will be collected from each cabinet member annually to fund the memorial, effective July 1, 2010.

**Approval of Recommended Donations for Charities through the  
"Parade of Green" and Throughout the Lions Year by  
Lions Clubs of District 5M8**

The following Charitable organizations have been acknowledged and approved by the, District 5M8 Cabinet for donations from the Lions Clubs of District 5M8. Donations may be made through the "Parade of Green" at the, District 5M8 Mid-Winter Convention or directly throughout the Lions year to the charities as the, lions clubs desire or so choose:

**Lions Clubs International Foundation (LCIF) 501(c) 3 charitable**

**District 5M8 Foundation: 501(c) 3 charitable**

**KidSight**

**MN Lions Diabetes Foundation 501(c) 3 charitable**

**District 5M8 Leos**

**District 5M8 Youth Exchange**

**District 5M8 Youth Outreach**

**MN Lions Childhood Cancer Foundation 501(c) 3 charitable**

**MN Lions Hearing Foundation 501(c) 3 charitable**

**MN Lions Vision Foundation 501(c) 3 charitable**

**Can Do Canines**

**Leader Dogs for the Blind 501(c) 3 charitable**

**Project New Hope Foundation**

**Camp Confidence 501(c) 3 charitable**

**MD5M KidSight**

**Brian Sheehan Charitable Foundation 501(c) 3 charitable**

**MN Lions Missions, Inc 501(c) 3 charitable**

