



Lions Clubs International

District A-16

Policy Manual

Previous Version Effective June 10, 2023

Effective April 11, 2025

Updated May 10, 2025

District A-16 Policy Manual

Updated May 10, 2025

Table of Contents

	Page
Purposes and Code of Ethics	3
Identification Rules	4
Care and Upkeep	4
Protocol and District Recognition	4
District Email and Postal Addresses	5
District Finances and Records	6
District Governor's Advisory Committee Meetings	7
District Governor's Honourary Committee	7
District Officer Information	8
Cabinet and District Committee Information	8
District Projects	15
Club Extension Regalia	15
Leadership Development Programs	15
International, District Awards & Presentations	16
Club Secretary Excellence Award	17
Club Excellence Award	18
Celebrate Milestone Anniversaries	18
District Convention Procedures	18
District A-16 Vision Screening	22
Appendix A - District Convention Bid Form	23
Appendix B - District Officer Nomination Form	25
Appendix C - Club Secretary Excellence Application Form	27
A Lions Creed	28

District A-16 Policy Manual

Updated May 10, 2025

District A-16 Purposes

TO PROVIDE an administrative structure with which to advance the Purposes of Lions Clubs International in this district.

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

TO PROMOTE the principles of good government and good citizenship resulting in membership growth in this district.

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

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

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

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

Lions Clubs International Code of Ethics

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

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

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

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

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

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

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

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

District A-16 Policy Manual

Updated May 10, 2025

Identification Rules

- Whenever the terms club & clubs (may be capitalized) are stated without further qualification, they refer to chartered Lions and Lioness Lions clubs within District A-16.
- Whenever the terms member & members (may be capitalized) are stated without further qualification, they refer to Lion and Lioness Lion members in chartered clubs within District A-16.

Care and Upkeep of the Policy Manual

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

Section 1. Approval of Amendments

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

Section 2. Automatic Updating

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

Section 3. Proposed Amendments

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

Section 4. Notification of Proposed Amendments

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

Section 5. Effective Date

Each amendment shall take effect immediately upon adoption by the voting members of Cabinet unless otherwise specified in the amendment.

Protocol & District Recognition

1. Protocol

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

2. Recognizing Past Officers in District A-16

Whereas the oldest Lions Club within the District is over ninety (90) years old, and we add more than fifty (50) Past Presidents and up to eight (8) Past Zone Chairs, four (4) Past Region Chairs, perhaps a Past Cabinet Secretary, a Past Cabinet Treasurer (or Past Cabinet Secretary/Treasurer) and one Past District Governor every year, plus Past District Governors who transfer into our District, District A-16, in an effort to keep recognition formalities at an acceptable level, have recognized only Past International Officers (PDGs, PIDs, and PIPs) on most occasions as common practice.

District A-16 Policy Manual

Updated May 10, 2025

3. The District A-16 Officers' Official Uniform shall be:

- District Governor and Immediate Past District Governor are to wear a black blazer.
- 1st & 2nd Vice District Governors, Cabinet Secretary, Cabinet Treasurer (or Secretary/Treasurer), Region and Zone Chairpersons, and any other District Officers are to wear a navy blue blazer.
- Past District Governors serving as District Officers may wear either a navy blue or black blazer.
- Currently serving District Officers wearing a plum blazer as of the passing of this policy (April 11, 2025), are grandfathered and may, at their discretion, keep wearing a plum blazer for the remainder of their term(s) in their current District Officer position.

The blazer is to be worn with grey long trousers/skirts, black shoes, white dress shirt/blouse and tie/scarf.

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

5. Sources of Cabinet Regalia

- Crests for District Officers and GAT + LCIF Coordinators identify position and Lions year, but not member name. They are ordered from Lions Store (item A150) by the Cabinet Secretary, excepting:
 - MD'A' Council Chairperson orders DG, FVDG & SVDG crests and provides them at the February Council meeting.
 - MD'A' provides new PDG's crest at the MDA Convention
- Name Tags for most district officers, coordinators and committee chairpersons are ordered locally by the Cabinet Secretary, excepting:
 - MD'A' Council Chairperson presents the IPDG's & partner's
 - LCI provides the DG's & partner's
 - MD'A' Council Chairperson orders FVDG & SVDG name tags and provides them Aug/Sept
- Lapel Pins & Tabs are provided to FVDG at DGE school, partially based on LCI's prior query about # of Regions & Zones planned for the upcoming year. Included are FVDG, SVDG, RCs, ZCs, CS, CT (or CST) + several Committee Chair tabs
- PDG Plaque G435DS and Pin B7PDGJ (for IPDG) are ordered by the Cabinet Secretary from Lions Store.

District Email and Postal Addresses

When correspondence requires a real delivery address and will not accept a post office box address, and if District A-16 does not have an obvious real delivery address, then use the real delivery address of the Cabinet Secretary. Failing that possibility, use the real delivery address appointed by the district governor.

Certain e-mail correspondence and web site access requires use of the A-16 official e-mail address. First request for this was to use the Ontario Business Registry. The A-16 Constitution & By-Laws committee is the custodian of this e-mail address and the things it accesses. A-16Corporate@lions16.com is established to provide an official e-mail address.

District A-16 Policy Manual

Updated May 10, 2025

District Finances and Records

1. Exchange of Records

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

2. Budgets

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

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

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

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

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

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

g) A reasonable amount should be budgeted to be paid to the District Governor, and to the 1st and 2nd Vice District Governors to cover costs incurred in the performance of their duties. Expense receipts are not required.

h) The budget should provide a reasonable amount to cover the costs of the Memoriam Chair in the commission of his/her duties.

i) The Governor's Newsletter budget should provide for the publishing of four (4) editions.

j) Funds should be provided in the budget to allow for purchases of trophies/plaques for the separate District Governors' Contests - Bulletin, Visitation, and Administration.

k) The budget should provide funds for a comprehensive, up-to-date District A-16 web site and monitored social media presence.

l) Funds should be provided in the budget to cover the cost of meals for the District Coordinators and District Committee Chairpersons at each Cabinet Meeting.

3. District Records

a) It is the responsibility of the District Governor to ensure that the District A-16 records are culled annually. Minutes of Cabinet Meetings and year-end Audited Financial Statements shall be kept in perpetuity. Bank statements and supporting financial records are to be retained for seven (7) years, with all other records (such as Monthly Membership Reports and Activity Reports) retained for three (3) years.

b) Arrangements were made Nov. 23, 2011 to store all old District A-16 Records (i.e. Minutes, Finance records etc.) in the Buss Stop building at Camp Kirk.

District A-16 Policy Manual

Updated May 10, 2025

District Governor's Advisory Committee Meetings (Zone Meetings)

Each year, the District Governor may determine whether or not to utilize Joint Zone meetings for some or all of the District Governor's Advisory Committee meetings. All Global Action Team District Coordinators are to be invited to each Zone meeting, where one or more may take a lead role in discussions and training, and report on the relevant activities of their teams to the members in attendance.

It has become customary for an A-16 Club to host each District Governor's Advisory Committee meeting. Under these circumstances, this host club is responsible for any loss and are the beneficiaries of any profit from the meeting.

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

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

Region Funds are to be used for the following:

- (i) Expenses incurred in the event of cancellation of a Zone meeting due to inclement weather or other legitimate reason as recommended by the Zone Chairperson and authorized by the District Governor.
- (ii) Expenses incurred for the guest speaker when the Region hosts the Breakfast Meeting at the District A-16 Convention.
- (iii) Any Region Fund amount in excess of \$500 may be used at the discretion of the Region Chairperson, in consultation with the District Global Action Team, for training purposes.

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

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

District Governor's Honourary Committee

(Past International Officers)

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

1. Guest Speakers
2. Induction of new members
3. Inducting Club Officers
4. Training and assistance to various Club Officers
5. Assistance to weak/struggling clubs

District A-16 Policy Manual

Updated May 10, 2025

6. To advise and assist in an administrative capacity

Members of this committee provide active support to District A-16 in the following capacities:

- Nominating Committee members
- Election Committee members
- District Convention Committee members
- Administrators of the District Reserve Account
- Mentors assigned to District Officers-elect
- Instructors for the District Officer Training School

District Officer Information

This topic contains items related to nomination, election and deployment of District Officers that are not firm rules (By-Laws), but are implementation directives generally for use by the district governor or his/her assignee.

A. Region & Zone Chairpersons assignment to GAT Committees

The recommended implementation of Region and Zone Chairpersons as part of the District Global Action Team, is that RCs & ZCs will be included by appointment by the District Governor as members of the Service, Membership or Leadership teams, each team being led by a District GST, GMT, GLT or GET Coordinator.

B. Additional qualification criteria for Region & Zone Chairpersons

Two additional qualification criteria have been suggested for addition to By-Law I Section 9, Region/Zone Chairperson Qualifications:

(c) Have not previously served a full term or a major portion thereof as District Governor.

(d) Zone and Region Chairpersons may serve no more than three (3) cumulative years in said position.

Adhering to criteria (c) & (d) is strongly encouraged. If the District Governor needs to appoint a Lion/Lioness Lion into one of these positions, every attempt should be made to adhere to these criteria.

Cabinet and District Committee Information

There are many committees in District A-16, several of which are called Cabinet Committees. This topic contains definitions of those committees, providing their role in the district (purpose), high-level duties and responsibilities, and any other special instructions for each.

Following these is a list of District Committees that are described in our A-16 Constitution & By-Laws and/or the LCI Standard Form C&BL.

Note that Committee Chairperson contact information is published in the A-16 District Directory and a copy of that is provided to each Club President and Secretary. It is also available on the A-16 web site Committee pages.

These Cabinet Committees are ordered alphabetically.

A. Accessibility (aka Accessibility Awareness)

Our mission is to promote Lionism by ensuring that it is accessible to everyone by removing barriers for those who face visible and non-visible challenges, and by creating a culture of inclusion and acceptance.

District A-16 Policy Manual

Updated May 10, 2025

Our mission is to promote Lionism by ensuring that it is accessible to everyone by removing barriers for those who face visible and non-visible challenges, and by creating a culture of inclusion and acceptance.

This committee will review District A-16 club facilities to show our members that we truly are inclusive and follow the guidelines given by the Government of Ontario and by the Accessibility for Ontarians with Disabilities Act 2005 (AODA).

The Accessibility Committee will continue to produce information to bring awareness to Accessibility issues for all members who face visible and non-visible challenges. We as a committee will encourage those members with disabilities to enjoy a productive and enjoyable membership experience as an active Lions Club member.

B. Advocacy & Community Engagement

This committee is A-16's involvement in cross-Canada advocacy for Lions, our causes & our engagement with community partners, and relationship building in order to promote initiatives that are important to our cause within all levels of government. This committee purports to enhance our Lions Clubs' successes in service, membership, leadership and gaining access to funds.

Community engagement is based on building relationships within our communities relative to our Lions Causes and identifying & engaging key stakeholders, corporations, charities and service groups, including relevant donors and funding partners.

This is done under the leadership and coordination of the Lions of Canada organization, with the expectation of raising the profile of the Canadian Lions organization and all our clubs and members.

C. Childhood Cancer

This global cause is supported in A-16 by this committee.

While we cannot treat the diseases, we choose to support those who do, such as hospitals, and those who provide supportive help to the children, their families and their friends, such as agencies & organizations that help living with diagnoses, treatments and the myriad of human feelings of those who surround a child with cancer.

Clubs' activities for childhood cancer are described in Eblasts, thereby sharing activity ideas across our district and garnering support. This has included ideas and wish lists of things that can be donated to care centres, rather than just giving money. Clubs and members are encouraged to share new ideas for supporting childhood cancer with the committee chairperson.

The committee requests that all childhood cancer-related activities by clubs and by our district be recorded in Lion Portal.

D. Club Websites

Our two annual Club website contests for 1. full websites and 2. E-Clubhouse websites are managed by this committee using contest adjudicators who are part of the Club Websites committee. Throughout the year, tips and guidance on website building and maintenance, as well as links to online resources and video tutorials, are offered through the committee chair to any clubs who may be struggling with their websites and request assistance.

E. Communications (aka Communications & Social Media)

This committee manages, promotes and helps with communications within our district, including Social Media accounts (DG Facebook page, DG Twitter account and District A-16

District A-16 Policy Manual

Updated May 10, 2025

Lions Closed Facebook page), the District A-16 Events calendar and E-blasts, including the annual database development and sending out requested E-blasts. Committee information is available on the A-16 web site committee pages. Because of the nature of this portfolio, it is operated by one individual having significant experience with all these tools, providing consistency of information disseminated across the district.

F. Diabetes

This global cause is supported in A-16 by this committee.

Eblasts promote diabetes awareness of events/ activities and special awareness days sponsored by the Canadian Diabetes Association as well as our Lions & Lioness Lions clubs and members involvement in activities such as runs, walks, clothing drives and much more.

We encourage support for Camp Huronda, a very specialized summer camp in the Muskokas supporting children with type 1 diabetes in a medically safe environment.

Clubs and members are encouraged to share new ideas for supporting Lions diabetes global cause locally with the committee chairperson.

The committee requests that all diabetes-related activities by clubs and by our district be recorded in Lion Portal.

G. Diversity

This committee began in 2021, reminding us that *We Serve* with Unity, Dignity, Diversity, Inclusion, Kindness and Respect. The committee communicates to club members with a goal to increase our understanding of the need for diversity in Lions, and what that diversity needs to look like. We all benefit from accepting diversity within our clubs, and that includes accepting new Lions for their talents and the differences they bring. Diversity Notes articles are sent via club Presidents and Secretaries for sharing with all members.

H. Environment

This global cause is supported in A-16 by this committee.

We now live with greatly heightened awareness of the growing need for us to take better care of our planet, yet the problems and the issues appear so large it is hard to imagine how we can make a difference.

But we can and do make a difference, little by little every time we clean up a park or the side of a roadway (or adopt them), when we practice recycling, reusing, repurposing and promoting those to others, when we support and promote Lions A-16 e-waste drop-off, when we host a local environmental fair, and when we make environmentally-sound decisions in our daily activities. Sharing our Club environmental activity news via Eblasts and the Governor's Newsletter is two good ways to let others know how a difference is being made in A-16.

The committee requests that all environment-related activities by clubs and by our district be recorded in Lion Portal.

I. Eyeglass Collection

This committee, part of the Vision global cause, accepts used eyeglasses and hearing equipment from Clubs who gather them. Members then sort and pack the glasses, lenses and frames, as well as hearing aid equipment, and ship them to the Canadian Lions Eyeglass Recycling Centre in Calgary. At CLERC they are Prescription tested, repaired if damaged or recycled if irreparable. Recycled Glasses are used to reduce our environmental footprint and good or repaired glasses are provided free of charge to needy people in developing countries.

District A-16 Policy Manual

Updated May 10, 2025

J. Fellowship

Fellowship is an important ingredient of our membership in Lions Clubs International and in our own Lions or Lioness Lions club. It is not always as front-of-mind as service or fundraising or meeting activities, but nevertheless it is a glue that binds us together as Lions.

Upon request, this committee is available to work closely with any district body to support the enhancement of activities and identify ways to increase the engagement of fellow members. It can assist in organizing fellowship activities that bring us together and that are fun. It can work cooperatively with committees or clubs to ensure that fellowship is an important element of their goals, objectives and strategies. Often fellowship exists hand in hand with food service and/or eating meals, so that too can be supported.

K. Grants & Partnerships

This committee provides an awareness of and guidance for a variety of grants and funding sources available to Lion Clubs. It also helps Lions Clubs learn what preparation and documents are needed before they apply for grants.

L. Health & Welfare Committee

This committee has been put in place to help celebrate milestone birthdays and anniversaries, to provide a district touch for members who are lonely, ill or in hospital, and to pay respect for members and close family members who have passed away.

Appropriate cards are sent by A-16 Health & Welfare as requested by A-16 members to the committee chairperson. Members are asked to please include the situation prompting the request and the complete mailing address when sending a request.

This committee is funded for cards and postage only.

M. Hearing

Hearing screening of the youngest school children has, in the past, been an activity of this committee, often in concert with vision screening. Stopped during the pandemic shutdown, in early 2023 this has once again become possible in Durham Region only.

Used hearing equipment is being collected along with eyeglass collection, and can be directed (as used eyeglasses can be) to those less fortunate in the world.

N. Hunger

This global cause is supported in A-16 by this committee.

Our community food banks are the recipients of support from clubs throughout our district and this will continue, as the demand has increased rapidly and it continues to grow. Lions and Lioness Lions clubs donate food products and also money, because the food banks need to purchase fresh products that are an important part of a family's diet. Some donations are given specifically to provide for the needs of diabetics. Our local food banks can identify specialty items for which they have a demand.

Our clubs also promote donations from the community at large to their local food banks, such as a food drive.

Seasonal hampers (i.e., Christmas, Thanksgiving) are created and given, as are seasonal treats for home-bound people and those in shelters/safe-houses. Often donations of personal care and hygiene items have been most welcome at these locations.

A-16 members should watch for the *hunger* Eblasts that share information about what is being done across our district in support of this cause. Great ideas are shared.

District A-16 Policy Manual

Updated May 10, 2025

The committee requests that all hunger-related activities by clubs and by our district be recorded in Lion Portal.

O. International Relations/LCI

The International Relations Committee has two functions: One is to provide the District Governor with assistance in choosing and procuring our International Guest as a speaker for our District convention. The second is to keep the Lions and our District informed of relevant changes and updates of the policies and by-laws being discussed by the International Board of Directors.

P. LEOs

This committee promotes the establishment of LEO clubs in our district and provides guidance and support for LEOs' involvement in district, multiple district and Lions of Canada activities.

Q. Lions Foundation of Canada Dog Guides

The LFCDG committee supports and promotes A-16 members' and clubs' interactions with this Canadian Lions organization in Oakville, Ontario, serving Canadians coast to coast to coast. These interactions include but are not limited to: Walk For Dog Guides; Raffles; Auctions; 50/50 Draws; LFCDG Graduations; Donation Status; Newsletters; Career Change Dogs; and more.

LFCDG is a Canadian Foundation and CRA charity which breeds, fosters, and trains Dog Guides and their recipients (at no cost) in one of 7 Programmes. Those are: Autism Assistance, Diabetic Alert, Canine Vision, Facility Support, Hearing, Seizure Response and Service. Much more information is available at URL www.dogguides.com.

R. Lioness Lions Triumvirate

This Created at the time of formation of Lioness Lions clubs in our district, this committee guides, promotes and supports the three Clubs in their heritage-driven uniqueness with all the rights and privileges as chartered Clubs and Members of Lions Clubs International in District A-16. committee

S. Lions Quest

This committee supports and promotes this Canadian Lions organization to clubs and members of A-16. Lions Quest Canada, the Centre for Positive Youth Development, is directed by Lions from across Canada and serves with Canadianized programs. It is a CRA charity.

T. Marketing

Upon request, the Marketing Committee provides guidance on Lions branding through the correct use of graphic elements such as brand assets, emblems and logos. The Marketing Committee enables each club's personality to be aligned with Lions Clubs International by communicating their messages clearly and effectively with a unified voice while still preserving the unique character of each club online, in print and through social or mainstream media opportunities. Online marketing resources and video tutorials providing guidance on marketing fundamentals are offered and available upon request for any club in District A-16 to use if they are struggling with any of their marketing initiatives.

U. Memoriam

District A-16 Policy Manual

Updated May 10, 2025

This committee is advised by our clubs when members of the A-16 Family pass away. A Lions Service is offered and when accepted, members of this committee lead those services. Deceased Family members are reported at each Cabinet meeting and listed in the In Memoriam section of the A-16 web site committee pages. Memoriam instructions for clubs are included in the A-16 District Directory.

V. Mental Health

The goals of this committee are to promote awareness of mental wellness among District A-16 Lions and to encourage members to explore mental health-related resources and needs in our local communities. This includes identifying available resources and arranging round table discussion opportunities about current needs in our communities.

W. Newsletter

This refers to the District Governor's newsletter, distributed to all A-16 members. The committee solicits input text, stories, pictures and references to other sources of information, from A-16 officers, all clubs, committees and organizations. Newsletters are organized, assembled and produced every three months for wide distribution by the Communications committee. The committee works with the IT/Webmaster to post all Newsletters to the A-16 website for access by A-16 members.

X. Protocol

This committee maintains the A-16 Protocol Guide, describing the customs and established rules of socially acceptable behaviour, proper etiquette, courteous and respectful manners and how we dress at our various meetings and in public. The Protocol Guide is available in the District A-16 website Documents section. Committee members can also provide guidance by request.

Y. Publications

This committee gathers, assembles and edits the annual District A-16 Directory each year. It also supports the Communications committee with Social Media management & content, and the A-16 Events Calendar.

Z. Reading Action

The LCI Reading Action Program, launched in 2012, is Lions commitment to focus on strengthening global literacy by organizing service projects and activities that underscore the importance of reading. This committee promotes participation in Reading Action activities by all clubs in A-16, especially, but not only, for children. This may be by making books easily accessible to all, or helping at local libraries, or sponsoring reading or book sharing events, or hosting Little Free Libraries, or anything that both encourages and enables reading in any form that books are available.

AA. Regulatory

This committee has produced and continues to maintain the A-16 Regulatory Reference Guide available on the A-16 web site Documents section. The purpose of this document is to provide a basis of knowledge in the areas of legislation, regulations and other material that inform, facilitate and encourage members of the A-16 Lions family to use due diligence in their governance of our Clubs.

The material has been consolidated as a means of providing a one-stop reference and knowledge of the regulations, forms and other information that is often required for good governance. As new information is made available it will be included as appropriate.

District A-16 Policy Manual

Updated May 10, 2025

BB. Sleeping Children Around the World (SCAW)

SCAW is a charity promoted by District A-16. Their belief is that every child deserves a good night's sleep, comfortable and safe. To that end, SCAW raises funds to provide bed kits for children living in poverty in developing countries around the world, and organizes to have those bed kits sourced locally and distributed to children with the assistance of organizations such as Lions in the children's country.

Further information is included in the A-16 web site committee pages and at URL www.scaw.org.

CC. Special Olympics

At the MD'A' level and across our Districts, our organization is investigating how Lions might support and be of service to the Special Olympics (SO) organization and its athletes. Special Olympics has Program Consultants at the provincial and local levels, and those are contacts for our multiple district and district committees. Through these contacts, we are starting to connect our local Lions with local SO chapters, and from there discussions can identify needs and our ability to support them can be determined. This is work in process.

It is not currently expected that Lions will make large service contributions because the SO organization is generally well organized and funded, however smaller in-person activities that could involve athletes and Lions members together could serve to promote both organizations in our local communities. That might also trigger interest from the press. Our connection with local SO chapters could help define the opportunities. This Committee will be pleased to learn of A-16 Clubs' ideas.

DD. Vision

This global cause is supported in A-16 by this committee.

Vision Screening in elementary schools is operated by A-16 clubs and for several it is a major service program. The committee chairman sets up annual agreements with up to 7 school boards and 3 provincial health departments so that clubs follow consistent protocol. This includes vulnerable sector checks, offence declaration documents and liability certificates.

The committee maintains equipment and updates software for 8 kits. Different procedural manuals are set up and distributed to the clubs depending on the health department protocol for York Region, Durham Region, City of Kawartha Lakes, and Haliburton.

Vision screening training sessions are provided in each Region. Annual summary reports of screening results are sent to District A-16, MD'A' and each school board. A section in our Policy Manual provides further information about this program.

Eyeglass Collection is part of the Vision program and has a separate committee in A-16.

Other activities for the blind and visually impaired are coordinated by this Vision committee. The committee requests that all vision-related activities by clubs and by our district be recorded in Lion Portal.

EE. Youth Opportunities

This committee champions Peace Poster, Effective Speaking and Colwell Award contest activities in A-16, and can include the Peace Essay for visually impaired young people. Peace Poster and Peace Essay are club-to-international contests. Effective Speaking is a club-to-multiple district contest and Colwell Award is unique to District A-16.

District A-16 Policy Manual

Updated May 10, 2025

Peace Poster and Effective Speaking both have information in the A-16 web site Committee Pages section. This committee organizes and runs the district contests and encourages all clubs to sponsor contestants from their local communities. A-16 winners are sponsored by this committee to the multiple district contests.

Colwell Award contest entrants are A-16 clubs with a project involving youth that is new to the club this year. The project may be for children or done by children. Information about the award is sent to clubs each year.

District Committees

This is a list of committees that are described in our A-16 Constitution & By-Laws and/or the LCI Standard Form District C&BL.

Audit	Nominating/Nominations
Constitution & By-Laws	Credentials
Convention - District	Elections
Convention - Host Club	IT/Webmaster
DG's Advisory	LCCK Foundation
DG's Honourary	LCIF
Global Action Team	Reserve Account

District Projects

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

Club Extension Regalia

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

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

Leadership Development Programs

A. District Officer Training School

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

District A-16 Policy Manual

Updated May 10, 2025

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

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

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

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

B. Club Officer Training School

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

C. Membership Training and Orientation Session(s)

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

International, District A-16 Awards and Presentations

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

A. Presentation to Immediate Past District Governor

The District shall purchase each year a suitably worded plaque and a jewelled Past District Governor lapel pin to be presented at an appropriate time to the Immediate Past District Governor to honour his/her service to District A-16 as District Governor.

B. District Governor’s Awards

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

It is also customary for the District Governor to recognize the work of his/her Cabinet Officers and Committee Chairpersons, usually at the District A-16 Convention Cabinet Dinner, with a

District A-16 Policy Manual

Updated May 10, 2025

token of appreciation. These would also be funded as part of the District Administration Budget.

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

C. Club Secretary Excellence Award

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

If your Club has separated duties and responsibilities into two – Reporting Secretary and Recording Secretary – then the Club recommendation should include both Secretaries.

See Appendix C for the application form.

- All membership additions, updates and drops shall be done promptly via Lion Portal such that, at month end, Club member information is correct and complete. If there is no member activity, the *Report No Changes for Month* button shall be used by month end to indicate this. District Officers will have access to this Club member activity. *Note this information must be submitted every month for the Lions fiscal year, July 1 to June 30.*
- All monthly Service Activity shall be reported via Lion Portal such that Club Service Activity, including Impact, is complete for each Service Activity of the Club. Description should include importance to the impacted community. District Officers will have access to this Club Service Activity information. *Note this information must be submitted every month for the Lions fiscal year, July 1 to June 30.*
- Annual Club Officers and Directors election results should be immediately updated via Lion Portal for the ‘Next Year’ Club Officers following your club elections in April and no later than May 15th. District Officers will have access to this New Club Officer and Director information.
- Attend all Regular, Board of Director and Special meetings. These meetings shall be well documented and Minutes distributed as identified in the policies and procedures of the Club. Records of the Club, including Minutes as well as records of membership, committee activity and member participation, shall be maintained throughout the year, shared as appropriate within the Club, and delivered at year end to next year’s Secretary and/or the archives of the Club.
- Effectively process incoming and outgoing correspondence of the Club, including within the Club, in a timely fashion.
- The LCI Club Excellence Award application (where warranted) shall be sent no later than July 10th to the District Governor of the year for which the award application is being submitted (in order for the District Governor to complete, sign and forward to LCI for receipt by August 31st).
- District Governor’s Advisory Committee (Zone) Meetings -The Club Secretary shall attend at least two of the three District Governor's Advisory Meetings.

District A-16 Policy Manual

Updated May 10, 2025

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

D. Club Excellence Award

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

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

E. Celebrate Milestone Anniversaries 50 Years and Beyond

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

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

District Convention Procedures

A. Convention Site Selection

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

B. Administration

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

District A-16 Policy Manual

Updated May 10, 2025

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

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

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

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

C. Time Frame

Our District Convention shall consist of the following Time Frame for events, subject to change upon recommendation and approved by the District Convention Committee & Cabinet.

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

D. Agenda

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

E. Convention Registration and Cancellation Policies

- (i) The registration fee is approved by the District Convention Committee.
- (ii) The registration fee for Lions and Lioness Lions attending only the Voting Day at the District A-16 Convention shall be 50% of the regular convention registration fee. No convention pin shall be included at the reduced registration fee.
- (iii) All Convention attendees must be registered.

District A-16 Policy Manual

Updated May 10, 2025

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

F. District Convention Pin

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

G. Flag Ceremony

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

H. Banner Presentation

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

I. Memorial Service

There shall be a memorial service. This shall be officiated over, and is the responsibility of, the District Memoriam Chairperson. A large screen is required to make the visual presentation viewable to all attendees.

J. Celebration of Milestone Anniversaries

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

K. Service Activities and Commercial Booths

The Host Committee shall provide space for District Committee Chairpersons to display their specific interest without charge. Other commercial booths may be charged a rental fee at the

District A-16 Policy Manual

Updated May 10, 2025

discretion of the Host Committee. First consideration for space will be given to the District Chairpersons, upon prior request submitted to the Host Committee.

L. International Guest

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

M. Council Chairperson

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

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

District Responsible For:

International Guest and Partner

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

Protocol Aide and Partner

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

District Convention Chairperson – Immediate Past District Governor

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

Cabinet Secretary

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

Cabinet Treasurer

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

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

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

Council Chair Protocol Aide and Partner

- Convention Registration Package (2) as applicable
- Other meals re: Protocol Duties*

District A-16 Policy Manual

Updated May 10, 2025

- Hotel Room for same nights as Council Chair, maximum two nights

Host Club Convention Committee Responsible For:

District Governor and Partner

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

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

District A-16 Vision Screening

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

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

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

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

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

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

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

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

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

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

District A-16 Policy Manual

Updated May 10, 2025

APPENDIX A

DISTRICT A – 16



CONVENTION
BID FORM

Date: _____

From: Secretary, _____
(Club Name)

To: District A-16 Convention Committee Chairperson

cc.: District Governor

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

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

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

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

Signed: _____ (Club Secretary)

Date: _____

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

Revision: November 2021

District A-16 Policy Manual

Updated May 10, 2025

DISTRICT A – 16



CONVENTION BID FORM

CONVENTION BID INFORMATION

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

District A-16 Policy Manual

Updated May 10, 2025

APPENDIX B

DISTRICT A – 16



NOMINATION FORM

FOR DISTRICT OFFICERS

Date: _____

From: _____
(Club Name)

To: District A-16 Nominating Committee Chairperson

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

Based on a motion made by Lion/Lioness Lion _____
and seconded by Lion/Lioness Lion _____ at a
meeting of our club on _____ and approved by a majority of our members, the
(Date)

_____ has nominated _____
(Club Name) (Member Name)

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

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

Signed: _____ (Club Secretary)

Candidate's qualifications for this Office are as follows:

See the other side of this form for additional requirements.

District A-16 Policy Manual

Updated May 10, 2025

DISTRICT A – 16



NOMINATION FORM

FOR DISTRICT OFFICERS

ADDITIONAL REQUIREMENTS

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

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

Name: _____

Name of Partner in Service: _____

Address: _____

Postal Code: _____

Home Phone: () _____

Business Phone: () _____

E mail: _____

Signed: _____

Date: _____

(Signature of Candidate indicating their consent of this nomination)

Revision: November 2021

District A-16 Policy Manual

Updated May 10, 2025

APPENDIX C



DISTRICT A-16

APPLICATION FOR

CLUB SECRETARY EXCELLENCE AWARD

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

From: _____ **President,**

_____ **Club**

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

Based on the rules in the District A-16 Policy Manual under heading “International, District A-16 Awards and Presentations, C. Club Secretary Excellence Award”, I, as President of the

_____ Club, confirm that

Club Secretary _____, OR

Club Recording Secretary _____ and

Club Reporting Secretary _____

has/have met, in the Lions year _____, all the requirements for the District A-16

Club Secretary Excellence Award.

Signed _____
(Club President)

Date: _____

Revision: November 2021

District A-16 Policy Manual

Updated May 10, 2025

A LIONS CREED

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