

DISTRIBUTION OF INFORMATION FROM THE STATE COUNCIL OFFICE

PURPOSE:

The purpose of this policy is to assure consistent distribution of documents, printed material and other pertinent information to those members of the Council of Governors and other interested Lions who are entitled to receive such information by virtue of their Lionistic involvement in Multiple District 14 projects and administration.

GENERAL:

In accordance with the stated purpose of this policy, any material shall be distributed as outlined in the policy in the form of a CD, electronic mail or printed form when the first two forms are not applicable.

1. MD 14 Constitution and By-Laws and MD 14 Policy Manual:

The Council of District Governors and the Council Chairperson

The Vice District Governors

The Immediate Past District Governors and Council Chairperson

The Multiple District 14 International Family

The Members of the Constitution and By-Laws and Policy Committee

Council of Governors Appointed Committee Chairpersons and Coordinators

Each member of each State Council Appointed Committee upon becoming a member of a committee

Lions and Lionesses, who wish to obtain a copy of the Constitution and By-Laws and Policy manual, may purchase a CD at a cost of \$5.00 per copy or a printed copy at a cost of \$30.00.

Distribution of the Constitution and By-Laws and Policy Manual shall be done annually after July 1 of the Lions year.

2. Council of Governors Minutes – 4 Meetings:

Council of Governors, Council Chairperson, Vice District Governors, Immediate Past Council Chairperson, Immediate Past District Governors, Chairpersons of State Committees, Coordinators, Multiple District International Family.

Other Lions and Lionesses may request a copy of the approved minutes by email (free) or printed copy at a cost of \$25.00 annually for the minutes for the four Council of Governors Meetings.

3. Multiple District 14 Annual State Convention Proceedings and Minutes:
 - Council of Governors at the time of the Convention
 - Council of Governors elected at the Convention
 - Immediate Past District Governors
 - Council Chairperson
 - Immediate Past Council Chairperson
 - Multiple District 14 International Family
 - International Office
 - Chairperson of the Council of Governors Appointed Committees at the time of the Convention
 - One copy to each Lions and Lioness Club upon written request from any such Club in Multiple District 14.
4. Financial Reports:
 - Council of Governors
 - Immediate Past District Governors
 - Council Chairperson
 - Immediate Past Council Chairperson
 - Multiple District 14 International Family
 - Chairperson of Council of Governors Appointed Committees and Council Appointed Coordinators
 - Each member of the Finance Committee
5. Notices Of Committee Meetings:

All notices of committee meetings, whether mailed by the State Administrator or the pertinent Committee Chairperson, shall set forth the time, location, date and purpose of the meeting.

 - Subject Committee Chairperson
 - Each member of the subject committee
 - State Administrator
 - Council Chairperson
 - Council Vice-Chairperson
 - Immediate Past Council Chairperson
 - Multiple District 14 International Family

6. Notices, Reservations and Agenda for Council Meetings:
 - Council of Governors
 - Council Chairperson
 - Immediate Past Council Chairperson
 - Immediate Past District Governors
 - Multiple District 14 International Family
 - Each member of each Council of Governors Appointed Committee
 - Each Council of Governors Appointed Coordinator
 - Other interested Lions/Lionesses and spouses of deceased International Officers who request to be placed on the mailing list for such Council Meetings notices.

7. Multiple District 14 Directory:
 - Council of Governors
 - Council Chairperson
 - Immediate Past Council Chairperson
 - Immediate District Governors
 - Multiple District 14 International Family
 - Each member of each Council of Governors Appointed Committee
 - Each Council of Governors Appointed Coordinator
 - Other interested Lions/Lionesses who request to be placed on the mailing list for the Directory.
 - The Directory shall be issued following the State Convention for the next Lions year. It shall be issued after each Council of Governors meeting in which appointments of committees and coordinators are made. It will be issued at the discretion of the State Administrator if any changes are made in contact information.

8. Other Pertinent Information:
 - Other pertinent information shall be distributed as deemed necessary and valuable to specific Lions and/or Lionesses by the State Administrator and/or the Council Chairperson.
 - Such information could be, but is not limited to, death notices, filing of protests by individual Lions or Lions Clubs and notices received from Lions Clubs International and others.

The MD 14 Policy Manual, Council of Governors minutes; Multiple District 14 Annual State Convention proceedings and minutes; notices of council meetings, agendas and reservations; committee meetings, MD 14 Directory and financial reports shall be distributed by e-mail. Constitution and By-Laws are posted on the MD 14 Web Site.