

**CHAPTER V**  
**COMMUNICATIONS**

**A. MD19 NEWSLETTER:**

1. The MD19 Newsletter will be published bi-monthly and will be submitted in an electronic format to anyone who would like to receive the newsletter or it can be accessed from the MD19 Website. If anyone wants to receive a 'hard copy' of the newsletter, it will be available for purchase by way of a subscription.
2. The MD19 Newsletter includes the Membership and Visitation statistics for District Governors, Zone Chairperson and clubs. Donations to LCIF and CARE are shown, as is the dues balance for each MD19 club. For the Zone Chairperson, the statistics show late/no Monthly Membership Reports, membership statistics, dues balance, new, status quo and active clubs. The District Governor statistics show late/no Monthly Membership Reports, membership statistics and number of clubs, visitations, dues balance and donations to LCIF and CARE.
3. The MD19 Newsletter introduces the Council Chairperson and District Governors with an article about each. In addition, an article from each will inform the readership on what their District will be focusing on this year.
4. Included in the MD19 Newsletter are news articles about club activities, pictures, changes in the MD19 Roster, announcements concerning new clubs and charter anniversary celebrations of existing clubs. Flyers advertising the Annual Convention are incorporated into the newsletter.
5. The MD19 Newsletter is the official publication of the Multiple District, so it will publish any recommended changes to the MD19 Constitution & By-laws, which will be voted on at the Annual Convention. An official synopsis of the proceedings of both, the Annual Convention and Fall Forum, are included in the MD19 Newsletter.
6. Stat (Statistic) Sheets in reference to paragraph 2 will be sent out 12 times a year to the Council of Governors, Zone Chairperson and selected Multiple District 19 Committee Chairperson.

**B. MD19 WEBSITE:**

1. Items placed on the MD19 Website must be approved by the MD19 Office prior to being placed on the MD19 Website by the MD19 Webmaster. The website will be updated in a timely manner.
2. Districts, MD19 Foundations and projects may be linked on the MD19 website upon request.
3. The only advertising allowed on the website will be that which is approved by the MD19 Council of Governors or as reprinted from the *Border Crossing*.
4. The only items listed for sale on the Website will be MD19 articles such as the MD19 Trading Pin and Uniform or as reprinted from the *Border Crossing*.
5. All passwords, login information and technical information regarding the MD19 website and email accounts be provided to the newly appointed and Council approved webmaster immediately following approval at the MD19 Council of Governors Spring (June) Council Meeting. This information will be held on file at the MD19 Office.

**C. MD19 ROSTER:**

1. The MD19 Roster is compiled by the MD office staff from information received on the Club Officer Report Forms mailed to club secretaries in March. The MD19 Roster includes the following:
  - a. An alphabetical listing of Lions and Lioness Clubs which includes the Club name, district and zone, time and place of meetings, and name, address, telephone, FAX and Email numbers of the president and secretary.
  - b. A list of MD19 Officers and Committee Chairpersons with their addresses, telephone, FAX, Email numbers, Lions International address and phone number. A list of all members of Budget and Finance, Constitution and By-Laws, Contests and Awards, Long Range Planning, and Policy Manual Committees.
  - c. District Governors', 1<sup>st</sup> & 2<sup>nd</sup> Vice District Governors', Zone Chairpersons', Acting Zone Chairpersons' (those who will have fulfilled the requirements for the Office of Zone Chairperson by January 1 of the current Lions year in which they are serving as Acting Zone Chairperson) and District Committee Chairpersons' names, addresses, telephone, FAX and Email numbers.
  - d. The names of Past MD19 officers and Annual Conventions sites and years.
  - e. Names, addresses, telephone, Email and FAX numbers of Past District Governors.
  - f. Leo Clubs and their sponsoring Lions Club.

- g. Dates and locations of future MD19 Conventions, USA/CANADA Forums and International Conventions
2. The roster will be distributed to the Council of Governors, Zone Chairpersons, Acting Zone Chairpersons' (those who will have fulfilled the requirements for the Office of Zone Chairperson by January 1 of the current Lions year in which they are serving as Acting Zone Chairperson), MD19 Committee Chairpersons, and all Club Presidents and Secretaries. **Rosters** are available for sale to Lions.
  3. By April 30<sup>th</sup>, all District Governors Elect will provide the MD19 Office with the date and location of their District Spring Conference and a comprehensive list of District Committee Chairpersons, including their name, address, telephone, FAX and Email numbers.
- D. **CLUB OFFICER REPORT FORM:** (Formerly known as the PU 19)
1. The Club Officer Report Form is an information gathering document produced by MD19 sent to each club secretary in time to be returned by April 30th.
  2. Information required on this form is all the Club data, which is published in the MD19 Roster. One copy is to be sent to the MD19 office, and one copy to the Zone Chairperson.
- E. **"GOING VISITING":** This brochure is a compilation of the days of the week each club meets in each of the nine (9) districts. It lists the club name and time of their meeting. It will be mailed by November of each year to the Council of Governors, Zone Chairpersons, MD19 Committee Chairpersons, and all Club Presidents and Secretaries. (It may not be produced every year.)
- D. **CERTIFICATES:** The MD19 office produces certificates of appreciation for the Council Chairperson, District Governors and Zone Chairpersons. They vary in cost.
- F. **EXTENSION COMMUNICATIONS:** The completed Application for Lions Club Charter shall be forwarded to the Multiple District 19 Office for administrative review to allow the staff to update office records and to order new club paraphernalia in a timely fashion with the correct engraving on it. The Multiple District 19 Office will transmit the Application Form to Lions Clubs International within two working days. If the review reveals an omission or error that would adversely affect the application, the District Governor and Extension Representative will be contacted and the problem will be corrected before the form is submitted to Lions Clubs International.