


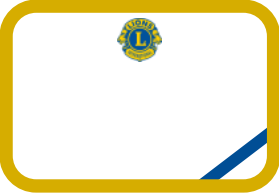

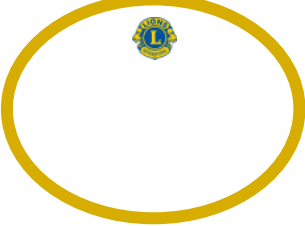
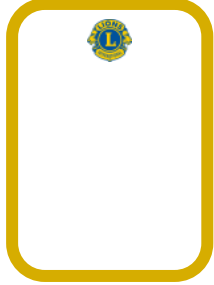

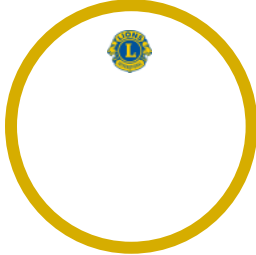
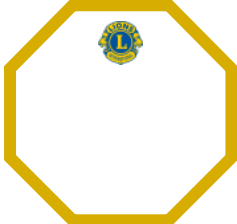


DISTRICT GOVERNOR SPOUSE/COMPANION GUIDE



LIONS CLUBS INTERNATIONAL BADGE LIST

<ul style="list-style-type: none"> • 2 blue diagonal stripes • Upper left hand corner • Metallic gold border • 3"W X 2"H • 76mm X 51mm 		International President
<ul style="list-style-type: none"> • 2 blue diagonal stripes • Lower right hand corner • Metallic gold border • 3"W X 2"H • 76mm X 51mm 		Immediate Past International President
		Past International President
<ul style="list-style-type: none"> • 1 blue diagonal stripe • Upper left hand corner • Metallic gold border • 3"W X 2"H • 76mm X 51mm 		First Vice President
		Second Vice President
		International Director
<ul style="list-style-type: none"> • 1 blue diagonal strip • Lower right hand corner • Metallic gold border • 3"W X 2"H • 76mm X 51mm 		Past International Director
<ul style="list-style-type: none"> • Metallic gold border • 3"W X 2"H • 76mm X 51mm 		Administrative Officer
		LCI Group Manager LCI Division Manager
		Special Convention Committee Member
<ul style="list-style-type: none"> • Metallic gold border • 3"W X 2"H • 76mm X 51mm 		District Governor

<ul style="list-style-type: none"> • Metallic gold border • 2"W X 3"H • 51mm X 76mm 		<p>Past District Governor</p>
<ul style="list-style-type: none"> • Metallic gold border • 2"W X 2"H • 51mm X 51mm 		<p>Vice District Governor</p>
<ul style="list-style-type: none"> • Metallic gold border • 2.5" • 63mm 		<p>Cabinet Secretary (Current and Past)</p>
		<p>Cabinet Treasurer (Current and Past)</p>
		<p>Cabinet Secretary- Treasurer (Current and Past)</p>
		<p>Region Chairperson (Current and Past)</p>
		<p>Zone Chairperson (Current and Past)</p>
<ul style="list-style-type: none"> • Metallic gold border • 2.5"W X 2.5"H • 63mm X 63mm 		<p>Council Chairperson</p>
		<p>Past Council Chairperson</p>

GUIDELINES FOR ATTIRE

During your district governor’s term, you will find that various occasions warrant different types of clothing. The table below provides suggested attire based on the type of event you and/or your district governor will be attending; however, it is always a good idea to also ask your host/hostess regarding appropriate attire for specific events.



EVENT	WOMEN	MEN
Formal	Long or short cocktail dress or national dress	Black or white dinner jacket
Informal	Dress, suit or separates that you might wear to church, the theater, nice restaurant	Business suit
Multiple District/ District Event	As detailed by your multiple district or district	
Casual	Pants, skirt, or dress that you might wear shopping or touring. Shorts and jeans are not usually worn.*	Pants and sport or polo shirt; sweater or sport coat optional. Ties not necessary.*

**The definition of ‘casual’ varies among cultures and is sometimes dictated by the event that one will be attending. Consider these factors and use your best judgment when choosing your attire.*



OFFICIAL PROTOCOL

The following is the official protocol policy of The International Association of Lions Clubs. Only the principal speaker is required to acknowledge all dignitaries present.

A. Order of Precedence

Lions shall be recognized in the following order:

1. International President
2. Immediate Past International President
3. International Vice Presidents (according to rank)
4. International Directors (a)
(Board Appointees)*/**
5. Past International Presidents (b)
6. Past International Directors (c)
7. Chairperson, Council of Governors (a)
8. District Governors
9. Association Executive Director
10. Association Secretary
11. Association Treasurer
12. Past Council Chairperson (a)
13. Immediate Past District Governor (a)
14. First Vice District Governor
15. Second Vice District Governor
16. Past District Governor (a)
17. Multiple District Secretaries (Volunteer) (a)
18. Multiple District Treasurers (Volunteer) (a)
19. District Secretaries (a)
20. District Treasurers (a)
21. Region Chairperson (a)
22. Zone Chairperson (a)
23. District Chairperson and Coordinators and GMT/GLT members (a)
24. Club Presidents (a)
25. Immediate Past Club Presidents (a)
26. Club Secretaries (a)
27. Club Treasurers (a)
28. Past Club Presidents (c)
29. Multiple District Secretaries (staff) (a)
30. Multiple District Treasurers (staff) (a)

* Appointees by the International President to committees of the International Board of Directors and the LCIF Executive Committee shall be introduced and otherwise recognized before Lions who have held the same office. During introductions, their appointment shall be mentioned.

** Single, sub and multiple district constitution and bylaws or local customs and practice may alter the order of precedence and/or content of numbers 4, 5 and 13 through 30 and in order to include recognition of past board appointees.

Explanation of notes used above:

(a) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name; if these are the same, then the middle name. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.

(b) When more than one is present, the one who served most recently is given precedence, and so on.

(c) When more than one is present, precedence should be the same as for Past International Presidents (see (b) above). In the event more than one Past International Director who served during the same term is present, then the criteria specified for (a) should be used.

General Comments-When a Lion holds more than one title, he or she shall be recognized for the highest one. In areas that have positions in addition to those listed above, they should be recognized in accordance with local customs, provided that elective officers always have precedence over appointive ones. It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as Fellows should be mentioned.

B. Non-Lion Dignitaries

Non-Lion dignitaries should be given precedence in accordance with local protocol and/or custom, keeping in mind that if the non-Lion is the principal speaker, then he or she should be seated directly to the right of the chairperson (see next page).

C. Head Table Seating

The presiding officer or meeting chairperson must always be seated at the most central seat at the table when there is no central podium, shown as seat number one in the following diagram (figure 1). The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the chairperson or presiding officer (who would normally be the club president, district governor, council chairperson or international president).

figure 1

7	5	3	1	2	4	6
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As shown in figure 2, seating at a head table with a podium is essentially the same, except the meeting chairperson or presiding officer is always seated at the left of the podium (facing the audience) and the principal speaker at the right.

figure 2

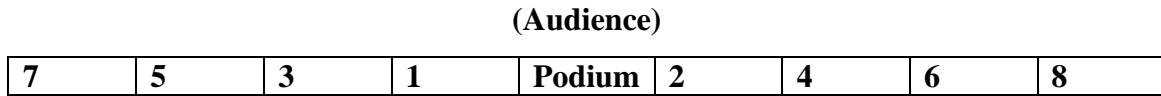


Figure 2: When spouses are present, they should be seated to the member's left when on the left side of the table, on the member's right when on the right side of the table.

D. Master of Ceremonies and Meeting Secretaries

At some events, the Master of Ceremonies (emcee) will be someone other than the chairperson or presiding officer. In such cases, he or she should be seated in accordance with local customs, or at one end of the head table. If, however, his or her place in the general order of precedence dictates a specific seat (e.g., he or she is a past international president at a district function), then that should rule. On rare occasions, there will be a meeting secretary; again, local customs should rule.

E. Multi-Head Tables

If there is more than one head table, the table at the highest level shall be considered the primary one. Care should be taken not to seat Lions of the same rank at different tables.

F. Head Table Introductions

Introduction of the head table should begin with the meeting chairperson or presiding officer, then continue from the person with the lowest rank on the order of precedence to the person with the highest. When spouses are present at the head table, they should be introduced with the member (e.g., "Past International Director John Doe and his wife Jane").

G. National Anthems

When official representatives of the International Board of Directors (whether or not currently serving on the board) from another country are present at an event where national anthems are normally played, they should be extended the privilege of having their anthem played.

DISTRICT HOSTING RESPONSIBILITIES

You and your district governor will serve as the hosts for all district functions. Though these functions will vary in their size and occasion, it is important to understand general district hosting responsibilities. *These responsibilities vary by district – you are encouraged to speak with your predecessors to confirm the hosting practices in your district.*

Introductions

You may be called on to make introductions of spouses/companions of visiting dignitaries. Be sure to obtain their names with correct pronunciation and titles.

Cabinet Meetings

Cabinet meetings are one of the functions in which you may play an important role. As the governor's spouse/companion, it is your responsibility to welcome all cabinet spouses/companions and see that they become acquainted with each other. Cabinet meetings vary greatly from district to district, so it is best to refer to the spouse/companion of a past district governor to determine your responsibilities.

District Meetings

If spouses/companions are included in the preparations of your district meetings, you should play a role in the planning process. Be proactive and incorporate spouses/companions in these events. It will encourage them to learn more about Lions and the communities they serve, and may even result in increased spouse/companion participation in the growth of Lionism throughout the district.

Tips for Assisting Your District Governor with Hosting Responsibilities

- Keep in close communication with the chairperson of major events so that you and your governor are informed of changes and/or updates to event itineraries
- At social events where spouses/companions are present, it is a nice gesture to have nametags available for spouses/companions who do not have one
- If appropriate, suggest/plan an activity for the spouses/companions
- If you are hosting visiting dignitaries or other guests and you and your governor cannot escort them, appoint another Lion to act as their escort



HOSTING INTERNATIONAL GUESTS

In addition to your district hosting responsibilities, you and your district governor may be called upon to host international guests. Each district is entitled to a visitation by one international officer or director as a keynote speaker during that district governor's term, so it is important to consider how you will prepare for this visit.

The primary hosting responsibilities fall to you and your district governor, but be sure to involve other Lions from your district to ensure a successful visit. Invite the international family of your multiple district (if applicable) and other Lions leaders in your area to socialize with and entertain the international guests.

While there are general guidelines for hosting international guests, many cultures have specific customs to convey hospitality to their visitors. If you are unsure of how to prepare for an international visitor, ask the past district governor in your district and/or his/her spouse/companion how they have historically welcomed guests to your district.

REMINDERS FOR HOSTING VISITORS IN YOUR DISTRICT:

- Prior to the visit, the guest should be given information about the meeting/event including an agenda, the dress code for the event, and background information about the district. If your guest is expected to speak at the meeting or event, he/she should be provided with details such as topic suggestions and time limit.
- When the guest arrives, plan to meet him/her at the arrival location with your district governor, whether it is an airport, train station, or hotel. Confirm event details with the guest and allow him/her time to settle in. Consider planning a tour of your area or special event to enhance your guest's visit.
- If you plan to give a gift to your guest, such as a donation to LCIF in his/her name, the meeting or event would be an appropriate occasion during which to present it.
- Following the visit, be sure to send a note expressing your and the district governor's gratitude in a timely manner.
- Remember to treat your guest as you would treat a family member or close friend. Extend every courtesy possible to make your guest's visit an enjoyable experience.