



# NSR By-Laws

## Appendix 1

## 1 NSR Calendar of one Lions year

Time (latest to fulfil)	Activity	Responsibility of the activity	To whom is it sent
August 2 years before NSR Council Meeting	Election of arranging clubs	MD in turn	CC Board
June- <del>July</del>	CC Board Meeting (Convention)	CC Board Chairperson	CC, IP, PIP, ID, PID, GS, ID Candidate
June-July at CC Board Meeting	Nomination of the member of the EF Advisory Committee	CC Board Chairperson	CC, IP, PIP, ID, PID, GS, ID Candidate
10 August	Minutes from Board Meeting (Convention)	Secretary appointed by the CC Board	CC Board, NSR-OC, MD offices
August-September	Meeting with the arranging clubs	Representative of arranging clubs, NSR-OC Chairperson	CC Board Chairperson, NSR-OC Chairperson
September-October	Agenda of CC Board meeting at Europa Forum	CC Board Chairperson	CC Board, PIP, PID, GS, ID, IP, ID Candidates
September-October	Approval of Lions theme of the year	NSR-OC	CC Board
September-October	CC Board Meeting (EF) (To approve the theme of the year)	CC Board Chairperson	CC Board
1 October	Invitation to NSR Council Meeting/workshops	Host country's MD Office	CC Board, DG, PIP, PID, GS, IP, ID, ID Candidates
1 October	Application to Oak Brook for ID's participation at NSR Council meeting	CC Board Chairperson	Oak Brook Copy to NSR_OC Chairperson
October-15 November	Minutes from CC Board Meeting (EF)	CC Board Chairperson	CC Board, NSR-OC, MD offices
1 November	Agenda to CC Board Meeting in November	CC Board Chairperson	CC Board, NSR-OC Chairperson
20 November	Last date for motions to NSR Council Meeting	From Council of Governors to NSR-OC	CC Board and MD
November	CC Board Meeting	CC Chairperson	CC Board, NSR-OC Chairperson
5 December	Agenda for NSR Council Meeting	NSR-OC Secretary	CC Board, NSR-OC, MD offices

10 December	Minutes from CC Board Meeting in November	NSR-OC Chairperson	CC Board, NSR-OC, MD offices
15 December	Information, Agenda etc.	MD offices	Participants of NSR
5 January	Agenda to NSR-OC Meeting (NSR)	NSR-OC Chairperson	NSR-OC
5 January	Agenda to CC Board Meeting (NSR)	CC Board Chairperson	CC Board, NSR-OC, PIP, PID, IP, ID, ID Candidates
January one year before NSR Meeting	Preliminary Plan, Program and Budget	MD/arranging clubs	CC Board
January	NSR-OC Meeting		
January	CC Board Meeting		
January	NSR Council Meeting		
February	Invitation to the National Conventions	CC's	CC's MD offices
10 February	Minutes from NSR-OC Meeting	NSR-OC Secretary	NSR-OC
10 February	Minutes from CC Board Meeting	CC Board Chairperson	CC Board, NSR-OC, MD offices
20 February	Minutes from NSR Council Meeting	NSR-OC Secretary	CC Board, NSR-OC, MD offices
15 March	Minutes from NSR Council Meeting	MD offices	Own choice
15 June	Agenda of CC Board Meeting (Convention)	CC Board Chairperson	CC Board, PIP, PID, IP, ID, ID Candidates, GS

## 2 A NSR calendar for new IR projects

<b>Time (latest to fulfil)</b>	<b>Activity</b>	<b>Responsibility of the activity</b>	<b>To whom is it sent</b>
Two years before start	Start planning in MD's	MD IRC	MD CC
15 October	Motion new projects	MD IRC	IR Committee
20 November	Motion IR projects recommended by IR Committee	Chairperson IR Committee	CC Board, NSR OC

November-December	Proposal for next IR project	CC Board	IR Committee, NSR OC
January	Voting for next IR project	NSR Council Meeting	

## 2 B NSR calendar for on-going IR projects

July/August	Invoicing	Chairperson IR project	CC group, MD offices
Aug/Oct/Feb/May	Reporting	Chairperson IR project	CC group, IR group, MD offices
20 November	Report to CC meeting	Chairperson IR project	CC group, Chairperson NSR OC
December	Agenda to IR meeting at NSR	Chairperson IR Committee	IR group
January	IR meeting at NSR		
10 February	Minutes from NSR IR meeting	Chairperson IR Committee	CC group, NSR OC, IR group

## 3. Rotation for NSR in the years 2010-2022

Year	ID	Coordinator	NSR Secr.	NSR Host	CC Board Chairpers.	NSR-OC Chairpers.	NSR-OC Secretary	IR Proj.
2010/2011	D/I	F		F	F	F	I	D
2011/2012	D/I	I		I	I	I	S	N
2012/2013	S	I		S	S	S	N	N
2013/2014	S	S		N	N	N	D	D
2014/2015	F/N	S		D	D	D	F	D
2015/2016	F/N	D		F	F	F	I	F
2016/2017	F	D		I	I	I	S	F
2017/2018	F	N		S	S	S	N	
2018/2019	F	N		N	N	N	D	
2019/2020	F	F		D	D	D	F	

2020/2021	S	F		F	F	F	I	
2021/2022	S	I		I	I	I	S	

#### 4. The Rotation for Coordinator

Year	Responsibility	Training	Assistance
2011	MD 107	MD 109	
2012	MD 109		MD 109 Assistant
2013	MD 109	MD 101	
2014	MD 101		MD 101 Assistant
2015	MD 101	MD 106	
2016	MD 106		MD 106 Assistant
2017	MD 106	MD 104	
2018	MD 104		MD 104 Assistant
2019	MD 104	MD 107	
2020	MD 107		MD 107 Assistant

And then it goes on as this plan

#### 5. The model of the program

Time	Friday	Saturday	Sunday
08.00		MD Meetings	
09.00		ID's report & questions and answers	Ad-hoc committee meetings, Council of Governors meetings
10.00		The theme of the year	
11.00		Coffee break	
11.30		Group discussions	
12.30	Arrivals	Lunch	Lunch
13.30		Reports, resolutions	
14.00	Opening of NSR Council Meeting		
14.30	Coffee break	Coffee break	
15.00	Workshops NSR-OC Meeting CC Board meeting	NSR Council Meeting	
16.30		Closing	
18.00	Informal meal		
19.00	Conclusion and preparation of next day's presentation	Nordic party	

## 6. Guidelines for opening and closing ceremonies of NSR meeting

### Opening ceremony:

- Welcome by Chairperson of the CC Board (incl. recognition of special guests)
- Welcome by Chairperson of the host committee
- Entertainment
- Short speech by one representative of the Nordic countries
- Flag ceremony (the 5 Nordic countries – autonomous areas in the host country – the Lions flag – the flag of the International President's home country (if present))
- National anthem of the host country
- Welcome and presentation of host city by the City Mayor or another authority
- Entertainment
- Practical information by Chairperson of the host committee

### Closing ceremony:

- Summarizing and conclusion of the NSR meeting by Chairperson of the CC Board
- Presentation of next year NSR meeting
- Handover of the Nordic Viking and the NSR banner – Chairpersons of the CC Board
- Closing remarks by Chairperson of the CC Board

The above programs are guidelines that should be understood as minimum requirements.

Additions can be made under time considerations.

A mix of a formal and relaxed format is preferable.

## 7. Agenda of NSR Council Meeting

1. Opening of the meeting  
CC Board Chairperson
2. Election of chairperson and secretary  
Proposal for Council Meeting chairperson    NSR OC Chairperson  
Proposal for Secretary    NSR OC from next NSR
3. Election of persons to verify the minutes  
Proposal: CC Board Chairperson and CC next NSR
4. Determining the list of members with the right to vote (according to the number of members)  
MD 101 Sweden    10 votes  
MD 104 Norway    10 votes  
MD 106 Denmark    7 votes  
MD 107 Finland    19-20 votes  
MD 109 Iceland    4 votes
5. Notification other matters
6. Approval of the agenda
7. Follow up matters from previous NSR meetings
8. Financial statements and audit report
  - 8.1 Presentation of financial report from the previous year
  - 8.2 Audit report and adoption of the audited accounts

- 8.3 Report from the previous Convention
- 8.4 Current financial status
- 9. Granting of discharge to the previous year's executive officers
- 10. Approval of next year's budget
- 11. NSR-cooperation projects
  - 11.1. The acceptance of the new NSR project
  - 11.2. Orkester Norden
- 12. Recommendations from the seminars
- 13. Proposals from the seminar (to be voted next year)
- 14. Other proposals for projects / activities
- 15. Presentation of candidates to the International Board
- 16. Presentation of next NSR
- 17. Other matters
- 18. Closing of the meeting

## **8. Covering of ID's expenses at the NSR meeting**

The **official invited** ID' s expenses at NSR Meeting should be covered as follows:

1. In case of LCI is not covering travel cost (after application from district or MD), travel cost is covered by NSR administration budget.
2. Hotel, meals etc. to be covered by the NSR host country.
3. The same coverage is for the spouse of this ID.
4. If there are two ID's from the Nordic countries at the same time, one of the ID's is officially invited on a rotation system, and expenses are covered according to the rules mentioned above.
5. If the other ID is attending the meeting, the NSR host country covers hotel, meals etc. for this second ID and the spouse. The ID is responsible for covering travel expenses

## **9. Covering ID's expenses at the CC Board meeting in Nov./Dec.**

1. If the CC Board invites the NSR officially invited ID to attend the CC Board meeting in November/December, all expenses are covered by the NSR administration budget.
2. NSR does not cover any costs for the spouse.
3. Only one ID can be invited on the cost of NSR.

## **10. Covering of expenses for official participants at the National Conventions.**

1. Travel expenses for one ID and spouse are covered by Oak Brook.
2. Hotel, food etc. are covered by the host country.
3. Travel expenses for the official participants and spouses from the other Nordic countries are covered by each country.
4. Hotel, food etc. are covered by the host country.