



Lions Clubs International

District 27-D1
Wisconsin

POLICY MANUAL

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PURPOSE

To provide definitive guidelines and policies of operation within the scope and aegis of the Constitution and By-laws of Lions District 27-D1 Wisconsin, hereafter referred to as *27-D1*.

INTRODUCTION

This policy manual has been developed to provide guidance to the District Governor (DG) on how to conduct 27-D1 affairs. The guidance is based in part on historical precedent, part on the 27-D1 and Lions Clubs International Constitution and By-Laws, and in part on common sense as applied by the district cabinet to various situations.

A distinction should be made between this policy manual and the 27-D1 Constitution and By-Laws. This policy manual is not a substitute for the 27-D1 Constitution or By-Laws, but is instead a set of guidelines designed to cover practical application of the rules therein and those not covered elsewhere. Policy manual additions, changes and deletions will be made by majority vote of the 27-D1 cabinet.

The 27-D1 Constitution and By-Laws are quite detailed in many respects, and no attempt is made in this policy manual to repeat the information contained therein. While a DG is not expected to be an expert on the Constitution or By-Laws, he/she should be aware of the contents of those documents.

This policy manual has been prepared in “loose-leaf” form, so that changes can be made by inserting or removing policies / pages rather than reprinting the entire manual.

This manual was authorized in 1990-1991 by DG Donald Johnson and the first edition was completed and approved during the term of DG George Ringelstetter in 1991-1992.

LIONS 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 of 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 my fellow men, 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 state and my community, and to give them my unerving loyalty in word, act and deed To give them freely of my time, labor, and means.

TO AID my fellow men 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.

POLICY 1	POLICY DEVELOPMENT, CHANGES & APPROVAL
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To facilitate the orderly development of policy changes and approval, the following procedures shall be followed:

1. New policies or changes to an existing policy may be submitted by a Lions member or club in good standing, Region, Zone or district committee.
2. The proposed policy change shall be submitted to the District Governor (DG) &/or the 27-D1 Policy Committee Chair, who shall present it to the district cabinet for discussion and approval/disapproval.
3. The policy or policy change shall become effective immediately upon affirmative majority vote of the district cabinet.
4. The DG or his/her committee representative shall be responsible for maintaining and updating the Policy Manual.
5. The approved policy and/or change shall be printed as soon as possible.
6. The Policy Manual shall be made available to all voting cabinet members and interested Lions upon request.

POLICY 2 OFFICER DUTIES & RESPONSIBILITIES**Section I District Governor**

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1) Duties of the District Governor (DG) include but are not limited to:

- a) The DG shall appoint a Senior Advisory committee consisting of the Immediate Past District Governor (PDG), the Vice District Governor (VDG) and at least 3 other PDGs. The Committee shall consist of no less than five and no more than seven members. (Rational: This committee will provide guidance and counsel to the DG on matters of importance that will affect 27-D1 and MD27 in future years (including voting at the Council of Governors meetings).
- b) Convene a budget committee meeting(s) to prepare a district budget prior to the first district cabinet meeting. Committee will include the 1st & 2nd VDG, a PDG and the 27-D1 Cabinet Secretary/Treasurer.
- c) Appoint state committee members as defined in the State-By-Laws, Article 4 Section 1a. The State Secretary will provide you with a list of multiple year appointments.
- d) Be prepared to elect a State Council Chair at the first Council of Governor meeting the Sunday of state convention.
- e) Select the District Convention's international guest speaker in consultation with current International Director or, if none, the Immediate Past International Director. If known in time, submit the international guest's name for inclusion in the State Directory.
- f) Attend all MD27 Council of Governors meetings including called special meetings.
- g) Receive all audited books and monies along with a signed statement from previous DG within 15 days of the close of the International Convention.
- h) Hold at least four district cabinet meetings. An attempt should be made to hold one Cabinet meeting in each region, with the March meeting at the District Convention site.
- i) Prepare monthly expense reports for Lions Clubs International (LCI). Make sure all monies that are due to the district cabinet are recorded in proper accounts. Refer to Policy 4, Sect. 1, sub. 2b.
- j) Prepare a monthly district page for the Wisconsin Lion newspaper.
- k) Visit all clubs once during your term. At the DG's discretion, the VDG's may be asked to share this responsibility. If one of the VDGs makes official club visits, his/her expenses will be submitted through the DG's monthly expense statements. (Rational: DG will have more time to manage the functions of the district including more involvement with weak or struggling clubs, new clubs and other district functions. This will also provide for club visits on a timely basis conveying the DG's goals as well as those of the International President.)
- l) Attend as many Lions club's special events/fundraisers, district events, awards and honor nights, and Lioness and Leo meetings as your schedule will permit. DG sets priorities.
- m) Oversee 27-D1 cabinet appointees and encourage them to follow through on all their duties.

POLICY 2 OFFICER DUTIES & RESPONSIBILITIES

Section I District Governor cont.

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- n) Make all your own travel plans and including registering for the International Convention at the end of your term. Some of your International Convention expenses may be covered by the Council of Governors budget and rules of audit. No expenses will be covered from the district budget.
- o) See to it that all clubs submit a PU101 form to the DG & LCI after the April officer elections. The PU-101 must be turned into LCI no later than May 31. The DG must then forward the PU101 or a copy to the 1st VDG in accordance with time requirements. The annual club activity A1 report must be submitted to LCI by July 15 with a copy to the current DG. Non-compliance to these stated deadlines will jeopardize the 100% DG and Club President Awards.
- p) Work with DG-Elect to ensure a smooth transition. Be available to offer advice and worthwhile information upon request. Engage the 1st VDG in all issues, which may carry over into the next Lion's year. Meet with the 1st and 2nd VDG to review the strengths and weakness of all clubs in the district. After this meeting, prepare a report on the status of the district to be presented at the March district cabinet meeting.
- q) Make sure Cabinet Secretary/Treasurer has all accounts in order, all books balanced and all accounts audited prior to 15 days after the close of the International Convention. Refer to Policy 4, Sect. V, sub. 3.
- r) Order proper awards.

POLICY 2 OFFICER DUTIES & RESPONSIBILITIES**Section II First Vice District Governor**

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The 1st Vice District Governor (VDG), subject to the supervision and directives of the District Governor (DG), shall be the chief administrative assistant to the DG.

1) Duties of the 1st VDG include but are not limited to:

- a) Further the purposes of the association.
- b) Become familiar with the duties of the DG. In the event the DG cannot perform his/her duties, the VDG will take over leadership of the district.
- c) Perform such administrative duties as assigned by the DG.
- d) Actively participate in
 - i) All cabinet meetings and in the DG's absence, be prepared to conduct the meetings.
 - ii) All district matters to be continued during the next year.
- e) Participate in the preparation of the district budget.
- f) Contact current and potential cabinet members to serve during your term. This is done at the 1st VDG's discretion. As part of this process, the 1st VDG may appoint an advisory committee to review cabinet recommendations.
- g) Make district cabinet appointments and collect club officer information prior to becoming DG; submit a complete list with addresses to the State Secretary by the designated deadline for publication in the MD27 directory.
- h) Participate in reviewing district club's strengths and weaknesses.
- i) Supervise appropriate committees at the DG's request.
- j) Coordinate an official club visit schedule at the DG's request. Reimbursement to be made through the DG expense form.
- k) Request start-up funds, as needed, from the DG to start printing and paperwork for your term.
- l) Chair 27-D1's MERLOW team committee
 - i) Appoint the membership, extension, retention, leadership and orientation chairs with concurrence of the DG.
 - ii) Meet with the district MERLOW team prior to the new Lions year to formulate plans and strategies. Invite the DG to this planning meeting for input.
- m) Attend the Lions Clubs International Convention and the USA/Canada Lions Leadership Forum if at all possible.

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Section II First Vice District Governor

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- n) Attend as many MD27 council meetings as possible.
- o) Chair 27-D1 Long Range Planning Committee.
- p) Work with assigned Zone Chairs as directed by the DG.

POLICY 2 OFFICER DUTIES & RESPONSIBILITIES

Section III Second Vice District Governor

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The Second Vice District Governor (VDG), subject to the supervision and directives of the District Governor (DG), shall be third in command of the district.

1) Duties of the 2nd VDG include but are not limited to:

- a) Further the purposes of the association.
- b) Become familiar with the duties of the 1st VDG. In the event the 1st VDG cannot perform his/her duties, the 2nd VDG will take over leadership of the district.
- c) Perform such administrative duties as assigned by the DG.
- d) Actively participate in
 - i) All cabinet meetings and in the DG's or 1st VDG's absence, be prepared to conduct the meetings.
 - ii) All district matters to be continued during the next two years.
- e) Participate in the preparation of the district budget.
- f) Participate in reviewing district club's strengths and weaknesses.
- g) Supervise appropriate committees at the DG's request.
- h) Coordinate an official club visit schedule at the DG's request. Reimbursement to be made through the DG expense form.
- i) Be an active member of 27-D1's MERLOW team committee
- j) Attend the Lions Clubs International Convention and the USA/Canada Lions Leadership Forum if at all possible.
- k) Be an active member of 27-D1 Long Range Planning Committee.
- l) Work with assigned Zone Chairs as directed by the DG.

POLICY 2 OFFICER DUTIES & RESPONSIBILITIES**Section IV Cabinet Secretary / Treasurer**

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1) Secretary duties include, but are not limited to:

- a) Record and keep all cabinet meeting minutes. Record roll at the beginning of each cabinet meeting. See to timely distribution of minutes. Be available to take minutes of any other meeting that the District Governor (DG) calls. At the conclusion of the Lionistic year, the Cabinet Secretary/Treasurer shall forward all meeting minutes and copies of all financial records to the succeeding Cabinet Secretary/Treasurer. All such records shall be maintained for a period of five (5) years and brought to each cabinet meeting. Records beyond five (5) years shall be forwarded to the District Historian.
- b) Send out semi-annual state and district dues billing immediately upon receipt of invoices from the state office (July & January). Keep records of clubs who are paid and inform those clubs who are not paid. Dues must be paid before the club can vote at convention.
- c) Send out delegate roster and cards for voting at state and district conventions.
- d) Certify all delegates at district and state conventions. Be present for certification at predetermined times set up by Elections Committee. Provide additional help as needed.

2) Treasurer duties include:

- a) Help prepare a budget at the beginning of the DG's term of office. Submit a final district financial statement at the end of the DG's term.
- b) Receive all monies from committee chairs and clubs and deposit the same into bank(s) recommended by the DG and approved by the district cabinet. Pay out monies for district obligations, with the DG's written approval.
- c) Maintain a month-by-month journal of all financial activities.
 - i) Provide journal to the district Audit Committee at end of the DG's term.
 - ii) Within 15 days of the conclusion of the International Convention, forward audited journal to new Secretary/Treasurer.
- d) Complete Form 990 and submit to the Internal Revenue Service by November 15. (This is important – fine will be levied if not submitted.)

POLICY 2 OFFICER DUTIES & RESPONSIBILITIES

Section V Wisconsin Lions Foundation Director

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- 1) Wisconsin Lions Foundation (WLF) Directors duties include, but are not limited to:**
- a) Attend all WLF Board of Directors meetings, unless otherwise excused, to help establish policies that are in the best interest(s) of WLF. Any WLF Director failing to attend two official meetings of the WLF Board during a fiscal year, without sufficient cause, may be removed by a majority vote of the WLF Board.
 - b) Serve actively on WLF committees to which you are appointed.
 - c) Work cooperatively with other WLF Directors, the Council of Governors and Lioness Representatives to keep the Lions, Lionesses, and Leos in 27-D1 informed of WLF activities and programs.
 - d) Visit clubs throughout 27-D1 to present programs on WLF activities and functions.
 - e) Work closely with the District Governor (DG), Vice District Governor, district cabinet, Region Chairs, Zone Chairs, Club Presidents and WLF Program Associates to further WLF's objectives.
 - f) Promote WLF through presentations at zone meetings, 27-D1 cabinet meetings and conventions.
 - g) Encourage all clubs in 27-D1 to contribute to WLF.
 - h) Present WLF awards to individuals, clubs or businesses, whenever possible.
 - i) As elected representatives of 27-D1, the WLF Directors will utilize the DG's Senior Advisory Committee which will provide guidance and counsel on matters of importance that will affect 27-D1 and MD27 in future years.
 - j) Exercise voting rights at the following WLF & 27-D1 functions:
 - i) WLF Committee Meetings
 - ii) WLF Board Meetings
 - iii) WLF Officer Elections
 - iv) 27-D1 Cabinet Meetings

POLICY 3 **CANDIDATE REVIEW COMMITTEE**

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1) Purpose:

- a) To review nomination papers and act as advisor to all Lions submitting nomination papers for the office of:
 - i) District Governor (DG)
 - ii) 1st and 2nd Vice District Governor (VDG)
 - iii) Wisconsin Lions Foundation (WLF) Director
- b) The committee's purpose is not to screen out candidates, but to ensure that all paperwork is complete and all criteria for office are met.

2) Committee Structure:

- a) The DG will appoint three Past District Governors (PDG) – two members and one chair.

3) Duties & Responsibilities:

- a) Search out qualified DG, 1st and 2nd VDG candidates each year and WLF Director candidates as positions becomes available.
- b) Meet with all qualified candidates on a non-cabinet meeting date prior to the third cabinet meeting.
- c) Review with each candidate the responsibilities and obligations of the office being sought. Refer to the Lions Clubs International Constitution and By-Laws relative to the 1st and 2nd VDG positions. Refer to the MD27 Lions By-Laws relative to the WLF Director.
- d) Report to the cabinet relative to the outcome of the review meeting.

POLICY 4 FINANCIAL
Section I Financial Policy

Page: 1
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1) Purpose:

- a) To provide guidelines for the fiscal operation of 27-D1.

2) Guidelines:

- a) All district expenses reimbursed by Lions Clubs International (LCI) current rules of audit (Appendix 3) will be deposited in an appropriate district account, to include but not limited to:
 - i) Newsletter
 - ii) Stationary/envelopes
 - iii) Stenographic (copies)
 - iv) Cabinet Formation
 - v) District communications
 - vi) Postage
- b) Vice District Governor budgeted expenses are not to exceed \$0.50 per district member.
- c) All district activity program committee funds solicited from clubs are limited in use to programs as opposed to administrative expense.
- d) All committee reimbursable expenses are subject to current LCI rules of audit.
- e) District per capita dues shall be consistent with MD27 Constitution Article 10 Section 1.
- f) District Dues – Lions Club’s with active family members will pay full 27-D1 dues for the first family member and ½ for other members at the same address.

POLICY 4**FINANCIAL****Section II****USA/Canada Lions Leadership Forum**

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The District Governor (DG) and Vice District Governors (*VDGs*) will be reimbursed for expenses relating to attendance at the USA/Canada Lions Leadership Forum. Reimbursement will be commensurate with Lions Clubs International's current rules of audit. Reimbursement will not exceed the total amount approved in the 27-D1 budget.

POLICY 4**FINANCIAL****Section III****27-D1 Activity Fund**

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1) Purpose:

- a) To collect monies from clubs to support 27-D1 sanctioned activities and programs.

2) Fund Description:

- a) **CARE:** Supports eye-care in the Philippines through Dr. Gil, his associates and/or successor. Club donations are forwarded to Dr. Gil annually.
- b) **Children Vision Screening:** Used to pre-purchase film for use at screenings throughout 27-D1; may also be used for club member training costs.
- c) **Hearing:** Supplements hearing test costs and hearing aid purchase through the Wisconsin Lions Foundation (WLF). Suggested club contribution \$4/member (7/31/05).
- d) **Leader Dog:** Pass-through account with all monies received forwarded to Leader Dog annually.
- e) **LCIF:** Collects undesignated Lions Clubs International Foundation (LCIF) club donations for the 27-D1 Melvin Jones Fellowship matching program. See Policy 6.
- f) **Mission to Mexico:** Supports 27-D1's charitable involvement in Mexico. Funds may be used to purchase and/or transport equipment and materials.
- g) **WLF:** Pass-through account with all monies received forwarded to WLF at least annually.
- h) **LEHP:** Supports clubs and 27-D1 efforts to better eye health and other related areas.
- i) **Diabetes:** Supports 27-D1's diabetes committee materials and equipment.
- j) **Information Technology:** Supports the 27-D1 web site.
- k) **Youth Exchange:** Supports our efforts to send 27-D1 youth overseas and costs associated with Wisconsin's student exchange camp. Suggested club contribution \$2/member (7/31/05).

3) Guidelines:

- a) Funds may be added / deleted by a majority vote at any official 27-D1 cabinet meeting.
- b) The District Governor (DG) has discretionary authority for fund disbursement as outlined in fund descriptions.
- c) The DG cannot disburse funds without 27-D1 cabinet approval for any in-direct costs. In-direct costs are defined as any cost associated with LCI Rules of Audit.
- d) All donations to Cabinet Secretary/Treasurer.

POLICY 4**FINANCIAL****Section IV****27-D1 Raffle Guideline**

Page: 1

Revision 1

Last Revision November 7, 2004

Prepared by District Policy Manual Committee – November 2, 2003

1) Purpose:

- a) If a district-wide raffle is authorized, its purpose will be to raise discretionary funds from all Lions and Lioness clubs in 27-D1. Funds raised will be used to delay the need to increase district dues:

2) Guidelines:

- a) The District Governor (DG) will appoint a District Raffle Chair.
- b) Ticket prices: \$5.00 each or 3 for \$10.00.
- c) Clubs will receive 3 tickets for each club member.
- d) Clubs &/or individual members may purchase the tickets. Additional tickets may be requested from the Raffle Chair.
- e) Raffle tickets will also be available for purchase at the District Convention thru Friday evening.
- f) Unsold tickets are to be returned to the Raffle Chair by the stated deadline.
 - i) Clubs retain ½ of the monies for tickets sold or purchased.
 - ii) Club Secretary will be responsible for sending a club check only, sold ticket stubs and unsold tickets to District Raffle Chair.
- g) Fifty (50%) percent of the monies received by the District will be given as prizes to the winners as follows: 1st – 30%, 2nd – 20%, 3rd – 15%, 4th – 10th – 5% each.
- h) Winners will be drawn at the District Convention.

3) Raffle Chair Duties & Responsibilities:

- a) Obtain a raffle license
- b) Print raffle tickets
- c) Distribute raffle tickets to all 27-D1 Lions and Lioness clubs
- d) Receive all proceeds
- e) Maintaining a detailed record of all transactions
- f) Providing written and verbal raffle accounting reports to the DG and cabinet –preliminary report due at the cabinet meeting following the District Convention and final report at the July/August cabinet meeting.

POLICY 4**FINANCIAL****Section V****27-D1 Annual Audit**

Page: 1

Revision 1

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Prepared by District Policy Manual Committee – November 7, 2004

1) Purpose:

- a) To provide direction on the annual 27-D1 audit.

2) Committee Structure:

- a) The committee will include the incoming District Governor (DG), Vice District Governor (VDG) and Cabinet Secretary/Treasurer along with one Past DG of the incoming DG's choosing. The incoming DG will chair the committee. The sitting DG and Cabinet Secretary/Treasurer will be invited to answer questions as needed.

3) Guidelines:

- a) A preliminary audit of all current accounts and check registers with anticipated inventory items and book values must be conducted prior to May 15.
- b) A signed statement that the audit is complete and the books are in good order must be complete within 15 days of the close of the International Convention.
- c) Ensure that all reimbursements made during the current Lionistic fiscal year conform to the current Lions Clubs International Rules of Audit: Governing Reimbursement of Expenses for District Governors (see appendix C).
- d) An itemized inventory is maintained of all 27-D1 disposable property including book assessed values for each line item. Disposable property includes but is not limited to envelopes, district awards, delegate forms, etc.

POLICY 5 DISTRICT CONVENTION

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1) Purpose:

- a) To provide a forum for Lions, Lioness and Leos in the District to experience camaraderie, training, and information sharing; time will also be allotted to honor Presidents and Secretaries for their service over the year and others as appropriate.

2) Committee Structure:

- a) The district convention committee (DCC) will be chaired by the Immediate Past District Governor (IPDG). In the event the IPDG is unable to perform these duties, the District Governor (DG) shall appoint another Lion to said position.
- b) Committee members will be appointed by the convention chair and will include the Vice District Governor (VDG) and other Lions/Lioness with the concurrence of the DG.

3) Site Selection:

- a) The site shall be determined by the current DCC and selected at least two (2) years in advance.
- b) Minimum convention site requirements:
 - i) Sleeping Rooms: 75 in the immediate area, including one specifically designated for International Guest.
 - ii) General Assembly Room Seating (Saturday morning): 350 capacity
 - iii) General Assembly Room Seating (Saturday afternoon): 250 capacity
 - iv) Lioness Meeting Room (Saturday afternoon): 125 capacity
 - v) Social Room (Friday night): 250 capacity
 - vi) Voting Room (Saturday afternoon): 10' x 20' with entrance and exit doors
 - vii) Honors Banquet Room (Saturday night): 350 capacity in rounds plus raised head table for 18 (can be two-tiered)
 - viii) Meeting Rooms will be at no charge

4) Format:

- a) All conventions will include but are not limited to the following sessions/events:

Friday Evening

DG's Dinner by invitation only.
(optional)
Social

Saturday

General Session
Necrology Service
Lunch
Information sessions
Voting
Honors Banquet

POLICY 5 DISTRICT CONVENTION

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5) Honors Banquet:

- a) The DG or his/her designee shall serve as Master of Ceremonies for the closing Banquet which will focus on honoring club Presidents and Secretaries and recognizing other district Lions. Information of a general nature may be conveyed by the District Governor.
- b) The DCC shall be responsible for providing all flower and table center pieces.
- c) A maximum of two raffles will be held by the DCC during the convention. Timing and proceed distribution are at the DCC's discretion.

6) International Speaker:

- a) The district shall utilize its annual allotment of one International speaker for the district convention. No other major or "keynote" speakers will be invited without the expressed written approval of the DG.
- b) The DG-elect shall consult with MD27's International Director (ID) on the choice of an International guest and protocol for contacting the guest to confirm dates. In the event there is not a current ID, the most recently serving ID should be contacted. If possible, the convention's international guest should be determined prior to publication deadlines for the coming year's State Directory. Arrangements should be made for the guest to receive the DG newsletter.

7) Administrative Fund:

- a) The administrative fund's sole purpose is to finance any Lions conventions held in 27-D1.
- b) The fund must maintain its own profit and loss statement, balance sheet and chart of accounts, including an inventory with assessed value for each item.
- c) The fund must carryover a \$2,000 balance annually for the sole purpose of start-up funds for the next convention. In the event that 27-D1 hosts a state convention, additional funds may be carried over, but the amount may not exceed \$3,000.
- d) All monies in excess of \$2,000 will be turned over to the 27-D1 Secretary/Treasurer for deposit in the district administrative budget account with-in 45 days of the convention's conclusion. It is understood that all funds collected are for the sole purpose of underwriting the district administrative budget.
- e) The 27-D1 Secretary/Treasurer will be responsible for all fund disbursement and income. The DCC Chair or Treasurer will submit original invoices for all fund disbursement and all income will be given to the 27-D1 Secretary/Treasurer with an income re-cap.
- f) The 27-D1 Secretary/Treasurer will submit a full financial report to the district cabinet with-in 60 days of the convention's conclusion.

POLICY 5 DISTRICT CONVENTION

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8) Registration Fees & Profit Sharing:

- a) Registration fees shall be set by the convention committee with approval of the DG.
- b) Registration fees shall be waived for the sitting Council of Governors and their partner's in service attending the convention.
- c) Registration fees minus registration costs and hospitality night costs will be pro-rated according to Lion and Lioness attendance. Costs for Lioness Honors Night awards will be paid by the Lioness. (Lions are defined as Lions, Leos and guests)

9) Financial Responsibilities:

- a) Arrange for and pay for the international guest and his/her companion's lodging, meals and registration fees.
- b) Purchase appropriate gift(s), to be presented to the international guest and his/her companion, during the convention.
- c) Provide snacks, beverages, flowers, etc. for the international guest's hotel room.
- d) Utilize registration fees, meal income surplus, and the allotment from 27-D1's administrative fund budget to pay for expenditures relating to all outside guests and presenters. At a minimum, outside speakers and presenters shall have their registration fees and convention meals provided free. Other expenses that may be covered by the DCC will be negotiated on an individual basis (e.g. mileage, lodging).

10) Reports:

- a) The Convention Chair will report the DCC's recommendations at each Cabinet meeting.
- b) The DCC shall keep accurate records of attendees, delegates, alternates, and complete financial accountings of all income and expenditures relating to the convention.
- c) The Convention Chair must submit a complete written report to the DG no later than 30 days following the close of the convention. This report is crucial for planning future conventions.
- d) Minutes of all DCC meetings shall be recorded and provided to subsequent district convention committees.

- 11) **Local/Host Club** – The DCC may request assistance from local clubs for the manpower necessary to run the convention. The manpower will be on a voluntary basis.

POLICY 5 DISTRICT CONVENTION

Page: 4 of 4
Revision 2
Last Revision July 31, 2005
Prepared by District Policy Manual Committee – August 11, 1991

12) Convention Procedures:

- a) All convention costs will be paid from the 27-D1 administrative fund. All income will be deposited into the administrative fund. The remaining balance less \$2000 will be transferred to the 27-D1 administrative budget account.
- b) During the district meeting time shall be allotted to the DG for the purpose of financial and other reporting.
- c) The DG shall appoint Sergeant-at-Arms and Elections Committees, and shall designate the chairperson of each.
- d) Each chartered club in good standing in the district, with all international, multiple district and district per capita dues paid in full, shall be entitled to one voting delegate and one alternate for each 10 members of said club or major fraction thereof, as shown by the records of Lions Clubs International on the December monthly membership report. The major fraction referred to in this section shall be five or more members. A list of club delegates and alternates shall be received by the Cabinet Secretary-Treasurer by the date of the Convention. If no list is received, the first ten (10) percent of the club's membership to arrive at the convention shall be recognized as voting delegates.
- e) Each PDG who is a member in good standing of a Lions club in the district shall be entitled to full delegate privileges at each district convention. No such active PDG shall be included in the delegate quota of his/her club.
- f) New clubs must have been enrolled for at least one year and a day before having full delegate status for voting, however, new clubs with less than one year and a day longevity are permitted one (1) delegate and one (1) alternate. New club members may, and are encouraged, to attend conventions and take part in all other activities of the convention.
- g) A vote on any question or ballot may be cast only by a registered delegate present at the convention. No delegate shall be allowed to cast more than one vote on any question or issue.
- h) A majority of the delegates registered shall constitute a quorum for the transaction of business at the convention.
- i) Robert's Rules of Order shall be the parliamentary authority of procedure.

POLICY 6 27-D1 PROGRAMS & ACTIVITIES

Section I Melvin Jones Fellowship Matching Program

Page: 1
Revision 1
Last Revision January 25, 2009
Prepared by District Policy Manual Committee – August 11, 1991

- 1) **Purpose:** This program is designed to assist clubs who are not financially able to fund a Fellowship on their own and is only open to said clubs.
- 2) **Committee Structure:** The District Governor (DG) shall appoint a committee to select appropriate person(s) to receive a Melvin Jones Fellowship through the district's 50/50 matching program.
- 3) **Guidelines:**
 - a) Only clubs contributing \$500 in undesignated funds to the 27-D1 Lions Clubs International Foundation (LCIF) account through the 27-D1 LCIF Chair are eligible to submit names for consideration.
 - b) Undesignated funds are donations made through 27-D1 to LCIF that do not identify a person or recipient for the Melvin Jones Fellowship. Funds donated through the district that identify an individual for whom they are purchasing a Melvin Jones Fellowship will not be eligible for this program.
 - c) The committee will screen all recommended recipients and make their recommendations to the DG. It is preferred that these awards be presented at the district convention. The number of recipients will be determined by the amount of undesignated funds available in any given year.

POLICY 6 27-D1 PROGRAMS & ACTIVITIES

Section II Pin Trading Committee

Page:	1
Revision	1
Last Revision	November 7, 2004
Prepared by	District Policy Manual Committee – August 11, 1991

- 1) **Purpose:** To solicit and recommend the 27-D1 trading pin design.
- 2) **Committee Structure:** The committee shall consist of a chair appointed by the District Governor and the Region Chairs.
- 3) **Duties & Responsibilities:**
 - a) Solicit pin design ideas from 27-D1 Lions
 - b) Recommend that a series idea be followed in the pin design
 - c) Select a winning design from those submitted
 - d) Recommend the chosen design to the district cabinet for final approval
- 4) **Reports:**
 - a) Records will be kept of all activities by the Pin Chair.
 - b) All such records shall be turned over to succeeding chairs.

POLICY 6 27-D1 PROGRAMS & ACTIVITIES

Section III Peace Poster Committee

Page: 1
Revision 1
Last Revision November 7, 2004
Prepared by District Policy Manual Committee – August 3, 2002

- 1) **Purpose:** To provide guidelines for 27-D1's participation in the International Peace Poster Contest.
- 2) **Duties & Responsibilities:**
 - a) Clubs sponsoring a Peace Poster contest must submit their entries to the District Governor (DG) no later than November 15 of each year. Peace Poster kits must be purchased from Lions Clubs International's Club Supplies Department by October 1.
 - b) The judging committee will consist of 27D1's Region Chairs and the Peace Poster Chair. Judges will select 1st, 2nd and 3rd place winners with the 1st place entry being forwarded to the DG on or before November 30.
 - c) Prize money will be distributed as follows from the district awards budget line item
 - i) 1st Prize - \$50
 - ii) 2nd Prize - \$25
 - iii) 3rd Prize - \$10
 - d) The Peace Poster Chair will be responsible for notifying contest winners no later than December 31. Awards presentations will be made at the district convention whenever possible.
 - e) Announcement of the 27-D1 winner will be made at the next scheduled district cabinet meeting.
 - f) The DG will send the 27-D1 winning entry to the MD27 Council Chair postmarked no later than December 1.

POLICY 6 **27-D1 PROGRAMS & ACTIVITIES**
Section IV **District Bowling / Golf / Softball Tournaments**

Page: 1
Revision 1
Last Revision November 7, 2004
Prepared by District Policy Manual Committee – August 11, 1991

- 1) **Purpose:** To provide an opportunity for 27-D1 Lions, Lioness and Leos to take part in district sporting events that promote interaction, fun and friendly competition amongst the participants.
- 2) **Host Club(s) Selection:**
 - a) Beginning with Lionistic year 2002-2003, the annual 27-D1 sporting events such as the bowling, golf and softball tournament sites shall be determined on a competitive basis by delegate vote at the preceding District Convention.
 - b) Clubs interested in hosting any of the aforementioned events must submit their interest, in writing, to the District Governor by January 1st immediately preceding the District Convention. In the event there is no interest shown by any club for a particular event, the District Governor may solicit a site.
- 3) **Host Club(s) Duties & Responsibilities:** The host club(s) will promote and provide registration information for the event to all clubs (Lion, Lioness & Leo) in the district
- 4) **Tournament Guidelines:**
 - a) Teams may be comprised of Lions, Lioness, Leos or combination of the aforementioned.
 - b) Bowlers with established averages shall be required to use those averages when entering the tournament. Lions/Lioness/Leos without an established average shall use averages as defined in ABC and WBC tournaments. (150 for men and 125 for women)

POLICY 6 27-D1 PROGRAMS & ACTIVITIES

Section V Lions Eye Bank / Leader Dog Solicitation

Page: 1
Revision 1
Last Revision November 7, 2004
Prepared by District Policy Manual Committee – August 11, 1991

- 1) **Purpose:** Since 27-D1 has always supported the Lions Eye Bank of Wisconsin and the Leader Dog project, this policy allows the Lions Eye Bank of Wisconsin and the Leader Dog projects to solicit funds on an annual basis from the clubs in 27-D1 without annual approval by the 27-D1 cabinet.
- 2) **Committee Structure:** The District Governor (DG) shall appoint a 27-D1 chair for the Lions Eye Bank of Wisconsin and the Leader Dog project. These chairs shall promote and solicit funds from the clubs in 27-D1.

POLICY6 27 D-1 PROGRAMS & ACTIVITIES

Section VI District Emergency/Disaster **Fund**

Page 1

Revision 1

Approved January 13, 2013

Prepared by District Policy Manual Committee - January 13, 2013

PURPOSE: To provide guidelines for the dispersement of District 27 DI funds designated as Emergency or Disaster Funds. This fund is a restricted fund and can only be utilized pursuant to the following.

DEFINITION: Funds as designated above shall be available as a program for MD 27 DI Lions/Lioness Clubs to provide for needs in the event of disaster or emergency in their service areas. Service area is defined as the immediate geographic area in proximity to the clubs location. Only Lions/Lioness Clubs may apply for said funds as opposed to individuals or private facilities.

PROCEDURE:

1. Club submits a request to the District Governor in writing stating clearly the need for said funds. The request is then reviewed by the District Governor and his/her Senior Advisory Council.
2. These funds are available as a matching fund provided by the club.
3. The minimum a Lions/Lioness club may receive is \$300.00 and the maximum amount is \$3,000.00.
4. Dispersement of Emergency/Disaster funds will be directly to the club(s) requesting said funds. The President of the club(s) receiving funds shall be accountable for the expenditure of said funds and must file a written report to the District Governor accounting for all the funds received.
5. The Emergency/Disaster fund will be acquired by solicitations of the Lions/Lioness clubs in District 27 DI.

POLICY MANUAL COMMITTEES

Page: 1
Revision 8
Last Revision January 25, 2009
Prepared by District Policy Manual Committee – August 11, 1991

This policy manual and its preparation were authorized and directed by District Governor Donald Johnson, 1990-1991 and approved by the 27-D1 cabinet on August 11, 1991.

District 27-D1 Policy Manual Committees

1990-1991

PDG Phil Ingwell, Chair
PDG Jerry Whitford
PDG Greg Johll
PDG George Ringelstetter

1999-2000

PDG Phil Ingwell, Chair
PDG Peter Meyer
PDG Donald Johnson
PDG George Ringelstetter
PDG Dwight Eggers, Sr.
PDG Glenn Hauge

2002-2003

PID Phil Ingwell, Chair
PDG Peter Meyer
PDG Roger Babcock
PDG George Ringelstetter
PDG Dwight Eggers Sr.
PDG Glenn Hauge

2004-2005

PDG Arlen Milestone, Chair
PID Phil Ingwell
PDG George Ringelstetter
PDG Gordy Brandt
PDG Mike Tiber
PDG Rollie Manthe

2005-2012

PDG Arlen Milestone, Chair
PID Phil Ingwell
PDG Gordy Brandt

2012-2013

PDG Arlen Milestone, Chair
PID Phil Ingwell
PDG John Jenson

Policy Manual Revisions approved by 27-D1 Cabinet

February 11, 2001
August 5, 2001
August 3, 2002
November 3, 2002
February 9, 2003
March 9, 2003.
November 2, 2003
February 1, 2004
July 31, 2005
August 6, 2006
January 28, 2007
January 25, 2009
March 12, 2012
January 13, 2013

APPENDIX A OFFICER QUALIFICATIONS

Section I District Governor & Vice District Governors

Last Revision January 25, 2009

Prepared by Lions Clubs International Constitution & By-Laws

As taken from the MD27 Constitution and By-Laws - Article II - Elections Section 2a & 4a. Any Lion member in the District may be nominated and approved by his/her Club for the office of (2a) District Governor or (4a) Vice District Governor provided he/she meets the qualifications set forth in the Lions Clubs International Constitution and By-Laws.

International Association of Lions Clubs Constitution and By-Laws Article IX – District Conventions and Elections (Sections 4 and 6)

Section 4

A candidate for the office of district governor shall:

- (a) Be an active member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (c) Currently be serving as the first vice district governor within the district from which he/she is to be elected.
- (d) Only in the event the current first vice district governor does not stand for election as district governor, or if a vacancy in the position of first vice district governor exists at the time of the district convention, any club member who fulfills the qualifications for the office of second vice district governor as set forth in these by-laws or constitution and who is currently serving or who has served one (1) additional year as a member of the district cabinet, shall fulfill the requirements of subsection (c) of this section.

Section 6

(b) FIRST VICE DISTRICT GOVERNOR.

A candidate for the office of first vice district governor shall:

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (2) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (3) Currently be serving as the second vice district governor within the district from which he/she is to be elected.
- (4) Only in the event the current second vice district governor does not stand for election as first vice district governor, or if a vacancy in the position of second vice district governor exists at the time of the district convention, any club member who fulfills the qualifications for the office of second vice district governor as set forth in these by-laws or constitution shall fulfill the requirements of subsection (3) of this section.

(c) SECOND VICE DISTRICT GOVERNOR.

A candidate for the office of second vice district governor shall:

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (2) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (3) Have served or will have served at the time he/she takes office as second vice district governor:
 - (a) As president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years; and

- (b) As zone chairperson or region chairperson or cabinet secretary and/or treasurer for a full term or major portion thereof.
- (c) With none of the above being accomplished concurrently.

DISTRICT GOVERNOR/FIRST OR SECOND VICE DISTRICT GOVERNOR VACANCY.

In the event a vacancy occurs in the office of district governor under these by-laws or the constitution, the first vice district governor shall act as district governor and shall perform the duties of, and have the same authority as, the district governor until such time as said vacancy is filled by the International Board of Directors for the remainder of the term as provided for in subsection (e) of this section.

In the event a vacancy occurs in the office of first or second vice district governor, said vacancy shall be filled in accordance with the district (single, sub- and multiple) constitution and by-laws.

(e) DISTRICT GOVERNOR VACANCY FILLING PROCEDURE.

The International Board of Directors may make such appointment prior to the time when the term of an elected district governor commences under the constitution and if so made, such appointees shall be treated as if elected to said office, subject to regular expense audit rules. In making such appointments – and in filling any vacancy in the office of district governor under these by-laws or constitution – the International Board of Directors shall not be bound by but shall consider any recommendation resolved at a meeting to which the district governor, immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons and the secretary and treasurer or secretary-treasurer and all past international presidents, past international directors and past district governors who are members in good standing of a chartered

Lions club in good standing in the district have received invitations to attend.

Said meeting is to be held within fifteen (15) days of notification by the International Board of Directors. It shall be the duty of the immediate past district governor or, if he/she is not available, the most recent past district governor who is available, to send out invitations to attend said meeting; it shall also be his/her responsibility to preside as chairperson of said meeting. It is the duty of the chairperson to convey the results to the International Board of Directors within seven (7) days, together with evidence of invitations sent and attendance at said meeting. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice as the nominee for the appointment to the office of district governor.

APPENDIX A OFFICER QUALIFICATIONS

Section II Wisconsin Lions Foundation Director

Last Revision June 27, 2008

Prepared by MD27 Constitution & By-Laws

Multiple District–27 Wisconsin Constitution and By-Laws Article II - Nomination & Elections
(Section 3)

Any Lion member in the District may be nominated by his/her Club for the office of Director-Wisconsin Lions Foundation, provided that he/she meets the following qualifications:

1. He/she is an active member in good standing of a chartered Lions club in good standing in his/her District.
2. He/she shall have served as President or Secretary of a Lions Club for a full term or major portion thereof, And / Or
3. He/she shall have served as a member of the Club’s Board of Directors for no less than three (3) years;
Or
4. He/she shall have served as Zone Chair or Region Chair or District Governor or Cabinet Secretary-Treasurer for a full term or major portion thereof.
5. He/she shall have the support of the majority of the members of his/her Club. As evidence thereof, the Secretary of his/her Club shall submit with the Club’s written nomination, a certified copy of the resolution adopted by the Club to the District Governor.

District 27-D1 Wisconsin -- Constitution and By-Laws Article 4 -- Nomination & Elections
(Section 1)

Candidates for Director - Wisconsin Lions Foundation

1. Same as MD-27 By-Laws: Article II – Section 3a
2. All nominations by Clubs must be filed with the District Governor (DG) by on January 1st (modified 7/31/05).
3. Limit of one nominating speech (5 minutes max.) and one seconding speech (3 minutes max.) per candidate at the District Convention.
4. In the event there is more than one candidate for the office of Director, the candidate receiving the highest number of votes cast by certified delegates shall be declared the winner. In case of a tie vote, the DG shall meet with the candidates and determine the winner by a flip of a coin.
5. Voting for Wisconsin Lions Foundation Directors shall be by secret ballot at the District Convention.

APPENDIX B CANDIDATE NOMINATION FORMS

Section I District Governor & Vice District Governors

Club Nomination

This is to certify that at our Lions Club meeting held on _____, the Club nominated (by majority vote) the following Lion, who is a member in good standing, as a candidate for the office listed herein.

****(This action is a part of the Club records and minutes)****

Candidate Information

Name _____

Street _____

City, State, Zip _____

Phone _____

Home: () _____

Cell: () _____

Email _____

Fax _____

District _____

27-D1

Candidate for Office of _____

District Governor

1st Vice District Governor

2nd Vice District Governor

Lionistic Service and Qualifications for Office sought:

Office

Year(s)

Club President _____

Club Board of Directors _____

District Zone Chair _____

District Region Chair _____

District Cabinet Secretary/Treasurer _____

Certification and Attestation to:

We affix our signatures this _____ day of _____, 20_____.

President _____

Secretary _____

Lions Club _____

APPENDIX B CANDIDATE NOMINATION FORMS

Section II Wisconsin Lions Foundation Director

Club Nomination

This is to certify that at our Lions Club meeting held on _____, the Club nominated (by majority vote) the following Lion, who is a member in good standing, as a candidate for the office listed herein.

****(This action is a part of the Club records and minutes)****

Candidate Information

Name _____

Street _____

City, State, Zip _____

Phone _____

Home: ()

Cell: ()

Email _____

Fax _____

District _____

27-D1

Lionistic Service and Qualifications for Office sought:

Office

Year(s)

Club President _____

Club Board of Directors _____

District Zone Chair _____

District Region Chair _____

District Cabinet Secretary/Treasurer _____

District Governor _____

Certification and Attestation to:

We affix our signatures this _____ day of _____, 20_____.

President _____

Secretary _____

Lions Club _____

RULES OF AUDIT GOVERNING REIMBURSEMENT OF EXPENSES FOR DISTRICT GOVERNORS

1. Total Allowable Expense

The district governor will be allowed total expense reimbursement based on the average of the final approved budget for the immediate past district governor and the actual of the two preceding district governors; unless application is made in advance to the Budget and Auditing Department. Reasons for the proposed increase and appropriate evidence of need should be included.

2. Submission of Claims

- a. Claim Forms** - Expense claims must be submitted on official forms, properly itemized, columns totaled and accompanied by original itemized receipts, cancelled tickets where required.
- b. Governor's Representative Claim** - Expense claims by a district officer other than the district governor must be signed by the district governor and representative. The claims must comply with Rule No. 3.a. below. Reimbursement will be on the same basis as the governor's and payment forwarded to the district governor for mailing to the representative.
- c. Deadline** - Claims must be submitted monthly, by the 20th of the following month (i.e. July claims are due by August 20th). If claims are received more than 120 days or later after the deadline, they will not be considered or allowed.

3. Reimbursable Functions and Events

- A. Club Visits** - In general, the district governor will be reimbursed for the expenses related to one official annual visit to each club in his/her district. Visits cannot exceed one day's duration. To maximize the budget allocated for club visits district governors are encouraged to utilize technology to communicate with club officers, meet with club officers during multiple club events and visit more than one club in any one day when possible. The district governor may also delegate club visits to district governor team members who are located closer to the club. While the district budget is limited, utilizing the budget effectively will afford the district governor the ability to be reimbursed for attending district level meetings outlined in paragraphs b., c. and d. of this section.

The district governor may authorize his vice governors, region chairpersons or district cabinet members to represent him. Reimbursement will not be made for club visits where roundtrip travel exceeds 600 miles (966 kilometers), unless more than one club is visited. In general, such visits should be assigned to a representative. The only exceptions are (1) for a presentation of charter to a new Lion clubs which also will be considered the one official annual visit for the year or (2) if advance written approval for a single club visitation is received from the Finance Division.

In addition to the official visit, expenses will also be reimbursed in the following circumstances:

1. Visits to clubs in the process of organization, but not yet chartered not to exceed two per prospective club.
2. Charter presentations to new Lions clubs, 25th, 50th, and 75th charter anniversaries to existing clubs.

-
3. Visits to seriously weak clubs and clubs canceled during the past 12 months, provided advance written permission is received from the District and Club Administration Division.

B. Club Officer Orientation

Reimbursement will be made for one day's attendance at one sub-district club officer's orientation, held within the district, provided that the orientation is held within 60 days prior to or after the international convention. The district governor is only reimbursed for travel expenses to the border of the district if the meeting is held outside the single or sub-district.

C. Cabinet and/or District Convention Meetings

Reimbursement will be made for attendance at four cabinet and/or district convention meetings, held within the district, not to exceed two days and two nights each. The district governor is only reimbursed for travel expenses to the border of the district if the meetings are held outside the single or sub-district.

D. Membership and Leadership Development Meetings

Reimbursement will be made for attendance at GMT or GLT meetings, and Club Excellence Process workshops held within the district, subject to availability of funds in the annual budget authorized by the association for the district governor's budget. The district governor is only reimbursed for travel expenses to the border of the district if the meeting is held outside the single or sub-district.

E. Multiple District Meetings

District governors whose district is part of a multiple district may submit claims for attendance to three multiple district functions (i.e. council meeting, conferences, conventions, GMT, GLT CEP meetings) not to exceed three days and three nights each. Expenses related to the planning, organization or promotion of district or multiple district functions cannot be submitted for reimbursement. The district governor is only reimbursed for travel expenses to the border of the multiple district if the meetings are held outside the multiple district.

F. Leo Club Visits - In general, the district governor will be reimbursed for the expenses related to one official annual visit to each Leo club in his/her district. Visits are optional and cannot exceed one day's duration. It is suggested that more than one Leo club be visited in any one day and Leo club visits made in conjunction with Lions club visits. Expenses will also be reimbursed in the following circumstances:

- a. Certificate of Organization presentations to new Leo clubs.
- b. Fifth Leo club certification anniversaries and certification anniversaries in five-year increments thereafter.
- c. Installation of Leo club officers.

4.Travel Policies

No payment can be made for trips outside the governor's own district, except those made to multiple district meetings as specified in rule No. 3.e. above. All travel must be made by the most economical means.

- a. **Automobile** - The allowance for automobile is US\$.41 per mile or (US\$.25 per

kilometer), all inclusive. If taxi and/or car rentals are used, reimbursement would only be the US\$.41 per mile or US\$.25 per kilometer, all inclusive.

- b. **Railroad** - If rail travel is used, first class and Pullman (roomette) fare will be reimbursed, provided that cancelled tickets are attached to the claim.

c. **Transportation by Air**

- 1. Tickets must be economy round-trip airline ticket by the shortest and most direct route.

Airfares will be based on actual costs, including service charges, booking fees and credit card fees. Fees for one bag will be reimbursed within the airline's guideline for size and weight with paid receipt. Request for reimbursement must be accompanied by the following:

- a. Cancelled airline tickets or detailed E-ticket/itinerary
- b. Proof of payment-cancelled check, paid travel agency receipt or credit card bill statement (with any information other than relevant transaction marked out). The receipt must include traveler's name, flight itinerary with class of service, airfare details, price of ticket and form of payment.

A boarding pass or travel agent itinerary is not valid for reimbursement.

- 2. Use of personal aircraft or charter flight requires the advance approval of the association. If the equivalent commercial fare cannot be established reimbursements will be on the basis of US\$.41 per mileage (US\$.25 per kilometer).

- c. **Other**-Tolls, ferry, parking and other travel related expenses will be reimbursed with proof of payment.

- d. **Lodging**-Reimbursement will be made for actual costs only, not to exceed US\$75.00 per night. The district governor should enter itemized hotel charges by date and attach the original itemized bill to the Travel Expense Claim. The itemized bill, in the district governor's name, must show payment and/or balance due of zero. Note that facsimile and electronic copies may be considered at original.

- f. **Meals**-Reimbursement will be made for actual costs only, not to exceed US\$25.00 per meal. Such costs must be itemized on the expense report form and original itemized receipts must be attached to the Travel Expense Claim. Note that facsimile and electronic copies may be acceptable and may be considered as original. No alcoholic beverages will be reimbursed.

- g. **Office Expense**-A monthly office allowance of US\$20.00 plus US\$1.00 per Lions club may be claimed. The district governor must submit the District Governor Travel & Office Expense Claim to request reimbursement. The number of Lions clubs in the district will be fixed for the entire term base on the June 30th Cumulative Report.

PAST DUE ACCOUNT NOTICE

Throughout the year, the district governor will be contacted regarding clubs with past due balances. United States balances over 60 days old are considered past due. Balances for all other countries over 90 days old are considered past due.