



Lions Clubs International

District 27-D1
Wisconsin

POLICY MANUAL

TABLE OF CONTENTS

Page:	1
Revision	1
Last Revision	August 2, 2015
Prepared by	District Policy Manual Committee August, 11, 1991
Purpose	3
Introduction	3
Lions Code of Ethics	4
Policy 1 Policy Development, Changes and Approval	5
Policy 2 Officer Duties & Responsibilities	
i. District Governor Duties & Responsibilities	6
ii. 1 st Vice District Governor Duties & Responsibilities	8
iii. 2 nd Vice District Governor Duties & Responsibilities	10
iv. Cabinet Secretary/Treasurer Duties & Responsibilities	11
v. Wisconsin Lions Foundation Director	12
Policy 3 Candidate Search and Review Committee	13
Policy 4 Financial	
i. Financial Policy	14
ii. USA/CANADA Lions Leadership Forum	15
iii. 27-D1 Activity Fund	16
iv. 27-D1 Raffle License	17
v. 27-D1 Annual Audit	18
Policy 5 27-D1 Convention	19
Policy 6 District Programs & Activities	
i. 27-D1 Melvin Jones Fellowship Matching Program	23
ii. 27-D1 Trading Pin	24
iii. 27-D1 Peace Poster Contest	25
iv. 27-D1 Sports Tournaments	26
v. Multiple District Fund Raising Authorization	27
vi. District Emergency/Disaster Fund	28
Policy Manual Committees	29
<u>Appendices</u>	
A. Officer Qualifications	
i. District Governor & Vice District Governor	30
ii. Wisconsin Lions Foundation Director	32
B. Candidate Nomination Form	
i. District Governor & Vice District Governor	33
ii. Wisconsin Lions Foundation Director	34
C. Rules of Audit	35

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 others, 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 to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed To give them freely of my time, labor, and means.

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

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
Page:	1 of 2
Revision	3
Last Revision	August 2, 2015
Prepared by	District Policy Manual Committee – August 11, 1991

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

- a) Appointing a Senior Advisory committee consisting of the Immediate Past District Governor (IPDG), the Vice District Governors (VDGs) and at least 3 other PDGs. The Committee shall consist of no less than six and no more than eight members. This committee will provide guidance and counsel to the DG on matters of importance that will affect 27-D1 and MD27, 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 DG, 1st VDG, 2nd VDG, a PDG, the 27-D1 Cabinet Secretary, and the 27-D1 Cabinet Treasurer.
- c) Appoint District members to serve on state committees defined in the Multiple District By-Laws, Article II, Section 1a. The State Office Manager will provide the DG with a list of multiple year appointments.
- d) Select the District Convention's International guest in consultation with the current International Director or, if none, the Immediate Past International Director.
- e) Attend all MD27 Council of Governors Meetings including called special meetings.
- f) Receive all audited books and monies along with a signed statement from previous DG within 15 days of the close of the International Convention.
- g) 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.
- h) 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.
- i) Prepare a monthly district page for the *Wisconsin Lion*.
- j) 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.)
- k) Attend as many Lions clubs' special events, fundraisers, District events, awards and honor nights, and Lioness and Leo meetings as your schedule will permit. DG sets priorities.
- l) 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.

Page:	2 of 2
Revision	3
Last Revision	August 2, 2015
Prepared by	District Policy Manual Committee – August 11, 1991

- m) Make all your own travel plans, 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.
- n) Work with the District Governor Elect (DGE) and other Cabinet Members to ensure all clubs submit a New Officer Report (PU101) to LCI after the April officer elections but no later than April 30.
- o) 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 year.
- p) 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 Treasurer has all accounts in order, all books balanced and all accounts audited within 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**

Page:	1 of 2
Revision	3
Last Revision	August 2, 2015
Prepared by	District Policy Manual Committee – February 1, 2004

The 1st Vice District Governor (VDG), subject to the supervision and direction of the District Governor (DG), shall be the chief administrative assistant and representative of 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 Office Manager 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) Conduct an official club visit 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 Global Membership Team (GMT).
 - i) Work with the GMT Coordinator to appoint the membership, extension, retention, and orientation chairs with concurrence of the DG.
 - ii) Meet with the district GMT/GLT 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.

POLICY 2	OFFICER DUTIES & RESPONSIBILITIES
-----------------	--

Section II	First Vice District Governor
-------------------	-------------------------------------

Page:	2 of 2
Revision	3
Last Revision	August 2, 2015
Prepared by	District Policy Manual Committee – February 1, 2004

- n) Attend MD27 Council of Governors Meetings as possible.
- o) See to it that all clubs submit a New Officer Report (PU101) LCI after the April officer elections, but no later than April 30.
- p) Be prepared to elect a State Council Chair following the January Council of Governors Meeting.
- q) Chair the 27-D1 Long Range Planning Committee.
- r) Work with assigned Zone Chairs as directed by the DG.

POLICY 2 OFFICER DUTIES & RESPONSIBILITIES**Section III Second Vice District Governor**

Page:	1 of 1
Revision	2
Last Revision	August 2, 2015
Prepared by	District Policy Manual Committee – October 21, 2008

The 2nd Vice District Governor (VDG), subject to the supervision and direction 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 the 1st VDG's duties.
- c) Perform such administrative duties as assigned by the DG.
- d) Actively participate in
 - i) All Cabinet Meetings and in the DG's and 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) Conduct an official club visit at the DG's request. Reimbursement to be made through the DG expense form.
- i) Be an active member of 27-D1's Global Leadership Team (GLT).
- j) Attend the Lions Clubs International Convention and the USA/Canada Lions Leadership Forum if at all possible.
- k) Be an active member of the 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
-------------------	--------------------------------------

Page:	1
Revision	3
Last Revision	August 2, 2015
Prepared by	District Policy Manual Committee August, 11, 1991

1) Cabinet 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 shall forward all meeting minutes and committee reports to the succeeding Cabinet Secretary. 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 delegate roster and cards for voting at State and District Conventions.
- c) 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) Cabinet Treasurer duties include, but are not limited to:

- 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 approval.
- c) 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.
- d) All monies received by the Cabinet Treasurer shall be deposited within fourteen (14) days of receipt.
- e) The Cabinet Treasurer upon receipt of the monthly bank statements shall reconcile the bank statements to the monthly journal. Any checks that have been outstanding for two successive statement periods will require follow up as follows: The Cabinet Treasurer will contact the payee to determine if a problem exists with the payment; in the event the check is given to a third party for delivery it should be noted in the memo section of the journal and the third party contacted to determine the disposition of the check; if warranted a replacement check should be issued.
- f) 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 Cabinet Treasurer.
- g) Assist the District Auditor with the completion of Form 990 to be submitted to the Internal Revenue Service by November 15.

POLICY 2 OFFICER DUTIES & RESPONSIBILITIES**Section V Wisconsin Lions Foundation Director**

Page: 1
Revision 1
Last Revision November 7, 2004
Prepared by District Policy Manual Committee November 7, 2004

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 Governors, district cabinet, 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 SEARCH AND REVIEW COMMITTEE
-----------------	--

Page:	1
Revision	3
Last Revision	August 2, 2015
Prepared by	District Policy Manual Committee – August 11, 1991

1) Purpose:

- a) To review nomination papers for completeness 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 recommend 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 (PDGs) to the committee and name one of them as chair.

3) Duties & Responsibilities:

- a) Search out and encourage qualified DG, 1st VDG, 2nd VDG, and WLF Director candidates to run as positions become available.
- b) Meet with all qualified candidates prior to the third cabinet meeting.
- c) Review with each candidate the responsibilities and obligations of the office being sought. Refer to Policy 2 for a listing of duties and responsibilities.
- d) Report to the Cabinet at the third Cabinet Meeting regarding the qualifications of the candidates.

POLICY 4 FINANCIAL

Section I Financial Policy

Page: 1
Revision 3
Last Revision August 2, 2015
Prepared by District Policy Manual Committee – November 7, 2004

1) Purpose:

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

2) Guidelines:

- a) All reimbursements made by the District shall conform to the guidelines set forth in Chapter IX, section C. Reimbursement of Expenses for District Governors of the Lions Clubs International (LCI) Policy Manual. For future reference, these guidelines shall be referred to as Rules of Audit (Appendix C).
- b) All district expenses reimbursed by LCI Rules of Audit.
- c) Only expenses incurred representing the District shall be subject to reimbursement.
- d) Vice District Governors expenses may exceed budgeted amounts with the approval of the DG.
- e) All district activity program committee funds solicited from clubs are limited in use to programs as opposed to administrative expense.
- f) All committee reimbursable expenses are subject to Rules of Audit.
- g) 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**

Page: 1

Revision 2

Last Revision January 25, 2009

Prepared by District Policy Manual Committee – August 11, 1991

The District Governor (DG) and Vice District Governors (VDGs) will be reimbursed for expenses related to attendance at the USA/Canada Lions Leadership Forum. Reimbursement will be pursuant to Rules of Audit and shall not exceed the amount approved in the 27-D1 budget.

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

Page:	1
Revision	2
Last Revision	August 2, 2015
Prepared by	District Policy Manual Committee – October 21, 2004

1) Purpose:

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

2) Fund Description:

- a) **Restoring Hope Transplant House:** Pass-through account with all monies received forwarded to Restoring Hope Transplant House.
- b) **Combat Blindness:** Pass-through account with all monies received forwarded to Combat Blindness.
- c) **Children Vision Screening:** Supports the efforts of Children Vision Screening. Appropriate expenses would be to maintain the District's cameras and support training.
- d) **Hearing:** Pass-through account with all monies received forwarded to the Wisconsin Lions Foundation for deposit to a special account for the benefit of District 27-D1's hearing program. Suggested club contribution \$4/member (7/31/05).
- e) **Leader Dog:** Pass-through account with all monies received forwarded to Leader Dog.
- e) **Lions Clubs International Foundation (LCIF):** Pass-through account with all monies received forwarded to LCIF.
- f) **Wisconsin Lions Missions:** Supports 27-D1's charitable involvement in the Wisconsin Lions Missions. Funds may be used to purchase and/or transport equipment and materials.
- g) **Wisconsin Lions Foundation (WLF):** Pass-through account with all monies received forwarded to WLF.
- h) **Adult Vision Screening:** Supports clubs and 27-D1 efforts in screening adults for vision problems.
- i) **Diabetes:** Supports 27-D1's Diabetes Committee's purchase of materials and equipment.
- j) **Youth Exchange:** Supports efforts to send 27-D1 youth overseas and costs associated with Wisconsin's Youth Exchange Camp. Suggested club contribution \$2/member (7/31/05).
- k) **ALERT:** Supports the efforts of the District Alert Committee
- l) **District Emergency/Disaster Fund:** Funds available to District 27-D1 Lions/Lioness Clubs to provide for needs in the event of disaster or emergency in their service areas.

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

Page: 1

Revision 2

Last Revision August 2, 2015

Prepared by District Policy Manual Committee – November 2, 2003

1) Purpose:

- a) The District Governor (DG) shall appoint a District Raffle License Administrator who will ensure that proper raffle licenses are maintained with the State of Wisconsin and that all required reports are filed in a timely manner.

2) District Raffle License Administrator Duties & Responsibilities:

- a) File appropriate applications for raffle license(s) with the State of Wisconsin.
- b) Consult with the Convention Raffle Committee to ensure proper administration of the raffles.
- c) Review for compliance any Class A raffle tickets prior to printing.
- d) Complete and file the annual raffle report to the State of Wisconsin in a timely manner.

POLICY 4	FINANCIAL
Section V	27-D1 Annual Audit

Page:	1
Revision	2
Last Revision	August 2, 2015
Prepared by	District Policy Manual Committee – November 7, 2004

1) Purpose:

- a) To provide direction on the annual audit of the 27-D1 accounts and records.

2) Committee Structure:

- a) The District Governor (DG) shall appoint a District Auditor to review the accounts of the District and to report to the District Audit Committee.
- b) The District Audit Committee shall be comprised of District Governor (DG), District Governor Elect (DGE), 1st Vice District Governor Elect, 2nd Vice District Governor Elect, the Cabinet Secretary and/or Treasurer and the incoming Cabinet Secretary and/or Treasurer.

3) Guidelines:

- a) The District Auditor may begin a review of the current accounts and check registers any time after May 15.
- b) The District Auditor shall conduct a review of the accounts with supporting documentation and prepare a preliminary audit report for presentation to the District Audit Committee.
- c) A review will be made of expense reimbursements made during the fiscal year for conformity with Lions Clubs International Policy IX, Section C. Reimbursement of Expenses for District Governors (see appendix C for reference to specifics).
- d) The District Auditor will meet with the District Audit Committee prior to the first District Cabinet meeting to discuss any findings.
- e) The District Auditor shall present the final audit report to the District Cabinet at the first meeting of the District Cabinet.
- f) The District Auditor, working with the Cabinet Treasurer, shall complete the Form 990 for submittal to the Internal Revenue Service by November 15.

POLICY 5 **DISTRICT CONVENTION**

Page:	1 of 4
Revision	3
Last Revision	August 2, 2015
Prepared by	District Policy Manual Committee – August 11, 1991

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 Members for their service over the year and others as appropriate.

2) Committee Structure:

- a) The District Convention Committee (DCC) shall be chaired by a three person Executive Committee (EC.) The EC will initially be comprised of three (3) District Lions. One appointed for a three (3) year term, one for a two (2) year term, and one for a one (1) year term. Thereafter, the DG will appoint a District Lion to a three (3) year term each year.
- b) The member of the EC with one year remaining shall serve as Chair of the DCC with the other two members serving as Vice Chairs. All decisions of the EC shall be made by a majority vote of the EC.
- c) DCC members will be appointed by the EC with the concurrence of the DG and will include the VDGs and other District Lions and Lioness.

3) Site Selection:

- a) The site shall be determined by the current EC 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): 350 capacity
 - iv) Lioness Meeting Room (Saturday afternoon): 125 capacity
 - v) Dinner/Cabinet Meeting Room (Friday night): 150 capacity
 - vi) Social Room (Friday night): 300 capacity
 - vii) Voting Room (Saturday afternoon): 10' x 20' with entrance and exit doors
 - viii) Luncheon and Closing Celebration Room (Saturday): 400 capacity in rounds plus raised head table for 18 (can be two-tiered)
 - ix) Meeting Rooms will be at no charge.

POLICY 5	DISTRICT CONVENTION
-----------------	----------------------------

Page:	2 of 4
Revision	4
Last Revision	August 2, 2015
Prepared by	District Policy Manual Committee – August 11, 1991

4) Format:

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

Friday Evening

Fish Fry/Dinner
Cabinet Meeting
Social

Saturday

General Session
Necrology Service
Lunch
Information sessions
Voting
Closing Celebration

5) Closing Celebration:

- a) The DG or his/her designee shall serve as Master of Ceremonies for the Closing Celebration which will focus on honoring clubs 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.

6) International Speaker:

- a) The District shall utilize its annual allotment of one International speaker for the District Convention. Other major or “keynote” speakers will be invited only with the approval of the DG.
- b) The DG in office during the Convention 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. Arrangements should be made for the invited guest to receive the *Wisconsin Lion*.

7) Convention Fund:

- a) The Convention Fund’s purpose is to provide a separate accounting for the District Convention.
- b) The Convention Fund will maintain its own profit and loss statement, balance sheet and chart of accounts, including an inventory with assessed value for items having a life of more than one year.
- c) The Convention Fund will appear as a separate line item on the District financial statements.
- d) The 27-D1 Treasurer will be responsible for all Fund disbursement and revenues.
- e) The 27-D1 Treasurer will include a full financial report on the Convention as a supplement to the District financial reports submitted to the Cabinet or membership.

POLICY 5	DISTRICT CONVENTION
-----------------	----------------------------

Page:	3 of 4
Revision	3
Last Revision	August 2, 2015
Prepared by	District Policy Manual Committee – August 11, 1991

8) Registration Fees & Profit Sharing:

- a) Registration fees shall be set by the DCC 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 and hospitality night costs will be pro-rated according to the percentage of Lioness registered. The percentage shall be computed by dividing the number of Lioness registered by the total registrations.

9) Raffles:

- a) The DCC will determine the number and type of raffles that may be conducted during the Convention.
- b) Timing and proceed distribution are at the DCC's discretion.
- c) Individual raffles, including income and expenses, shall be reported to the District Raffle Administrator in a timely manner.

10) Other Convention Expenses:

- a) The International guest and his/her companion's lodging and meals.
- b) Cost of 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) Provide gifts to visiting District Governors, Council Chair and Wisconsin's International Director as the DCC deems appropriate.

11) 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 revenues 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.

- 12) Volunteers** – 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	3
Last Revision	August 2, 2015
Prepared by	District Policy Manual Committee – August 11, 1991

13) Convention Procedures:

- a) All Convention expenses will be paid from the 27-D1 Administrative Fund. All revenues will be deposited into the 27-D1 Administrative Fund.
- b) During the District Business 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. 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 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 certified registered delegate present at the Convention.
- h) No delegate shall be allowed to cast more than one vote on any question or issue.
- i) A majority of the delegates registered shall constitute a quorum for the transaction of business at the Convention.
- j) 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

Policy was removed

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.
- 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 District Governor's Team 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 Tournament

Page:	1
Revision	2
Last Revision	August 2, 2015
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) The Host of the Annual 27-D1 Bowling Tournament shall be determined on a competitive basis by delegate vote at the preceding District Convention.
 - b) Clubs interested in hosting the Annual Bowling Tournament 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 MULTIPLE DISTRICT FUND RAISING AUTHORIZATION

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

- 1) It shall be the policy of this District to allow all fund raising activities approved by the Multiple District Council of Governors.
- 2) The District Governor may appoint District Chairs to spearhead fund raising of approved statewide projects.

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

1) PURPOSE:

- a) To provide guidelines for the disbursement 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.
- b) Funds as designated above shall be available as a program for District 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.

2) GUIDELINES:

- a) 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.
- b) The minimum a Lions/Lioness club may receive is \$300.00 and the maximum amount is \$3,000.00.
- c) Disbursement 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.
- d) 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

2012-2014

PDG Arlen Milestone, Chair
PID Phil Ingwell
PDG John Jenson

2014-2015

PDG Arlen Milestone, Chair
PDG John Jenson
Lion Sam Powel

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
August 3, 2014
August 2, 2015

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 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 (3 minutes max.) and one seconding speech (2 minutes max.) per candidate at the District Convention, and (2 minutes max) for acceptance speech.
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
☐ Candidate for Office of 1st Vice District Governor
☐ Candidate for Office of 2nd Vice District Governor

Lionistic Service and Qualifications for Office sought:

Office

Year(s)

Club President _____

Club Board of Directors _____

District Zone Chair _____

District Cabinet Secretary/Treasurer _____

Certification and Attestation to:

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

President _____

Secretary _____

Lions Club _____

Section II Wisconsin Lions Foundation Director

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

27-D1

Lions Club

APPENDIX C RULES OF AUDIT

THE RULES OF AUDIT GOVERNING REIMBURSEMENT OF EXPENSES FOR DISTRICT CABINET MEMBERS

1. The amounts and limits shown below are maximums and are derived from Chapter IX, Section C. of the Policy Manual of the International Association of Lions Clubs.

2. Allowable Expenses and Effective Dates:

a. Milage

- i. \$.41 per mile – effective July 1, 2012
- ii. \$.50 per mile – effective July 1, 2015

b. Lodging

- i. \$75.00 per night – effective July 1, 2012

c. Meals

- i. \$25.00 per meal – effective July 1, 2013