



Lions Clubs International
WISCONSIN LIONS DISTRICT 27-A1
POLICY MANUAL
2002 REVISION

PURPOSE:

To provide definite guidelines and policies of operation within the scope and aegis of the Constitution and By-Laws of Wisconsin Lions District 27-A1. Hereafter referred to as the "District."

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INTRODUCTION

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This Policy Manual has been developed to fill a need of the International Lions Clubs District 27-A1. The purpose is to provide guidance to the District Governor to enhance the performance of the duties of that office. It is rooted in part on historical precedent, part on the District 27-A1 Constitution and By-Laws, and part upon the Lions Clubs International Constitution and By-Laws. The guidelines contained herein are based upon usual and standard procedures and applications used by the District 27-A1 Cabinet.

A distinction should be made between this Policy Manual and the District Constitution and By-Laws. The District Constitution and By-Laws can only be revised or changed by a majority vote of the delegates at the District convention. The Policy Manual has been created by the District Cabinet that is empowered to make additions, changes, and revisions at any time. The Policy Manual is not a substitute for the District Constitution and By-Laws, but acts instead as a referenced guide designed to cover those specific issues and applications not addressed within the Constitution and By-Laws.

The District Governor and the Vice-District Governor must be aware of the contents of this Policy Manual as well as being versed of the information contained within the Constitution and By-Laws. The District Governor is responsible for maintaining and authorizing any and all changes and amendments to this Policy Manual.

The Policy Manual is printed in this loose-leaf form to allow any changes and amendments to be inserted at a minimal cost to the District. Each page is numbered and is printed with the date of the most current approved revision. This Policy Manual has been designed to have all District issues governed by a similar policy to be published under that heading or policy page. The user should refer to the reference guide to locate a specific topic.

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LIONS CODE OF ETHICS

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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 services.

TO SEEK success and to demand all fair enumeration or 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 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 of action towards my fellow man, 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 was given.

ALWAYS bear in mind my obligation, as a citizen to my Nation, my State and my Community, is to give them unswerving loyalty in word, act, and deed. To give them of my time, labor, and means.

TO AID my fellow man 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.

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DISTRICT GOVERNOR

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The District Governor shall:

1. Attend Multiple District 27 Council Meetings.
2. Prepare District Cabinet appointments and submit a complete list in approved form including complete addresses, telephone numbers and e-mail addresses to the Wisconsin State Lions Executive Secretary by May 1st.
3. Oversee all Cabinet appointees, encouraging each to perform their duties to the best of their abilities.
4. Make all State committee appointments known to the State Executive Secretary by the August following being elected in July. Reference **State Constitution Article 4, Sections 4 and 6.*
5. Be prepared to elect a State Council Chair at the State Convention.
6. Be prepared to choose a uniform color, purchase a uniform and purchase or rent a tuxedo as needed for council meetings and conventions.
7. Inform all newly appointed Region and Zone Chairs that they must attend the new officers training school held in June, prior to the District Governors term beginning.
8. Be allowed a financial advance adequate to secure stationary, envelopes and paperwork needed for the year.
9. Receive all audited records and account balances from the previous District Governor in a timely manner following the International Convention.
10. Prepare a District Budget to be mailed in proposed form with the meeting notice to the Cabinet members for their review prior to the first District Cabinet meeting in July or August.
11. Hold four (4) Cabinet meetings and two (2) business meetings, on each at the District and State conventions.
12. Prepare monthly expense reports for Lions Clubs International.
13. Make sure that the Cabinet Secretary-Treasurer has all accounts in order, all District books in balance and all accounts audited in July.

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DISTRICT GOVERNOR - continued

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14. Make sure that all monies due to the District accounts are collected and deposited in the approved District bank accounts.
15. Prepare a District newsletter. The quality, content and distribution to be determined by the District Governor and the District newsletter committee.
16. Visit all Clubs once and attend as many other Club functions, events, and honors events as scheduling will allow. Attend as many Lioness and Leo events as scheduling will permit.
17. Must attend the International Convention. Travel and meeting expenses will be reimbursed by Lions International, Wisconsin State Lions and District 27-A1 as provided within the Constitution and By-Laws.
18. The District Governor shall be reimbursed by the District Cabinet for travel and/or per diem expenses up to, but not to exceed an annual approved budgeted amount. District funds are used primarily for, but not limited to reimbursement for attendance and expenses at the USA/Canada Forum.
19. See that the PU-101 forms are completed and sent to Lions International by April 15.
20. Work with the District Governor Elect and the Vice District Governor Elect in making a smooth transition of office. Be available to offer advice and worthwhile information when asked.
21. Order and distribute all awards, gifts, and certificates.

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VICE DISTRICT GOVERNOR

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The Vice District Governor, subject to the supervision of the District Governor, shall:

1. Serve as the chief administrative assistant to the District Governor.
2. Further the purpose and objectives of the Association.
3. Be familiar with the duties of the District Governor, so in the event of a vacancy, be able to assume said duties.
4. Perform such administrative duties as may be assigned by the District Governor.
5. Perform any functions as may be required by Lions International.
6. Actively participate in Cabinet, District and Council meetings.
7. Participate in the formation of the District budget.
8. Be actively involved in all District projects that will be continued into the following year.
9. Participate in the review of all District Lions Clubs. Evaluate strengths, weaknesses, and recommend ways to improve.
10. Be active in the leadership of all District committees as directed by the District Governor.
11. The Vice District Governor shall be reimbursed by the District Cabinet for travel and/or per diem expenses up to, but not to exceed an annual approved budgeted amount. District funds are used primarily for, but not limited to reimbursement for attendance and expenses at the USA/Canada Forum.
12. The Vice District Governor shall act as Chairman of the District newsletter committee.
13. Actively pursue election to the office of District Governor.

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DISTRICT CABINET SECRETARY-TREASURER

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The District Cabinet Secretary-Treasurer shall:

1. Record and maintain all minutes of the Cabinet meetings. Call the roll of Cabinet members; be available to take minutes at all District functions as requested by the District Governor.
2. Mail copies of the Cabinet meeting minutes to all Cabinet members in a timely manner following each Cabinet meeting.
3. Send bi-annual dues statements to all District Clubs. These statements must include International, State and District dues as well as one-time bonding fee. Must keep and maintain an accurate record of all dues payments.
4. Send delegate rosters and cards to each District Club for voting at the District and State conventions.
5. Register and be available to certify all delegates to the District and State conventions.
6. Receive all District funds and deposit these funds into the financial institution approved by the District Cabinet.
7. Pay all District bills and obligations as budgeted or approved by the District Governor and/or the District Cabinet.
8. Co-sign all District checks along with that of the District Governor. Prepare and submit a financial report for the District Governor and the District Cabinet members prior to each District Cabinet meeting.
9. Assist the District Governor and the Vice District Governor with the preparation of the District budget.
10. Submit a final District financial statement at the end of the District Governor's term.
11. Keep neat and accurate records of all financial transactions made on behalf of the District and maintain a detailed balance sheet of all finances.
12. Prepare all District financial records for final audit by the District audit committee and turn audited records over to the incoming Cabinet Secretary-Treasurer prior to leaving office.
13. Complete the necessary federal and state tax forms and submit the completed documents to the appropriate locations prior to the published deadlines.

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DISTRICT CABINET

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The District Cabinet shall consist of, but is not limited to, the following offices:

1. District Governor
2. Vice District Governor
 - a. Newsletter Chair
3. Immediate Past District Governor
 - a. Honorary Committee Chair
4. Cabinet Secretary-Treasurer
5. Region Chair(s) (5 optional)
6. Zone Chairs - 10 Zones
7. Wisconsin Lions Foundation Directors (2)
8. Research and Long Range Planning Committee Chair (Past District Governor)
9. Membership Chair
10. Retention Chair
11. Extension Chair
12. District Convention Chair
13. Convention Chair
 - a. State Convention
 - b. International Convention
 - c. USA/Canada Forum
14. District Newsletter Editor
15. District Historian (Optional)
16. Lioness Affiliate Liaison
17. District LEO Advisor
18. LCIF — International Understanding and Cooperation Chair
19. BOLD Chair
20. Youth Exchange Chair
21. District Activities Chair
 - a. President-Secretary-Treasurer Banquet
 - b. Bowling
 - c. Golf
 - d. Curling
 - e. Stock Car Racing
22. Leadership Development Chair
23. Hearing Chair
24. Technology-Public Relations Chair
25. District Photographer
26. Sight Conservation Chair
27. Diabetes Chair
28. Leader Dog Chair
29. Constitution and By-Laws Chair (Past District Governor)
30. Elections Chair

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- 31. Environmental Chair
- 32. District Tail Twister
- 33. Youth Programs Chair
 - a. Youth Outreach
 - b. Peace Poster
 - c. Quest

WISCONSIN LIONS FOUNDATION DIRECTORS

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*Refer to *District By-Laws: Article II, Section 4.*

- 1. Budget monies, if available, to assist with travel and expenses associated with representing our District at the Foundation.
- 2. Reimbursement will be made upon receipt of proper expense vouchers and/or receipts by the Cabinet Secretary-Treasurer.
- 3. Reimbursement will be approved up to, but not exceeding the annually approved and budgeted amount established by the District Cabinet.

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DISTRICT ACTIVITIES

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- A. Bowling: Refer to *District Constitution, Article XII, Section 1 and 2.*
- B. Golf: Refer to *District Constitution, Article XII, Section 1 and 2.*
- C. Stock Car Race:
Refer to *District Constitution, Article XIII, Section 1 thru 6.*
- D. Curling: Refer to *District Constitution, Article XII.*
- E. Bocce Ball:
Refer to *District Constitution, Article XII.*
(*Temporary reference until approved.*)

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DISTRICT CONVENTION

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The District 27-A1 Convention committee has created a policy manual that was revised in 1999. For all District Convention related issues, see the District 27-A1 Convention Policy Manual.

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DISTRICT DUCK

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The “*District Duck*” policy was Cabinet approved on 2/11/1997.

1. Be now and forever known as the “District Duck.”
2. The “District Duck” is owned by, and shall remain the property of, Wisconsin Lions District 27-A1.
3. Auction of the “District Duck” to be conducted annually at the Lions Luncheon at the District 27-A1 Convention.
4. An Individual and/or Club are eligible to participate in the auction bidding provided that:
 - a. An individual must be a member in good standing of a Club located in District 27-A1; and,
 - b. A Club must be in good standing in District 27-A1.
5. Winning bidder be held accountable for the safe keeping and return of the “District Duck” in good condition to the District Convention the following year.
6. Proceeds generated from the “District Duck” auction be distributed as follows:
 - a. \$500.00 to the District Hearing Fund
 - b. Any proceeds in excess of \$500.00 shall be awarded to the Wisconsin Lions funded charity(s) or organization(s) selected by the currently seated District Governor. The District Governor shall announce the recipient charity at the District convention business luncheon prior to the auction.

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STATE CONVENTION HOSPITALITY

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1. The District Cabinet, on an annual basis, shall determine the manner and extent of hospitality provided by District 27-A1 at the Wisconsin State Lions Convention.
2. Expenses for hospitality at the State Convention will be determined by a plurality vote of the Cabinet members present.

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DISTRICT FINANCES AND BUDGET

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District Budget:

1. The District Governor Elect, the Vice District Governor Elect and the Cabinet Secretary-Treasurer appointee shall work together to form a budget to be proposed to the District Cabinet at the first Cabinet meeting in July or August.
2. The District Governor shall prepare a final financial report for the past Lions' year. This statement must be prepared and presented at the first Cabinet meeting of the new Lion's year held in July or August.

District Finances:

1. District 27-A1 finances shall be governed by Article IX of the District Constitution.
2. Interest earned from all District accounts shall be deposited into the District administrative account.
3. Annual District Audit - Refer to *District Constitution Article IX, Section 2*.

District Fund Accounts:

1. The District shall have Fund Accounts to hold monies donated to the District for specific uses. The District Cabinet and/or the District Governor shall determine the number and purpose of these accounts.
2. There are three (3) types of Fund Accounts:
 - a. **TEMPORARY TRANSFER ACCOUNTS:** These are funds donated to the District that are immediately transferred to the corresponding state or national program. The Cabinet Secretary-Treasurer must forward these funds as soon as practical after they are received.
 - b. **SPECIAL PURPOSE ACCOUNTS:** These are funds donated to the District to be held for a special purpose. The District Cabinet with the recommendation from the District Governor, shall approve all expenditures. The Cabinet Secretary-Treasurer shall forward these funds as directed.
 - c. **DISTRICT FUND ACCOUNTS:** These are charitable groups approved by the District Cabinet. These charities are represented by a Fund Chairperson on the District Cabinet. These funds shall be held in a District account until they are authorized to be released by

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DISTRICT FINANCES AND BUDGET - continued

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the Fund Chairperson or by the District Cabinet. The District Cabinet Secretary-Treasurer shall forward these funds as directed. The Fund Chairperson shall give an oral report at the regular meetings of the District Cabinet outlining the amounts and purpose of all expenditures. This report shall become part of the official minutes of the District Cabinet meetings.

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DISTRICT CANDIDATE GUIDELINES

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The offices of District Governor, Vice District Governor and Wisconsin Lions Foundation Director are filled by the majority vote of the certified delegates to the District Convention, therefore:

1. All candidates for these offices shall comply with all District constitutional requirements as outlined in District Constitution Article IV, Sections 1 through 7 and District By-Laws Article 2, Sections 2, 3, and 4, prior to any formal campaigning.
2. All candidates are prohibited from any open or active campaigning prior to the conclusion of the District Convention Banquet held the year prior to the specific election. The use of literature, buttons, banners, etc. during this time is also prohibited.
3. All candidates shall strictly comply with Lions International rules regarding the solicitation and use of public money for campaign purposes. Use of the International logo is also restricted. (Consult the International Lions Legal Department for clarification.)
4. All candidates, their committees, and their supporters should conduct themselves in an ethical and professional manner exercising good taste and decorum.

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DISTRICT NEWSLETTER

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1. The District Governor is responsible for the creation and publication of a District newsletter. The Vice District Governor and the Cabinet Newsletter Editor, appointed by the District Governor, shall select two (2) or more Lions to assist in the publication of the District newsletter. The District Governor must approve all committee members. This group shall be then known as the “Pride Committee.”
2. The Pride Committee is charged with the following duties:
 - a. The District Governor shall oversee the entire production of the District newsletter. The District Governor shall supply a message, schedule, and calendar of events, along with any information from the State Lions or Lions International to be passed on to the membership.
 - b. The Vice District Governor, Newsletter Editor and committee members shall solicit ads, obtain information, layout, and prepare the newsletter for publication. The newsletter shall be published at regular intervals as selected by the District Cabinet and mailed to those members as deemed by the District Cabinet.
 - c. The Vice District Governor shall obtain two (2) bids for the printing/publication of the Pride.
 - d. The newsletter Editor shall be responsible for the communication with selected printer and the District membership. A mailing list shall be established and maintained by the Editor. The newsletter Chair will handle all funds and transactions.
 - e. The newsletter Chair may, if desired, select a Financial Secretary or Treasurer to assist on the committee.
 - f. The Pride committee is responsible for the financial security of the District newsletter. As such, a regular financial report shall be submitted at all cabinet meetings.
 - g. Any costs, fees, or charges needed to support the Pride must be approved by the District Cabinet by majority vote.
 - h. The Pride committee has broad based responsibility to administer, fund, produce and distribute the Pride.

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DISTRICT PROJECTS

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1. A District Project is a project that is supported, funded, and approved by the Lions of District 27-A1.
2. Any and all new District Projects shall be submitted to, and evaluated by, the Research and Long Range Planning Committee. This Committee will then make a recommendation to the District Governor and District Cabinet.
3. Any and all District fund raisers shall be handled in the same manner.
4. Any unbudgeted donation made on behalf of District 27-A1 must be submitted for the approval of the District Cabinet at a regular Cabinet meeting. The District Governor has the sole authority to call a special Cabinet meeting. (Refer to *District Constitution Article VI, Section 5.*)

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DISTRICT PINS

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1. The District Governor shall arrange for the design and production of the District Pin.
2. The District Governor shall appoint a District Pin Chairman to oversee and arrange for the final design and production of the District Pin.
3. The District Pin Chairman shall research the production companies and select the best manufacturer at the most reasonable price.
4. International logo regulations will be upheld at all times.
5. The District Governor shall consult with the District Cabinet to determine how many pins to order.
6. The District Pins are not considered a fund raiser and thus will be sold at a near-cost basis.

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POLICY DEVELOPMENT, CHANGES AND APPROVAL

Number 18

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To facilitate an orderly development of, changes in, and approval of, the District Policy Manual, the following procedures shall be followed:

1. Any change in existing policy, or any new policy recommendations, may be submitted by any District Club or any member of Wisconsin Lions District 27-A1 in good standing of a Club within District 27-A1.
2. All proposed changes should be submitted to the District Governor. These proposals shall be referred to the Research and Long Range Planning committee for review and recommendation. Recommendations will be presented to the District Cabinet.
3. Any approved change in policy, or new policy, shall become effective immediately, upon approval by majority vote of the Cabinet members.
4. The District Governor shall be responsible for maintaining, updating, and distributing the Policy Manual and any revision pages.
5. Any new or changed items shall be printed as soon as possible in a font of like size and style.
6. The Policy Manual shall be made available to all Cabinet members and any interested Lions of the District.
7. The District Governor, Vice District Governor, Cabinet Secretary-Treasurer, Region Chair(s), Zone Chair(s), and the Research and Long Range Planning Chair must hold formal copies of the Policy Manual.

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DISTRICT POLICY MANUAL REVISION PAGE

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This District 27-A1 Policy Manual and its preparation was authorized and directed by:

1. District Governor Tim Pizzo 1988-1989
 - a. PDG Bob Welch
 - b. PDG Gary Thompson
 - c. PDG Harlan Unger
 - d. PDG Bob Kolosowsky
 - e. PDG Ray Seidel

Approved by Research & Long Range Planning 01/10/1989
Chairman PDG Tom Ellenson

Approved by District Cabinet 01/29/1989

2. Revisions to the Policy Manual have been approved,
as per minutes, by the Research & Long Range Planning
committee and District Cabinets:

Research & Long Range Planning - PDG Jerry Willms, Chairman 01/16/1996
District Cabinet 03/30/1996

Research & Long Range Planning - PDG Jerry Willms, Chairman 02/11/1997
District Cabinet 03/02/1997

Research & Long Range Planning - PDG Robert Ahler, Chairman 01/13/1998
District Cabinet 01/18/1998

District Governor Richard Schwall

Research & Long Range Planning - PDG Robert Welch, Chairman 03/02/1999
(Special Meeting - Fairview Inn, Jefferson, WI "District Duck" addition revision)

District Cabinet 03/02/1999

Research & Long Range Planning - PDG Robert Welch, Chairman 01/08/2002
District Cabinet