

**Lions Clubs International
WISCONSIN LIONS
DISTRICT 27-A1 POLICY
MANUAL
2013 REVISION**

DISTRICT 27-A1 POLICY MANUAL

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DISTRICT 27-A1 POLICY MANUAL

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(s)** 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.

AL WA YS 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 Chairperson 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 Chairperson(s) that they must attend the new officer's 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, one each at the District and State conventions.

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DISTRICT GOVERNOR

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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.
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(s) 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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FIRST VICE DISTRICT GOVERNOR

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The **First 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 **First 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. Actively pursue election to the office of District Governor.

FIRST VICE DISTRICT GOVERNOR

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e.

The Vice Governor(s) shall visit any Club that the District Governor cannot visit, as directed by the District Governor, and will receive regular reimbursement from the International Association of Lions Clubs (upon completion of required paperwork), from the District Governor.

f. The Vice Governor(s) shall also:

- 1) Receive a copy of each M&A from the Club Secretary.
- 2) Receive a copy of all monthly Zone Chairperson reports and Zone Meeting reports.
- 3) Attend one Zone meeting per Zone serving as a resource person and liaison for the District Governor.
- 4) Attend a minimum of three (3) meetings of five (5) Clubs that are in need of assistance. No more than two (2) Clubs per Region shall be included. These Clubs shall be selected by the agreement of the District Governor, the Immediate Past District Governor, and the Vice Governor(s). The number of Clubs may be decreased from five (5) by common agreement. Reports of each of these visits shall be submitted to the District Governor, the Region Chairperson, and the Zone Chairperson.
- 5) Help procure all M&A's on time.
- 6) Be a contributing writer for the District Governor's newsletter

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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(s)** 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 shall submit the completed documents to the appropriate locations prior to the published deadlines..

Section 3. Cabinet Secretary-Treasurer

1. a. Keep a true and complete record of the proceedings of all meetings of the Cabinet and shall forward copies of such proceedings within ten (10) days after each meeting to all members of the Cabinet and the office of the International Association of Lions Clubs.
2. b. Collect from the Clubs in the District all the per capita taxes authorized by Article IX of the District Constitution, and deposit the monies in such depositories as are designated by the Cabinet, and disburse these funds only as authorized by the Cabinet and in accordance with Article IX of the Constitution.
3. c. Give bond for the faithful discharge of the duties in an amount set by the Cabinet and shall submit to the Cabinet a semi-annual financial report and such other special reports as may be called for by the Cabinet and shall submit all books and accounts for audit whenever required by the Cabinet and shall, at the end of the fiscal year, place in the hands of the successor all monies and records, financial and otherwise, which pertain to the office within not more than fifteen (15) days following the close of the term of office.
4. d. Perform such other duties as ordinarily pertain to the office of Secretary-Treasurer and are delegated from time to time by the District Governor and the Cabinet.

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CABINET SECRETARY-TREASURER

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1. e. The official action of the Cabinet Secretary-Treasurer shall be under the supervision of the District Governor and the Cabinet.
2. f. In the event the Cabinet Secretary-Treasurer for any reason cannot or does not efficiently perform the duties of the office to the best interests of Lionism, or in the event the office for any reason is vacated, the District Governor shall appoint a successor to serve for the unexpired term.
3. f. Shall cooperate with the Zone Chairperson(s) in promoting such social activities as golf, bowling, curling, and Softball tournaments; banquets; anniversary celebrations; special functions such as meetings in observance of District Governor Month and Past District Governor Month, honoring Key Members, Old Monarchs, etc.; installation of officers; induction of new members; ladies nights; outings; and other similar functions.

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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. First Vice District Governor
3. Second Vice District Governor
4. Immediate Past District Governor
 - a. Honorary Committee Chairperson
5. Cabinet Secretary-Treasurer
6. Resolutions, Constitutions and By-laws Chairperson(s)
7. Region Chairperson(s) (5 optional)
8. Zone Chairperson(s) -10 Zones
9. Wisconsin Lions Foundation Director(s) (2)
10. Research and Long Range Planning Committee Chairperson (Past District Governor)
11. Leadership Development Chairperson(s)
12. Membership Chairperson(s)
13. Retention Chairperson(s)
14. Extension Chairperson(s)
15. District Convention Chairperson(s)
16. Convention Chairperson
 - a. State Convention
 - b. International Convention
 - c. U SA/Canada Forum
17. District Elections Chairperson
18. District Newsletter Editor
19. District Historian (optional)
20. LCIF — International Understanding and Cooperation Chairperson
21. BOLD Chairperson
22. Youth Exchange Chairperson

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DISTRICT CABINET

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23. Environmental Chairperson
24. District Disaster Fund Chairperson
25. District Tail Twister
26. Youth Programs Chairperson
 - a. Youth Outreach
 - b. Peace Poster
 - c. Quest
27. Hearing Chairperson
28. Technology-Public Relations Chairperson
29. District Photographer
30. Sight Conservation Chairperson
31. Diabetes Chairperson
32. District Activities Chairperson
 - a. President-Secretary-Treasurer Banquet
 - b. Bowling
 - c. Golf
 - d. Curling
 - e. Stock Car Racing
33. Lioness Affiliate Liaison
34. District LEO Advisor
35. Leader Dog Chairperson
- 36.

DISTRICT COMMITTEES

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Section 4. Region Chairperson

a. Shall be officers of the Cabinet and shall attend all regular and special meetings and deliberations of that Cabinet and shall assist the District Governor in the promotion of Lionism, in the Region by performing such other duties as may be delegated from time to time by the District Governor and/or the Cabinet.

b. Shall recommend to the District Governor, Lions qualified to serve as Zone Chairperson(s) in the Region.

c. Shall see that every Club in the Region is efficiently operating under the International Association of Lions Clubs Constitution and By-Laws and the Multiple District Constitution and By-Laws and the District Constitution and By-Laws.

d. Shall promote the Annual District, State and International Conventions among the Clubs in the Region and to have them represented at each of the Conventions by at least the full quota of delegates to which they are entitled.

e. Shall supervise and assist the Zone Chairperson(s) of the Region in the performance of their official duties and shall cooperate with them in holding regularly scheduled meetings of the District Governor's Advisory Committees and may attend such meetings when called upon and shall further cooperate with the Zone Chairperson(s) in promoting attendance at charter nights of newly organized Clubs.

f. Shall cooperate with the Zone Chairperson(s) in promoting such social activities as golf, bowling, curling, and Softball tournaments; banquets; anniversary celebrations; special functions such as meetings in observance of District Governor Month and Past District Governor Month, honoring Key Members, Old Monarchs, etc.; installation of officers; induction of new members; ladies nights; outings; and other similar functions.

g. The official actions of the Region Chairperson(s) shall be under the supervision of the District Governor.

h. If the Region Chairperson shall cease to be a member in good standing of a Lions Club in good standing in the Region to which appointed, the term of office shall cease immediately.

DISTRICT COMMITTEES

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Section 5. Zone Chairperson

The Zone Chairperson:

- a. Shall be an officer and the Chairperson of the District Governor's Advisory Committee composed of Club Presidents, First Vice Presidents and Secretaries of the Zone.
- b. Shall hold regularly scheduled Advisory Committee meetings as provided in Article VII, Section 2, of the District Constitution and shall be the presiding officer of such meetings.
- c. Shall make a report of each Advisory Committee meeting and shall send copies within five (5) days thereafter to the Region Chairperson, the District Governor and the office of the International Association of Lions Clubs,
- d. Shall see that every Club within the Zone is efficiently operating under the International Association of Lions Clubs Constitution and By-Laws and the Multiple District Constitution and By-Laws and the District Constitution and By-Laws.
- e. Shall, with the cooperation of the Region Chairperson(s), arrange regularly scheduled District Governor's Advisory Committee meetings.
- f. Shall encourage the Clubs in the Zone to hold inter-Club meetings and such other social activities as golf, bowling, curling and softball tournaments; banquets; anniversary celebrations; special functions such as meetings in observance of District Governor Month and Past District Governor Month, honoring Key Members, Old Monarchs, etc.; installation of officers; induction of new members; ladies nights; outings; and other similar functions.
- g. Shall promote attendance at charter nights of newly organized Clubs.
- h. Shall promote the Annual District, State and International Conventions among the Clubs in the Zone and to have the Clubs represented at each of the Conventions by the full quota of delegates to which they are entitled.
- i. Shall be under the supervision of the District Governor and the Region Chairperson of the Region of which the Zone is a part.
- j. In the event the Zone Chairperson for any reason cannot or does not efficiently perform the required duties of the office to the best interests of Lionism, including failure to submit the necessary reports concerning the District Governor's Advisory Committee meetings; or should cease to be a member of a Club in the Zone to which appointed or if the office is for any reason vacated; the District Governor shall have the power to remove from office and to appoint a successor to serve the unexpired term.

DISTRICT COMMITTEES

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Section 6. District Governor's Cabinet

a. The District Governor's Cabinet is the deliberative and administrative body of the District Governor. It formulates plans and policies affecting the welfare of Lionism in the District.

b. At its first meeting, the new Cabinet shall agree upon definite dates and places of such meetings.

c. Through the Region Chairperson(s) and Zone Chairperson(s), the Cabinet shall receive reports and recommendations from the Clubs and Zones.

d. It shall assist in the collection by the Cabinet Secretary-Treasurer of all per capita dues. It shall designate a depository for all funds.

e. The Cabinet shall authorize the payment from the District Treasury of all legitimate expenses pertaining to the administration of the District. The Cabinet shall give authorization to the Cabinet Secretary-Treasurer to transfer to the State Council Treasurer all monies collected in the District for Multiple District and State Convention administrative funds.

f. When deemed necessary, it shall make recommendations to the State Council covering changes which should be made in the amount of Multiple District per capita taxes collected to cover the administrative and other legitimate expenses of the District.

g. It shall set the amount of corporate security bond for the Cabinet Secretary-Treasurer and shall approve the security company in which to be bonded.

h. It shall demand and receive from the Cabinet Secretary-Treasurer financial reports semi-annually or more frequently if necessary. (See the Constitution, Article IX, Section 5.)

i. It shall make provisions for an audit at the close of each fiscal year of the books and records of the Cabinet Secretary-Treasurer by a competent auditor or by an auditing committee. (See the Constitution, Article IX, Section 9.)

j . The Cabinet shall receive such other reports from the Cabinet Secretary-Treasurer as are found necessary from time to time.

k. The District Governor shall have the power to fill any Cabinet vacancy for the unexpired term.

DISTRICT COMMITTEES

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Section 7. District Governor's Advisory Committee

a. The Committee shall be an advisory body from its Zone to the District Governor and the Cabinet. It shall represent all of the Clubs in the Zone in that capacity. It shall be composed of the Zone Chairperson, the President, First Vice President, Secretary and Membership Chairman of each Club in the Zone. The Zone Chairperson shall be the Chairperson of the Advisory Committee.

b. It shall convey information and recommendations for the good of Lionism in the Zone, Region, or District to the District Governor and the Cabinet through its Zone Chairperson(s) or Region Chairperson(s).

c. It shall hold regularly scheduled meetings—at least three (3), and preferably four (4)-during the fiscal year.

d. It shall assist the Zone Chairperson in the endeavor to have every Club within the Zone operating efficiently under the International Association of Lions Clubs Constitution and By- Laws and the Multiple District Constitution and By-Laws and the District Constitution and By- Laws.

e. It shall promote attendance from the Clubs in the Zone at the Annual District, State and International Conventions.

f. It shall assist the Zone Chairperson in promoting attendance at charter nights of newly organized Clubs.

g. It shall assist the Zone Chairperson in arranging among the Clubs of the Zone, inter- Club meetings and such other social activities as golf, bowling, curling and softball tournaments; banquets; anniversary celebrations; special functions such as meetings in observance of District Governor Month and Past District Governor Month, honoring Key Members, Old Monarchs, etc.; installation of officers; induction of new members; ladies nights; outings; and other similar functions.

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Section 8. District Governor's Honorary Committee

- a. The principal purpose of this committee shall be to promote harmony throughout the District
- b. The committee shall be appointed by the District Governor, who shall also designate its Chairperson. The official actions of this committee or of its individual members shall be under the supervision of the District Governor.
- c. The Chairperson of this committee shall attend Cabinet meetings when called upon by the District Governor. The Chairperson may be designated as ex-officio member of the Cabinet at the discretion of the District Governor.

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Section 9. District Public Relations Chairperson

The District Public Relations Chairperson:

- a. Shall be appointed by the District Governor and shall be an ex-officio member of the Cabinet and shall work under the direction and supervision of the District Governor.
- b. Shall plan programs which will assist in developing and maintaining good public relations between the Clubs of the District and the general public. With the approval of the District Governor, may appoint a Public Relations Committee from the Clubs within the District (usually from 2 to 5 members) to assist in carrying out a public relations program.
- c. Shall cooperate with the Editor of the Wisconsin State Lions Magazine in providing news articles and stories of activities in the District.
- d. Shall stimulate and supervise publicity for the District. Each member of the committee shall act to build good public relations between the Clubs and their communities in the respective area.
- e. Shall arrange basic training in publicity for all Club Public Relation Committee Chairperson(s).
- f. Shall perform such other duties pertaining to public relations programs and activities as requested by the District Gov

DISTRICT COMMITTEES

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Section 10. District Membership Development and Retention Chairperson

The District Membership Development and Retention Chairperson:

a. Shall be appointed by the District Governor, shall be an ex-officio member of the Cabinet, shall be a Lion in good standing (preferably a Past District Governor) who has demonstrated special interest, talent, and qualifications in this particular type of work, shall perform the duties under the direction and supervision of the District Governor.

b. Shall cooperate with the District Governor in the work of strengthening weak Clubs, shall cooperate and work with Membership Committee Chairperson(s) and Lions Information Committee Chairperson(s) of all Clubs in the District and arrange meetings of those Chairperson(s) for the purpose of planning programs which will re-educate and reintroduce all members in their respective Clubs, shall work with the Clubs on the induction of new members and installation of officers.

c. Shall adopt a plan for membership development which can be used by all Clubs in the District.

d. Shall encourage Club Membership Committees to use care in screening prospective members.

e. Shall remind all Lions Club Information Committees of their duties concerning the indoctrination of all new members and urge those committees to make reports at every Club meeting.

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Section 11. District Extension Chairperson

The District Extension Chairperson (preferably a Past District Governor):

- a. Shall be appointed by the District Governor, shall be an ex-officio member of the Cabinet, shall perform the assigned responsibilities under the direction and supervision of the District Governor.
- b. Shall be the promotion and formation of new Clubs in the District with the cooperation and help of the District Governor, the sponsoring Club, and the Region Chairperson and Zone Chairperson.
- c. Shall help newly organized Clubs plan and promote their charter nights in cooperation with the sponsoring Club, shall see to it that newly organized Clubs and their members are thoroughly indoctrinated with the fundamentals of Lionism, and shall continue to visit those new Clubs from time to time to make sure they are progressing satisfactorily, and keep the District Governor fully advised.

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Section 12. District Photographer

a. A District Photographer may be appointed by the District Governor, and may be designated an ex-officio member of the Cabinet, and shall perform the duties under the direction and supervision of the District Governor.

b. The Photographer shall arrange for photo coverage of outstanding newsworthy activities, events, or programs within the District, and shall cooperate with the District Public Relations Chairperson and the Editor of the Wisconsin State Lions magazine by providing prints of any photos which they may be able to use for publicity purposes.

DISTRICT COMMITTEES

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Section 13. District Historian

a. District Historian may be appointed by the District Governor. The appointee is usually a Past District Governor, and shall be under the supervision of the District Governor, and may be designated as an ex-officio member of the Cabinet.

DISTRICT COMMITTEES

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Section 14. District Governor's Committee Appointments

a. The District Governor may appoint such special committees from time to time as may be deemed necessary.

b. Each District Governor shall designate the Chairperson of each committee appointed and shall have power to fill all vacancies on any committee so appointed.

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WISCONSIN LIONS FOUNDATION DIRECTORS

Policy Number: 8

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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 I 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.*)

The District Cabinet may authorize a District Bowling Tournament,

- a. (See Constitution Article XII).

DISTRICT 27-A1 POLICY MANUAL

DISTRICT CONVENTION

Policy Number: 10 Page 1 of 3 Revised 1/01/2002

The District 27-A 1 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.

DISTRICT CONVENTION

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Section 2. Rules of Procedure

a. Robert's Rules of Order shall be the parliamentary authority of procedure except as otherwise provided in this Section. These rules of procedure shall not be suspended, added to, or amended except by a two-thirds (2/3rd) vote of the District Convention delegates, present and voting.

b. Order of Business - The District Cabinet shall establish the order of business.

c. Resolution - shall not be introduced or read from the floor. (See Article I, Section 15 of the District 27-A1 By-Laws).

d. Speakers - No person, except those who have been assigned speeches and discussions, shall be allowed to speak more than twice, nor more than three (3) minutes at a time of any subject, without the consent of the Convention.

e. Voting - Each chartered Club in good standing in the District shall be entitled to one (1) voting delegate and one (1) alternate, who must be present in person, for each ten (10) members of said Club, or major fraction thereof (five or more members), as shown by the records in the office of the International Association of Lions Clubs on the first day of the month last preceding the month during which the Convention is held. No certified credential card shall be issued at the District Convention after thirty (30) minutes prior to balloting.

f. Balloting - Provisions for balloting shall be established by the District Cabinet. Time and place must be announced at the time of registration.

g. Each delegate, upon surrender of the certified credential card, hand carried, in person, shall be entitled to one ballot.

1) All delegates must be registered and certified to be able to vote.
h. The following message shall be printed on the back of each Credential Card: "This Credential Card MUST be certified by the Cabinet Secretary-Treasurer before 30 minutes prior to balloting on the day of balloting. No delegate or alternate will be permitted to vote unless their Credential Card is certified (stamped by the Cabinet Secretary-Treasurer)."

DISTRICT CONVENTION

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Section 3. Site Requirements

(See Constitution Article XI)

a. Housing: A minimum of 250 first-class rooms, including two (2) complimentary rooms for two (2) nights for the early registration raffle winners. These rooms shall be used during the Convention. They may be transferred to another person.

b. Meeting Rooms:

- 1) Hospitality — ballroom to accommodate 500.
- 2) Registration — to accommodate 250 people.
- 3) Seminar Sessions — seating for 400.
- 4) Lions noon Luncheon — seating for 450.
- 5) Lioness Luncheon — seating for 200.
- 6) Voting (2) - - areas large enough to ensure traffic flow with a minimum of confusion.
- 7) Saturday Banquet — seating for 250.
- 8) Cabinet Meetings (2) — seating for 75.

c. Additional requests as specified in the District Convention Policy Manual.

DISTRICT 27-A1 POLICY MANUAL

DISTRICT DUCK

Policy Number: 11 Page 1 of 1 Revised 1/01/2002

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.

DISTRICT 27-A1 POLICY MANUAL

STATE CONVENTION HOSPITALITY

Policy Number: 12 Page 1 of 1 Revised 1/01/2002

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.

DISTRICT 27-A1 POLICY MANUAL

DISTRICT FINANCES AND BUDGET

Policy Number: 13 Page 1 of 2 Revised 1/17/2009

District Budget:

1. The District Governor Elect, the Vice District Governor(s) 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.

DISTRICT 27-A1 POLICY MANUAL

DISTRICT FINANCES AND BUDGET

Policy Number: 13 Page 2 of 2 Revised 1/17/2009

- 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 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.

(1) The District 27-A1 Disaster Fund was established with the purpose of responding to the emergency needs of communities and individuals within the borders of Lions International District 27-A1. Any distribution of funds for this purpose must follow the procedure outlined in Section 2c. Further, all distributions other than those listed in this section must have prior approval of the District Disaster Fund Chairperson, District Governor and a majority vote of the members of the District 27-A1 Cabinet.

DISTRICT 27-A1 POLICY MANUAL

DISTRICT CANDIDATE GUIDELINES

Policy Number: 14 Page 1 of 1 Revised 1/17/2009

The offices of District Governor, Vice District Governor(s) and Wisconsin Lions Foundation Director(s) 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.

DISTRICT 27-A1 POLICY MANUAL

DISTRICT NEWSLETTER

Policy Number: 15 Page 1 of 1 Revised 1/17/2009

1. The District Governor is responsible for the creation and publication of a District newsletter. The Vice District Governor(s) 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 "Newsletter Committee."
2. The Newsletter 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(s), 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 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 Newsletter 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 Newsletter must be approved by the District Cabinet by majority vote.
 - h. The Newsletter committee has broad based responsibility to administer, fund, produce and distribute the Newsletter.

DISTRICT 27-A1 POLICY MANUAL

DISTRICT PROJECTS

Policy Number: 16 Page 1 of 1 Revised 1/01/2002

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.*)

DISTRICT 27-A1 POLICY MANUAL

DISTRICT PINS

Policy Number: 17 Page 1 of 1 Revised 1/01/2002

1. The District Governor shall appoint a District Pin Chairperson to oversee and arrange for the final design and production of the District Pin.
2. The District Governor shall arrange for the design and production of the District Pin.
3. The District Pin Chairperson 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.

DISTRICT 27-A1 POLICY MANUAL

POLICY DEVELOPMENT, CHANGES AND APPROVAL

Policy Number: 18 Page 1 of 1 Revised 1/17/2009

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(s), Cabinet Secretary-Treasurer, Region Chairperson(s), Zone Chairperson(s), and the Research and Long Range Planning Chairperson must hold formal copies of the Policy Manual.

DISTRICT 27-A1 POLICY MANUAL

DISTRICT POLICY MANUAL REVISION PAGE

Policy Number: 19 Page 1 of 1 Revised 1/17/2009

This District 27-A 1 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

Research & Long Range Planning – PDG Dick Schwall, Chairman 10-23-2008
(special meeting – Muskies, South Milw.- update and revise) 11-10-2008
District Cabinet 04-25-2009

DISTRICT 27-A1 POLICY MANUAL

SECOND VICE DISTRICT GOVERNOR

Policy Number: 20 Page 1 of 1 Revised 1/17/2009

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

1. Further the purpose of this association.
2. Actively participate and inspire other District Officers to administer and promote effective membership growth and new club organization.
3. Perform such duties as assigned by the District Governor, including assisting the District Retention Chairperson.
4. Perform such other functions and act as required by the policy of the Association.
5. Actively participate in all Cabinet meetings and conduct all meetings in the absence of the District Governor and the First Vice District Governor.
6. Participate in the preparation of the District budget.
7. Actively engage in all matters to be continued during the following year.
8. At the request of the District Governor, supervise appropriate District committees and participate in the review of strengths and weaknesses of the District.