

# WISCONSIN LIONS

## DISTRICT 27- D2

### POLICY MANUAL

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Wisconsin Lions District 27-D2

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## **Introduction**

### **A-1 Statement of Purpose**

This policy manual has been developed to fill a need of the Wisconsin Lions District 27-D2 Cabinet, to provide guidance to all the members of the Cabinet. It is based in part on historical precedence, part on the District 27-D2. Multiple District 27, and Lions Clubs International Constitutions & By-Laws, and part on common sense as applied by District Cabinets to various situations.

A distinction should be made between the policy manual and the District Constitution & By-Laws. While the Constitution & By-Laws can only be changed by the action of the District convention, the policy manual has been created by the District Cabinet, which therefore has the right to make additions, changes and deletions at any time. The policy manual is not a substitute for the District Constitution or By-Laws, but is instead a set of guidelines designed to record the directions set by the District Cabinets while in formal business sessions. The same directions will serve as guidelines for future activity of the District, thereby establishing a format for continuity and consistency over time.

Typically, the actions and directions voted on at District Cabinet meetings are recorded in the meeting minutes. This is as it should be, however, these minutes are not available to new members of the cabinet in the years that follow. Memories do fade for all of us and the risk is present that the context of the action may vary by individual interpretation.

The Constitution & By-Laws of Multiple District 27 and District: 27-D2 are quite detailed in many respects, and no attempt is made in this policy manual to repeat the information contained therein.

This policy manual has been prepared in "loose-leaf" form, so that changes can be made by inserting or removing pages rather than re-printing the entire manual. The policy manual is also available on the District 27-D2 Web-site and will be updated as policies are added or revised. Each policy will contain a summarized history of the dates that the policy was approved and changed.

Revised August 2, 2009

### **A-2 Authorization**

The preparation of this manual authorized by the 1995-96 District Cabinet.

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## **District Cabinet**

### **B-1 General**

The District Governor is required to appoint various District Officers to serve at the District level prior to beginning his/her year. Lions Clubs International provides the District Governor with a list of specific appointments to be filled. Also, the District Cabinet has established specific policies and practices of conduct regarding the performance of the Officers responsibilities. The following describe some of those guidelines.

### **B-2 Indoctrination**

The District Governor as the chief executive officer of the District should share his vision for the District early in his/her year. Past Governors have found it very helpful to hold a meeting with the appointed members of the District Cabinet for the purposes of acquainting them with his goals and their view of responsibilities for the year. All Region Chairman, Zone Chairman and Vice District Governors are highly encouraged to attend this meeting. Other District Committee Chairpersons may also attend as requested by the District Governor.

Copies of specific documents (latest edition) are to be available at the meeting, namely:

- Lions Clubs International Constitution & By-Laws
- Multiple District 27 Constitution & By-laws
- Multiple District 27 Directory
- District 27-D2 Constitution & By-laws
- District 27-D2 Policy Manual

These documents are also available on-line via the Lions Club International, Multiple District 27, and /or the District 27-D2 web-sites.

Revised August 2, 2009

### **B-3 Meal Expenses**

All individuals (Cabinet Members and guests) attending the scheduled Cabinet meetings have their meal paid for by the District Cabinet as a budgetary item.

### **B-4 District 27-D2 Records Policy**

The sitting Cabinet Secretary/Treasurer shall keep on file, the previous four years of the District's written and financial records. These records include:

1. Meeting agendas, Minutes, Attendance Records, important reports, and correspondence.
2. A complete and up-to-date policy manual.
3. Financial reports, bank records, check books, and receipts.

The fifth's year's minutes and financial reports shall be given to the District Historian.

Added August 8, 2004

## **District Finances**

### **C.1 General**

The District Governor is required to prepare a budget prior to the first Cabinet meeting of his/her year. In addition to the guidelines provided by Lions Clubs International, the District Governor may create/include specific line items based on precedents set by his predecessors. The items listed below describe some of those past precedents.

### **C-2 Budget Income Guidelines**

The district sources of income are as follows: Beginning balance, Checking interest, Club dues (District and State), Newsletter reimbursement from International, Pin sales, Youth Exchange, District Fund Raiser, and Miscellaneous incomes.

Revised August 2, 2009

### **C.3 Per Capita Billings**

The secretary-treasurer is responsible to collect state, bonding and district dues from each club in the District. He/She is responsible for dispensing the funds as appropriate.

### **C-4 Cabinet Member Expenses**

The District Governor shall budget expenses for the following Cabinet members: Sec-Treasurer, Vice-District Governors, Region Chairmen, Zone Chairmen, WLF Directors, and others as approved by the District Cabinet. This budget shall help to offset the normal expenses incurred during the year. Typical expenses included are meals, travel, phone calls, postage, lodging and etc.

Revised August 2, 2009

### **C-5 District Governor Expenses**

The District shall budget expenses for the District Governor. This budget shall help to offset the normal expenses incurred during the year. Typical expenses included are meals, travel, phone calls, postage, lodging, clothing etc.

### **C-6 Operating Expenses**

The District Governor shall budget for the following expenses during his/her term: supplies, postage, duplicating, cabinet meeting, and 100% secretary and treasurer awards.

Revised August 2, 2009

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### **C-7 Convention/Special Function Expenses**

The District Governor shall budget for the following convention expenses during his/her term: State Convention, District Convention., USA/Canada Forum, and Charter Night.

Revised August 2, 2009

### **C-8 Mission to Mexico Expenses**

The District shall provide a stipend to cover the fuel expenses for District Lions who participate in the Mission to Mexico program by driving a vehicle or delivering donated items to Mexico. A yearly donation of \$250 will be given to the Mission to Mexico program for trailer expenses and upkeep.

Donation approved by the District Cabinet October 19, 2008

Revised August 2, 2009

### **C-9 International Peace Poster Contest**

The District Governor shall budget for participation in a district-wide Peace Poster contest by providing monetary awards in the amount of \$75.00, \$50.00, and \$25.00 for the first, second, and third place winners. These prizes shall be presented at the District Convention luncheon.

Approved and added by the District Cabinet August 2, 2009

### **C-10 Miscellaneous/Optional Expenses**

The District Governor may budget for the following expenses: Cabinet gifts, District pins, Environmental, Sight projects, Lioness, Public relations, Membership recruitment, and other items as necessary.

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## **District Committees**

### **D-1 General**

The District Governor is required to appoint various District Committee Chairmen to serve at the District level and others at the Multiple District level prior to beginning his/her year. In addition to the guidelines provided by Lions Clubs International the District Governor may include specific appointments based on precedents set by his/her predecessors. The items listed below describe some of those past precedents. Also, the District Cabinet may have established specific policies and practices regarding the performance of the Committee's responsibilities. The following describe some of those guidelines.

Revised August 2, 2009

### **D-2 Leader Dog**

Contributions designated for The Leader Dogs for the Blind, located in Rochester, Michigan shall be mailed directly to their headquarters address. The District Cabinet Secretary- Treasurer will not accept any contributions for forwarding. Letters of appreciation will then be mailed directly to the contributing individual or organization by The Leader Dogs for the Blind.

### **D-3 Melvin Jones Fellow**

Contributions designated for Lions Clubs International Melvin Jones Fellow Awards shall be mailed directly to headquarters address. The District Cabinet Secretary- Treasurer will not accept any contributions for forwarding. Letters of appreciation will then be mailed directly to the contributing individual or organization by Lions Clubs International.

### **D-4 Youth Exchange**

Contributions designated for Lions Clubs International Youth Exchange program will be accepted by the District Cabinet Secretary- Treasurer for forwarding. The Multiple District 27 Policy Manual provides that each District shall solicit and collect contributions to be used to fund a camping experience in Wisconsin for the visiting youth. Letters of appreciation will then be mailed directly to the contributing individual or organization by Multiple District Committee Chairman.

### **D-5 Special Projects**

Contributions designated for special Lions Clubs projects are to be mailed directly to that organization unless specified by the current District Governor and approved by the District Cabinet members.

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**District Convention**

**E-1 General**

The sponsoring of a District Convention is a cooperative venture between the host Lions Club and the District Cabinet. Each should budget for certain expenses as they relate to special guests, meals, housing, gifts and awards. The following guidelines will help both organizations to financially plan for the event.

**E-2 Registration Fee**

The sponsoring Lions Club shall request approval from the District Cabinet before assessing a registration fee for those individuals attending the District Convention. The request shall include the purpose and the amount of the requested fee(s).

**E-3 Expenses**

District Expenses allowed:

Room Expense for: District Governor  
Cabinet Secretary- Treasurer  
Current International Director from Wisconsin  
Guest Speaker - International - Upscale Room  
Seminar Speakers  
DG Hospitality Room  
Luncheon meals for Peace Poster award winners and their parents  
Travel Expense for current International Director from Wisconsin  
Gift for guest speaker from International & Companion  
Necrology Service expense  
Fun Night expense (half barrel of beer and soft drinks)  
Non-Convention Meals for Dignitaries - Convention Speaker & Comp.  
DG & Companion  
Cab. Sec. & Companion

Note:

DG shall arrange, or cause to be arranged, gifts for the International Speaker and Companion.

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Host Club Expenses allowed:

Convention Meals for: District Governor & companion  
Cabinet Secretary- Treasurer & companion  
Current International Director & companion  
Guest Speaker from International & companion  
Seminar Speakers

Fun Night expenses other than 1 \2 barrel of beer & all soda

Expenses NOT covered by the District or Host Club:

Housing and meal expenses for: Immediate Past District Governor  
Past International Directors  
Wisconsin Lions Foundation President  
Wisconsin Lions Foundation Representative

Hospitality Room for candidates for DG, VDG, & WLF Director. Cost will be paid by the participating members, including refreshments.

Note: Host Club should set aside a minimum of 25 rooms at the convention motel headquarters and a hospitality room for the District Governor, if available.

District Convention Speaker/Entertainment Policy

1. Any speaker (other than International Speaker) or entertainer/entertainment at the District convention, requested or contracted by the Host Club, is the Host Club's expense, unless approved by the District Cabinet.
2. Any speaker at the District Convention (other than International Speaker) or entertainer/entertainment, requested or contracted by the District Governor or District Cabinet, will be a District expense.
3. Any speaker or entertainment must be approved by the District Cabinet, if the cost is more than \$250.
4. Any speaker or entertainment fees at the District Convention, including any travel, meals, and lodging, are to be covered in the contracted cost.
5. The Host Club may choose to provide (at their option and expense) a room gift for:
  - a. The International Guest Speaker
  - b. The Visiting District Governors
  - c. The Wisconsin Lions Foundation President
  - d. The Leader Dog Representative

The guidelines were approved at the District 27-D2 cabinet meeting held in April, 1992. They were amended by the cabinet at the August 12, 2001 meeting.  
District Convention Speaker/Entertainment Policy added/approved October 26, 2003

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## **District Publications**

### **F-1 General**

The District Governor is required by Lions Clubs International to create and distribute a monthly newsletter to the Lions and Lions Affiliate Clubs in his/her jurisdiction with a copy to Lions Clubs International. Specific instructions about who should be on the mailing list and the method for publication and distribution are left to the District Governor's discretion. Lions Clubs International does reimburse the District Governor for part of the expenses incurred.

The District Cabinet has set the following guidelines to supplement those from Lions Clubs International in an effort to control costs from year to year. Other documents are created and published with the authorization of the District Cabinet Distribution guidelines are shown below.

### **F-2 Governor Newsletter**

Distribution Guidelines are as follows:

The Governor's newsletter is printed in the "Wisconsin Lion" newspaper, which is sent to every Lions member each month. Lioness and LEOs have the option to purchase a subscription to the newspaper. The Wisconsin Lion newspaper is also available on-line to all Lions, Lioness, and LEOs via the Multiple District 27 and District 27-D2 web-sites.

Revised August 2, 2009

### **F-3 District Constitution & By-Laws**

The District maintains a District Constitution and By-laws for the purpose of setting up a framework of rules by which to carry out the affairs of the District, and to provide a mean of implementing and amplifying those rules as from time to time as determined by the governing body of said district. Additions and changes to the District Constitution are authorized by the voting delegates at the annual District Convention.

At least one copy of the latest version of the Constitution and By-laws shall be made available to each Cabinet member and to the President of each Lions Club in the District in July of each year. It is also available on-line via the District 27-D2 web-site.

Revised August 2, 2009

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**F-4 District Policy Manual**

The District maintains a District Policy Manual for the purpose of setting up a framework of guidelines by which to carry out the affairs of the District and to provide a means of implementing and amplifying those rules as from time to time are determined by the governing body of said district. Additions and changes to the District Policy Manual are authorized by the voting members of the District Cabinet.

At least one copy of the latest version of the Policy Manual shall be made available to each Cabinet member before the first Cabinet meeting of each year. The policy manual is also available on-line via the District 27-D2 web-site.

Revised August 2, 2009

**State Convention**

**G-1 General**

Specific allowances for expenses incurred by the District Cabinet members will be made with the approval of the District Cabinet prior to the State Convention. The expenses allowed are listed below.

**G-2 Expense Allowances**

Meal Expense

Each cabinet member, when attending the State Convention, will be reimbursed for the cost of one meal ticket for either the Friday or Saturday luncheon. Each cabinet member must order his or her own ticket. The reimbursement will be made by the Cabinet Secretary/Treasurer and reimbursement will be made in the pre-registration amount.

Revision approved August 8, 2004

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## **Club Charter Celebrations**

### **1. General**

The chartering of a new Lions, Lioness, or LEO Club is a cooperative venture between the host Lions/Lioness clubs and the District Cabinet. Each should budget certain expenses as they relate to special guests, meals, housing, and gifts. The following guidelines will help both organizations to financially plan for the event.

### **2. Expenses**

District Expenses Allowed:

Room expense for: Guest speaker and companion  
District Governor and companion  
Meals for: Guest speaker and companion  
District Governor and companion  
Travel expense for the Guest Speaker and companion

Note: The District will not pay for the travel or accommodations for an International Director who can be reimbursed by International.

Sponsoring Club Expenses:

Rental of Hall  
They may cover the meals, travel and/or accommodations for any other special guests  
It is customary for the sponsoring club(s) and Zone to supply the new Club Banner, Bell, Gavel, and Lions Bank  
Framing of the Charter  
Gifts for guests, other than the guest speaker, are optional, but should be the sponsor's expense.

Chartering Club Expenses:

Gift for the guest speaker  
Their club member meals

Approved and added January 25, 2004

## **History of Change**

### **H.1 General**

A brief summary of additions and changes made to the Policy Manual shall be included to describe what changed, when the change was made and who approved the change.