



Lions Clubs International

District 27-C2

Wisconsin

POLICY MANUAL

DISTRICT 27-C2 POLICY MANUAL

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INTRODUCTION

Number 1

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This Policy Manual has been developed to fill a need of the District, 27-C2 Lions Clubs International to provide guidance to the District Governor in the conducting of District affairs.

It is based in part on historical precedent and part on the District 27-C2, State and the International's Constitution & By-Laws, and part on common sense as applied by the District Cabinet to various situations.

A distinction should be made between this Policy Manual and the District Constitution & By-Laws. While the Constitution & By-Laws can only be changed by action of the voters at 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 & By-Laws, but instead is a set of guidelines designed to cover not only applications of the Constitution & By-Laws, but also situations not covered elsewhere.

The Constitution & By-Laws of District 27-C2 are quite detailed in many respects, and no attempt is made in this Policy Manual to repeat the information contained therein. While a District Governor is not expected to be an expert on the Constitution & 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 pages rather than reprinting the entire manual.

The user is cautioned to keep in mind that in order to keep this manual from growing too large, a single policy may cover a variety of related subjects, all of which are covered under one heading. In searching for a policy to cover a specific situation, the user should check all policies, which the title indicates, might possibly apply.

LIONS CODE OF ETHICS

Number 2

Page 1

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 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 own 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 toward 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 another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my 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.

DISTRICT POLICY AMENDMENT PROCEDURE

Number 3

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To facilitate the orderly development of changes in and approval of District Policies, the following procedure shall be adhered to:

1. A Lions' Club, Region or Zone Committee or a Lion's Member in good standing in the District may submit any new Policy or change in existing Policy.
2. The proposed policy change shall be submitted to the District Governor who shall submit it to the District Cabinet.
3. The Policy or Policy Change shall become effective immediately upon affirmative majority vote of the District Cabinet.
4. The District Governor shall be responsible for maintaining and updating the Policy Manual.
5. The approved Policy and/or changes shall be printed as soon as possible.
6. The District Policy Manual will be available to all Lions, and Leos.

DISTRICT GOVERNOR'S INFORMATION

Number 4

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Last Revision: July 2021

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

1. The DG shall appoint a Senior Advisory Committee consisting of the Immediate Past District Governor (IPDG), the Vice District Governors (VDG) and at least 3 other PDGs. The Committee shall consist of no less than five and no more than seven members. (Rational: This committee will provide guidance and counsel to the DG on matters of importance that will affect 27-C2 and MD27 in future years. (Including voting at the Council of Governors' meetings.)
2. . Convene an Audit/Budget Committee meeting(s) to prepare a district budget prior to the first district cabinet meeting. Committee will include the 1st & 2nd VDG, the IPDG, a PDG and the 27-C2 current & incoming Secretary/Treasurer. The DG will receive all audited books and monies along with a signed statement from this committee.
3. Appoint State Committee Members as defined in the State-By-Laws. The State Secretary will provide you with a list of multiple year appointments.
4. Attend all MD27 Council of Governors meetings including called special meetings.
5. Plan at least four Cabinet Meetings during the year, which includes the one at the District Convention.
6. . Prepare monthly expense reports for Lions International, making certain that all monies received from LCI for printing and mailing Cabinet Meeting notices, etc., are collected and credited to the District/State finances. Review and approve expense accounts from Region, Zone and Committee Chairpersons as covered in the District's Constitution.
7. Submit a monthly column for the State Newspaper, the *Wisconsin Lion*. In addition, he/she shall be responsible, along with the District Public Relations Chair, to submit information beneficial to District Clubs, which will also be included on 27-C2's page in the State Newspaper.

DISTRICT GOVERNOR'S INFORMATION CONT.

Number 4

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8. Visit all clubs once during your term. At the DG's discretion, the VDGs 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.) Attend as many Lions Clubs' special events/fundraisers, district events, awards and honor nights, and Leo meetings as your schedule will permit. DG sets priorities.

9. . Oversee 27-C2 Cabinet appointees and encourage them to follow through on all their duties.

10. Make all your own travel plans and including registering for the International Convention at the end of your term. Some of your International Convention expenses may be covered by the Council of Governors' budget and Rules of Audit. No expenses will be recovered from the district budget.

11. Work with DG-Elect to ensure a smooth transition. Be available to offer advice and worthwhile information upon request. Engage the 1st & 2nd VDGs in all issues, which may carry over into the next Lion's year.

12. Prepare & order proper awards.

13. Establish a system of notifying (email/phone) Cabinet Members when a Cabinet Member or Cabinet Member's wife is deceased, so that individual members may make memorial gifts, if desired. Memorial gifts will not be disbursed from District Funds.

FIRST VICE DISTRICT GOVERNOR'S INFORMATION

Number 5

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Last Revision: July 2021

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

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

1. Further the purposes of the association.
2. 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.
3. Perform such administrative duties as assigned by the DG.
4. Actively participate in all Cabinet Meetings and in the DG's absence, be prepared to conduct the meetings. Also participate in all district matters to be continued during the next year.
5. Participate in the preparation of the district budget.
6. 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 his/her cabinet recommendations.
7. Make district cabinet appointments and collect club officer information prior to becoming DG; submit a complete list with addresses to the State Secretary by the designated deadline for publication in the MD27 Directory.
8. Participate in reviewing district clubs' strengths and weaknesses.
9. Supervise appropriate committees at the DG's request.
10. Coordinate an official club visit schedule at the DG's request. Reimbursement to be made through the DG expense form.
11. Request start-up funds, as needed, from the DG.

FIRST VICE DISTRICT GOVERNOR'S INFORMATION CONT.

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12. Co-Chair 27-C2's Global Membership Team (GMT), Global Leadership Team (GLT) and Global Service Team (GST). Appoint the Membership, Extension, Retention, Orientation and Leadership Chairs with concurrence of the DG. Meet with the District GMT & GLT prior to the new Lions year to formulate plans and strategies. Invite the DG to this planning meeting for input.

13. Attend the Lions Clubs International Convention and the USA/Canada Lions Leadership Forum if at all possible.

14. Attend as many MD27 Council Meetings as possible.

15. Work with assigned Region and Zone Chairs as directed by the DG.

SECOND VICE DISTRICT GOVERNOR'S INFORMATION

Number 6

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Last Revision: July 2021

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

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

1. Further the purposes of the association.
2. Become familiar with the duties of the 1st VDG in the event the 1st VDG cannot perform his/her duties.
3. . Perform such administrative duties as assigned by the DG.
4. Actively participate in all cabinet meetings and in the DG's or 1st VDG's absence, be prepared to conduct the meetings.
5. Participate in the preparation of the district budget.
6. Participate in reviewing district clubs' strengths and weaknesses.
7. Supervise appropriate committees at the DG's request.
8. Coordinate an official club visit schedule at the DG's request. Reimbursement to be made through the DG expense form.
9. Co-Chair 27-C2's Global Membership Team (GMT) and Global Leadership Team (GLT) and Global Service Team (GST).
10. Attend the Lions Clubs International Convention and USA/Canada Lions Leadership Forum if at all possible.
11. Work with assigned Region/Zone Chairs as directed by the DG.

CABINET SECRETARY/TREASURER INFORMATION

Number 7

Page 1

Last Revision: July 2021

Secretary duties include, but are not limited to:

1. Record and keep all cabinet meeting minutes. Record attendance 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 fiscal year, the Cabinet Secretary/Treasurer shall forward all meeting minutes and copies of all financial records to the succeeding Cabinet Secretary/Treasurer.
2. Send out delegate roster and cards for voting at state & district conventions.
3. 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.

Treasurer Duties include, but are not limited to:

1. 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.
2. 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 members can vote at convention.
3. . Receive all monies from committee chairs and clubs and deposit the same into bank(s) recommended by the DG and approved by the District Cabinet. Pay out monies for district obligations with the DG's written approval.
4. Maintain a month-by-month journal of all financial activities. Provide journal to the District Audit Committee at end of the DG's term. Forward audited journal to new Secretary/Treasurer prior to first Cabinet Meeting.
5. Complete Form 990 and submit to the Internal Revenue Service by November 15. (This is important - fine will be levied if not submitted.)

WI LIONS FOUNDATION DIRECTOR INFORMATION

Number 8

Page 1

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Wisconsin Lions Foundation (WLF) Directors duties include, but are not limited to:

1. 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 based on WLF Board Policy.
2. Serve actively on WLF committees to which you are appointed.
3. Work cooperatively with other WLF Directors, the Council of Governors and to keep the Lions and Leos in 27-C2 informed of WLF activities and programs.
4. Visit clubs throughout 27-C2 to present programs on WLF activities and functions.
5. Work closely with the District Governor (DG), Vice District Governors, District Cabinet, Region Chairs, Zone Chairs, Club Presidents and WLF Program Associates to further WLF's objectives.
6. Promote WLF through presentations at Zone Meetings, 27-C2 Cabinet Meetings and conventions.
7. Encourage all clubs in 27-C2 to contribute to WLF.
8. Present WLF Awards to individuals, clubs or businesses, whenever possible.
9. Exercise voting rights at the following WLF & 27-C2 functions: WLF Committee Meetings, WLF Board Meetings, WLF Officer Elections & 27-C2 Cabinet Meetings.

LIONS EYE BANK OF WISCONSIN DISTRICT DIRECTOR INFORMATION

Number 8.1

Page 1

Last Revision: July 2021

Lions Eye Bank of Wisconsin (LEBW) Directors duties include, but are not limited to:

1. Attend all LEBW Board of Director meetings, unless otherwise excused, to help establish policies that are in the best interest of the LEBW. Any LEBW Director failing to attend two successive official meetings of the LEBW Board during any fiscal year, without sufficient cause, may be removed from the LEBW Board.
2. Serve actively on LEBW committees to which he/she is appointed.
3. Visit Clubs throughout 27-C2 to present programs on LEBW activities and functions.
4. Work closely with the District Governor, Vice District Governors, District Cabinet, Region and Zone Chairs and Club Presidents to further the objectives of the LEBW.
5. Promote LEBW through presentations at Zone Meetings, 27-C2 Cabinet Meetings and Conventions.
6. Encourage all Clubs in 27-C2 to contribute to the LEBW.
7. Present LEBW Awards to individuals and clubs whenever possible.
8. Exercise voting rights at LEBW Committee and Board Meetings and 27-C2 Cabinet meetings.

SELECTION & ELECTION OF DISTRICT GOVERNOR, VICE DISTRICT GOVERNORS & WISCONSIN LIONS FOUNDATION DIRECTORS

Number 9

Page 1

Last Revision: July 2021

Candidates for the Offices of District Governor, Vice District Governors and Wisconsin Lions Foundation Directors must comply with qualifications and requirements as specified in the Constitution and By-Laws of Lions International, Multiple District 27 and District 27-C2.

The Elections Committee shall review all written nominations submitted from any Club in good standing in the District, it having been submitted 60 days before the District Convention.

Should there not be a candidate for 1st or 2nd Vice District Governor the District Cabinet shall have the authority to appoint one.

SELECTION OF LIONS EYEBANK OF WISCONSIN DISTRICT DIRECTOR NOMINEE

Number 9.1

Page 1

Last Revision: July 2021

Candidates for the Office of Lions Eye Bank District Director must comply with qualifications and requirements as specified in the Constitution and By-Laws of Lions International, Multiple District 27 and District 27-C2.

The Elections Committee, along with the outgoing LEBW District Director shall review all written nominations submitted from any club or Lions member in good standing in the District. Only qualified Candidates will be submitted to the District Cabinet for consideration.

A single Candidate shall then be selected by the District Cabinet at the 3rd Cabinet Meeting and submitted to the Nominations Committee of the LEBW no later than April the 1st (LEBW Board of Directors elect their Directors at the April meeting).

Should there not be a Candidate for LEBW District Director, the District Governor shall have the authority to appoint one.

DISTRICT BUDGET & FINANCES

Number 10

Page 1 of 2

Last Revised: July 2021

The purpose of this policy is to establish Financial, Budget and Audit procedures for the District.

District Budget:

1. The District Governor-Elect shall set the budget for his/her year as Governor.
2. The outgoing District Governor shall prepare a financial report showing budgeted and actual figures for the year. This report should be submitted as soon as possible following the International Convention. Recommended date is the first Cabinet Meeting.
3. The District Budget shall be submitted and approved at the first Cabinet Meeting.

District Finances:

1. Before taking office, the District Governor-Elect may obtain funds, up to \$1,000, from the District funds in order to have start-up money for checks, etc.
2. Interest from all financial institutions earned during the year shall be placed in the Administrative Account, regardless of the account earned from.
3. Any monies collected from District Clubs cannot be disbursed without approval of the District Cabinet.
4. Lions Clubs with active family members will pay full 27-C2 and MD27 dues for the first family member and 1/2 dues for other members at the same address.
5. Any monies collected from raffles, etc., at the District Convention will be disbursed only by approval of the Cabinet.

Annual Audit:

The annual audit of the District funds shall be conducted prior to the First Cabinet Meeting.

DISTRICT BUDGET & FINANCES CONT.

Number 10

Page 2 of 2

Last Revised: July 2021

District payment of expenses budgeted for District Governor, Vice District Governors, Cabinet Secretary/Treasurer, Foundation Directors, Regional and Zone Chairs and Committee Chairs shall be paid as follows:

1. District Governor - \$1500: Shall be paid in three equal payments. First payment follows the first Cabinet Meeting. Second payment follows the second Cabinet Meeting. Third payment follows the third Cabinet Meeting.
2. 1st Vice District Governor - \$1000: Shall be paid in two equal payments. First payment follows the second Cabinet Meeting. Second payment follows the third Cabinet Meeting.
3. 2nd Vice District Governor - \$500: Shall be paid in two equal payments. First payment follows the second Cabinet Meeting. Second payment follows the third Cabinet Meeting.
4. Cabinet Secretary/Treasurer - \$200: Shall be paid following the third Cabinet Meeting.
5. Wisconsin Lions Foundation Directors - \$500, (\$250 each): Shall be paid in two equal payments First payment follows the second Cabinet Meeting and second payment follows the third Cabinet Meeting.
6. District Lions Eye Bank Director shall receive \$250.00 paid in two equal amounts, the first payment follows the second Cabinet Meeting and the second payment follows the third Cabinet Meeting.
7. . Regional & Zone Chairs: Expenses shall be paid when submitted with proper District Expense Form and Receipts. All reimbursable expenses are subject to current LCI Rules of Audit.
8. Committee Chairs: Expenses shall be paid when submitted with proper District Expense Form and approval is received from the Cabinet. All reimbursable expenses are subject to current LCI Rules of Audit.

DISTRICT CABINET ORGANIZATION

Number 11

Page 1

Last Revised: July 2021

The following is the recommended structure for a District 27-C2 Cabinet. It is realized that Lions International adds and changes some committees, but they are not always required. Consideration should be given to the possibility of combining committees in order to curtail the size of the Cabinet.

District Governor

1st Vice District Governor

2nd Vice District Governor

Cabinet Secretary/Treasurer

Immediate Past District Governor

Regional Chairs (currently 3)

Zone Chairs (currently 10)

Wisconsin Lions Foundation Directors (2 serving 3-year terms)

Adult Vision/Glaucoma & Children's Vision Screening Chair

Chaplin/Song Leader

Communication Innovation

Credentials Chair/District & State Elections

Diabetes & LEHP Chair

District Bowling Chair

District Curling Chair

District Totem Pole Chair

District Constitution & By-Laws/Protocol/Parliamentarian

District Eye Bank Director

District Pin Chair

District Tail-twister and Sergeant at Arms

District Convention Chair

District Convention Host Club Chair

District Wisconsin Hunger Chair

District Wisconsin Childhood Cancer

District Hearing

District Web Master

Environmental Information

Global Membership, Global Leadership and Global Service Teams-

GMT & GLT & GST

District Wisconsin Lions Mission

Historian

International Relations/Peace Poster Chair/Environmental Photo Chair

LCIF Coordinator

Leader Dog Chair

Public Relations/Photo Chair

Strategic Long Term Planning

Youth Exchange/Youth Outreach/Leo Club Development

DISTRICT PROJECTS/FUNDRAISERS

Number 12

Page 1

Last Revised: July 2021

1. Any and all District Projects shall be submitted to and evaluated by the Long Range Planning Committee who in turn will make recommendations to the District Governor and Cabinet for approval or disapproval.
2. Any and all District Fundraisers shall be handled in the same manner.
3. Any Cabinet donations, other than budgeted items, must be submitted to the Cabinet for approval or disapproval.
4. All District Projects and Fundraiser monies shall be under the control of the Cabinet Secretary/Treasurer and accounted for in separate accounts.
5. The Cabinet Secretary/Treasurer shall give an accounting report on all Project/Fundraiser monies at each Cabinet Meeting.
6. Currently, the approved District Projects are:
 - Diabetes Awareness
 - Children's Vision Screening
 - Hearing Aids
 - Birch/Sturm Fund
 - Youth Exchange
 - Lions Eye Bank
 - Wis. Lions Mission
 - Wis. Hunger
 - Totem Pole
7. The voting for approval of items discussed above must take place at an Official Cabinet Meeting. The business luncheons at a District or State Convention does not constitute an official Cabinet Meeting.

Adult/Children VISION SCREENING

Number 13

Page 1 Last Revision July 2021

A District Fund shall be set up to help pay the expenses involved in conducting Vision Screening. The funds shall be solicited from Lions Clubs in the District and kept in the District Account under a separate entry and be administered by the Cabinet Secretary/Treasurer. These funds will carry over and be separate from the District monies. Funds shall only be paid with proper receipts and be for the following expenses;

1. Printing of form letters to be sent to schools, day-care centers, etc. to set up screenings.
2. Envelopes & Postage.
3. Telephone calls to set up Screenings.
4. Screening Supplies & Equipment.
5. Mileage in excess of 25 miles one way shall be governed by LCI's Rules of Audit.

DISTRICT BOWLING & GOLF TOURNAMENTS

Number 15

Page 1

Last Revision: July 2021

District Bowling and Golf Tournaments may be held but must be approved by the District Cabinet.

District curling events should follow same procedures as above events.

PROCEDURE FOR SELECTING A BIRCH STURM FELLOW FUNDED BY 27-C2 CABINET RAFFLES

Number 16

Page 1

Last Revision: July 2021

Procedure:

1. Tail Twister Raffle Proceeds collected at Cabinet Meetings or District Conventions will be used to purchase Birch Sturm Fellowships.
2. . The Nomination/Selection Committee shall be made up of current Cabinet Members who are past Birch Sturm recipients. The committee shall select a chairperson.
3. The Nomination/Selection Committee shall use criteria approved by the District Cabinet.
4. Recipients shall receive the award at the District Convention in April.

Criteria:

1. The individual nominated must be a present or past member of the District Cabinet.
2. The individual is not a Birch Sturm Fellow.
3. The individual has served with distinction at the District level, exemplifying the Lions Motto: "We Serve".

DISTRICT PIN TRADING

Number 17

Page 1

Last Revision: July 2021

1. The District Governor/District Pin Chairperson shall solicit entries for a District Pin Design. The District Pin Chairperson shall submit all designs to the District Cabinet for selection of a winning design.
2. The District Pin Chairperson will submit the winning design to several of the approved companies listed by Lions International, for a sample and pricing.
3. The number & duration of pins to be purchased shall be determined by the District Cabinet.

DISTRICT PEACE POSTER CONTEST

Number 18

Page 1

Last Revision: July 2021

To Provide Guidelines for 27-C2's Participation in the International Peace Poster Contest:

1. 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.
2. The District Judging Committee will be selected by the DG.
3. The Peace Poster Chair or the District Governor will be responsible for notifying the District Contest Winner no later than December 31. The award of \$100 will be presented at the District Convention. The winner and his/her parents will be guests at the District Convention Luncheon on Saturday.
4. Announcement of the 27-C2 winner will be made at the next scheduled District Cabinet Meeting.
5. The DG will send the 27-C2 winning entry to the MD27 Council Chair postmarked no later than December 1.

USA/CANADA FORUM

Number 19

Page 1

Last Revision: July 2021

USA/Canada Forum Expenses:

It shall be the policy of the District Cabinet to reimburse the District Governor and Vice District Governors for expenses in attending the USA/Canada Forum. The reimbursement will be based on actual costs and supported by receipts not to exceed the approved District Budget.

AMENDMENTS TO DISTRICT CONSTITUTION & BY-LAWS

Number 20

Page 1

Last Revision: July 2021

The District Constitution & By-Laws may be amended only at a District Convention by a Resolution reported by the Convention Committee on Constitution & By-Laws and adopted by the affirmative vote of two-thirds of the votes cast by a secret ballot for the Constitution and a simple majority for the By-Laws.

All amendments to the District Constitution & By-Laws must be submitted 45 days before a Cabinet Meeting and will be handled as stated in the District Constitution & By-Laws.

27- C2 DISTRICT CONVENTION PROCEDURE MANUAL

Number 21

Pages 1 – 15

Last Revision: July 2021

1. Duties & Responsibilities

A. District Convention Committee

The District Convention Committee shall consist of DG, District Convention Chair, Host Club Chair and others as designated by the DG, are responsible for the overall planning of the District Convention. Duties include all of the following:

1. Set the order of business for the Convention
2. Plan, schedule and arrange for presenters and speakers at the General Session as well as the Noon Luncheon, Saturday evening Governor's Banquet and the breakout session's and seminars.
3. District Governor will send a personal invitation to the International ID / or representative and all special guests and speakers.
4. Prepare and mail to all dignitaries, special guest speakers, and vendors the letter of invitation announcing the dates and location of the Convention.
5. Plan and present the Service of Remembrance (Necrology).
6. Coordinate biographies and photos of special guest speakers for the Convention booklet
7. Plan the seating arrangements at the Head Table and employ the use of place cards.
8. Plan and manage the special events such as the Governor's raffle and the District raffle.
9. Arrange for the transportation on arrival and departure of all special guests and dignitaries which includes, but is not limited to, the International Representative, Leader Dog representative, etc.
10. The Convention Chairperson shall act as Master of Ceremonies during all functions unless another Lion is designated to take his/her place by the District Governor
11. Printing and mailing of Delegate and Alternate Delegate Cards

27-C2 District Convention Manual Cont.

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B. Host Club Committee

The Host Club, along with the Convention Chairperson, is primarily responsible for arranging the hotel/motel accommodations and meals for all Lions, Leos and guests. This includes pricing and special needs such as meeting rooms, hospitality suites and any other space requirements for displays, raffles, etc.

Specific duties related to the Host Club are:

1. Prepare and mail to all Lions and Leos Clubs, the letter of invitation, announcing the dates and location of the Convention along with the registration forms.
2. Plan all meals and pricing per person for each meal.
3. Plan the Friday evening hospitality/reception for the International guest including the entertainment.
4. . Arrange for flowers and decorations for the head table, guest tables and Convention Hall. This includes corsages and boutonnieres for the dignitaries for the Governor's Banquet.
5. Arrange for color bearers and presenter for the flag ceremony.
6. Arrange for all needed audio/visual equipment as may be needed in Convention Hall and breakout sessions.
7. Plan, prepare and print a Convention Booklet, which should include a complete schedule of all sessions, speakers, room locations, photos and bios of all special guest speakers.
8. Prepare and print a program for the noon luncheon and the Governor's Banquet.
9. Process all registration forms and monies for meals and registration fees.
10. Prepare and distribute to all registered Lions, Leos and guests, a packet with all necessary materials including ID Badges, Convention Booklets, Pins, Meal Tickets, Evaluation Forms and other pertinent items as needed.

27-C2 District Convention Manual Cont.

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11. Plan special interest events or trips for spouses and non-Lion guests in and around the community of the Host Club. (this is optional)

1. Convention Agendas

A. General Sessions

A meeting location shall be provided for a full gathering of the attending Lion's members, Leo's members, and guests. This room shall be able to

- Seat at least 350 people comfortably (As per guidelines of the Health Dept. CDC or government, this number might be changed). The Agenda and programs of the General assembly shall be approved by the District Convention Committee with recommendations from the District Governor.

District Convention Flag Ceremony

The flag ceremony which is customarily performed at each District Convention consists of the following:

- Six flags are presented at every ceremony beginning with the American flag then followed by the State of Wisconsin flag, the state flag of the visiting Lions International representative, the flag of Lions International, Wisconsin Lions Foundation flag and ending with the Lions Eye Bank of Wisconsin flag.
- Each flag is brought in one at a time and presented to the audience in the front of the podium. A brief description of each flag is read by the speaker along with a description of the flag and the meaning of its symbols.
- After the reading is finished, the flag is posted in the designated location on the podium or platform. The color bearer remains in position next to the flag he presented.
- After all the flags have been presented and posted, the pledge to the American flag is given. A song is sung usually America or other patriotic hymn.
- At the completion of the singing, the color bearers are called to attention and march in order back to their beginning point.
- The ceremony is complete and the flags remain in place during all the formal sessions of the convention.

B. Breakout Sessions

- All sessions are to be held at scheduled times lasting from 45 minutes to no longer than 1 hour.

27-C2 District Convention Manual Cont.

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Last Revision: July 2021

- Accommodations required are 4 rooms capable of seating a minimum of 50 people and 1 room with seating for 200 or more.(Constitution Article VI, Section 2)
- Audio Visual and any other required equipment or materials should be verified 30 days in advance with the speaker for each session.
- The Host Club will arrange for the required equipment and materials as needed.
- If panels of two or more individuals will be the presenters, a moderator should be appointed by the District Convention Committee.
- An Evaluation Form should be given to all attendees some time before or during each session. Completed forms should be given to the District Convention Chairperson for review and the results should be recorded and be included in the final Convention report.
- All sessions should begin and end on time.
- When scheduling these sessions, the District Convention Committee should allow 10 to 15 minutes of break time between sessions.

C. Nominations - Voting Sessions

- The Elections Committee Chairperson will present the Nominations for District Officers some time during or following the noon Luncheon. At that time all seconding speakers will also make their presentations.
- Voting will take place following the Saturday afternoon sessions and be given an allotted time of 30 but not more than 45 minutes.
- A sufficient number of ballots must be printed in advance and available for the election registrar no later than 30 minutes before the scheduled time for the election to begin.
- The room for voting must accommodate one entry point and one exit point. The room must have one table for the elections registrar and a minimum of two tables for the Convention delegates to mark their ballots.
- Election results will be given by the Elections Committee Chairperson at the Governor's Banquet on Saturday evening.

D. Necrology / Service of Remembrance

The Service of Remembrance is a required component of the District 27-C2 Conventions. **Goal:** To honor/remember any deceased Lions member, Leos member, or significant community member that has been an integral contributor to the goals of Lionism in the District.

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The service shall contain all of the following components unless otherwise approved deviations are agreed to by a majority vote of the cabinet members present at a cabinet meeting.

- **Service Director:** shall guide the service agenda
- **Written service agenda for attendees:** to include order of service, roll call list, all participants
- **Power point presentation** containing a picture, club name, member status i.e. Lion, Leo, Lion contributor etc., and any significant offices held such as District Governor, Council Chairperson, etc.
- **Roll Call:** a reading of deceased individuals performed by service director, District Governor, etc.
- **Candles:** one candle for each deceased member. Candles may be light bulb style or burning style.
- **Music:** Vocalist and instrumentalist or prerecorded CD.
- **Pastor:** Sermonette
- **Flowers:** one flower per deceased individual presented as symbolism of their contribution as a group of Lions and the good it does for others. It represents the loss of no longer having their contribution and the respect and appreciation for their commitment.
- **Wreath:** Presented and placed by the District Governor & Spouse
- **Seating:** Arrangement for attendees
- **Representative:** for each deceased member there should be a family member, or member from the club, or a Past District Governor in this order to present the flower for the individual and light or extinguish the candle to help symbolize the memory or passing and the group they served.

Equipment: Sound system for speaker, vocalist and instruments.
Screen and equipment for power point.
Large Vase for flowers
Candles, lighter/snuffer, and Candle stand
Bell and gavel to be rung as each name is called

Responsibilities:

District Governor: Shall appoint the service director, appoint the roll call announcer, approve the vocalist, and solicit the Past District Governors to help

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with presentation of flowers and escort of deceased family or member representatives, promote all clubs in the District to send in individual pictures for use in the service. The DG shall lay the circle of life wreath with either the Lioness President or DG partner in Service to begin the service and thank the deceased member representative during the roll call.

District Convention Committee: Shall authorize district Expenditures per the District Constitution and By-laws for candles, flowers, and any expenses authorized by the District Cabinet. Shall approve the power point screen design. Shall review and approve the music selections for the service

Host Club: Provide a location to host an assembly of convention attendees. Work with the Service Director for the placement of all equipment including seating arrangement so as not to impede the order of service. Order all flowers, wreath, candles, etc. for the service and make sure any equipment including sound, instrument connection equipment; screens, projectors, candle stand, candle holders, wreath holders, etc. are available for the service.

Cabinet Meeting

To be held on Friday afternoon before the Necrology Service and reception for the International guest. Usually scheduled for a one to two hour meeting. An informal reception with refreshments may follow the Cabinet meeting but must not interfere with the time scheduled for the Necrology Service. (District Governor will determine this.)

Use of Master of Ceremonies

(See Section 1A, item #10)

2. Convention Protocol

A. International Guest

The District Governor chooses the International speaker or accepts the one selected by Lions International. The District Governor will complete the Lions Club International Official speaker request/notification form. It must be received at least 60 days prior to the Convention date for consideration of allowable expenses to be reimbursed by LCI.

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The District Governor and the Convention host (Usually a PID) should make contact with the speaker as soon as possible. An invitation should be extended directly to the speaker and spouse. Information should be exchanged such as arrival and departure time, Convention activities, agenda, dress code, and weather conditions. The Host Club and District will be responsible for local expenses for authorized speakers including accommodations cost, meals, and local transportation.

- B. Inviting PID'S, DG'S, and PDG'S:** Invitations should be sent out to all Past International Directors, District Governors and Past District Governors (27-C2) as soon as a date and an agenda has been developed. A dress code should also be included.

3. Convention Special Events

- A. Raffles:** All raffles are subject to District Convention Committee review and approval. Generally, the only raffles permitted include the Convention Host club, and the District Governor's raffle. Any other raffle request must be submitted in advance and approved by the District Convention Committee. All prize/gift type raffles must be held on a selection/bid basis.
- B. First Timer Contest:** To encourage newer Lions and Leo's who are attending their first convention and to learn more about being a Lion, the organization, and it's membership, a first timers contest may be sponsored with the approval of the Convention Committee. (This is optional)
- C. Tail Twisting:** The Host club provides several Lions to act as convention Tail Twisters. The canisters and stickers are supplied by the District Secretary. All proceeds go to the area of choice as directed by the District Cabinet. Tail twisting may begin on Friday afternoon upon registration and end at the time of voting on Saturday.

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D. Award Presentations: District Awards will be presented at either the District Luncheon or at the Governor's banquet at the discretion of the District Governor. Special Awards such as Melvin Jones and Birch Sturm Awards will be presented by the Governor at the Governor's Banquet.

E. Other Contests/Events/Raffles Prizes: All contest and raffle prizes winners will either be posted in a commons area prior to voting on Saturday or presented to the winners at the District Governor's banquet. This is subject to review by the Convention Committee.

F. Pin Trading: All Lions, or Leo's who wish to engage in Pin Trading will register with the convention committee to request space for pin trading (subject to space availability). Pin Trading will be allowed beginning at the time of Registration on Friday and up to the time of voting on Saturday. A convention Pin may be designed and sold by approval of the District Convention Host club. The District Governor will have District Pins available for sale with such funds going to the District.

5. Convention Hospitality

A. District Governor: The District Governor is responsible for the hospitality for dignitaries invited to the Convention. A Friday evening reception for the International speaker is mandatory. Invitations should be provided for Lions, Leos and guests that the District Governor would like to invite. The Governor may also have an *optional* hospitality room open to Lions, Leos and guests. In some cases it may be joint with the Vice District Governor. The Host Club shall work with the District Governor to provide a location for these hospitality areas.

B. Clubs: Any club may request an area for hospitality. Requests to have an advertised hospitality area at the Convention must be submitted to the District Convention Committee at least 60 days in advance of the Convention date. The request must include the reason for the hospitality area and what information, food, beverages and items are to be distributed. Approval for the hospitality area will depend on the purpose as well as the available accommodations for the request. Clubs may campaign or distribute materials (and should be encouraged to do so) at the Convention in an informal manner by handing out or approaching attendees in the common areas for the Convention as long as it does not disrupt the Convention proceedings.

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All complaints and objections to the appropriateness of any organized club action are the responsibility of the District Convention Committee.

C. Vice District Governor:

The VDG may elect to host his/her own hospitality room. This is optional and at the VDG's discretion, otherwise encouraged to be part of Friday night Hospitality- Entertainment.

D. Host Club: The Host Club is responsible to provide some form of Friday night entertainment for the Convention. Approval for the entertainment must be received by the District Convention Committee before any contracts or commitments are secured. Efforts should be made to provide the entertainment as close to the hospitality area as possible if the hospitality area is a common area format. A theme for the Friday entertainment is encouraged but not mandatory.

6. Convention Vendors/Display Tables

The District Convention is a time when Lions & Leos gather to learn about the many service projects and programs in our state and also worldwide. Display tables are generally set up in locations where attendees gather for fun and fellowship.

- These tables must not interfere with the traffic flow but they need to be strategically placed so as to allow all those interested to stop by each one and listen to the vendor/presenter and view any merchandise being offered for sale. This includes raffle tables and pin trading tables.
- The person in charge of this part must verify how much space is available at the Convention site before committing any table space. If, for example, 8 ft. tables are to be used, he/she must ascertain how many tables will fit in the designated area giving allowance for 3 ft. of clearance between each table.
- Lions Eye Bank of Wisconsin, Leader Dog, Lions Pride Campaign and LCIF normally require only one table each for their displays. This should be verified with their representative at least one month before the convention date. The Wisconsin Lions Foundation will always require four

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or more tables. Make certain that this is verified with the WLF representative in the same manner.

- Pin traders will be asked to submit their table requirements in the Lions Newspaper at least two issues before the Convention Date. They should contact the person assigned to this part of the Convention arrangements. Name and phone number of this Lion should also be posted in the Newspaper along with District Convention chairperson.
- District raffle and Host Club raffle should be allowed a minimum of two tables each. If more are needed, it is advisable that each group representative be contacted at least one month in advance of the convention date.
- From time to time, additional tables have been requested by various service projects such as Children's Vision Screening, Diabetes Awareness, Youth Exchange, etc. The chairperson for each of these projects needs to be contacted to determine if they will need a table for their project or program.

The importance of this area of responsibility cannot be over-emphasized. The Host Club chairperson is primarily responsible to see that these needs are met. These displays and information tables are an integral part of the Convention and must be given the proper attention for a successful vendor/display in the overall program.

7. Convention Registration-Host Club Responsibility

A. Time Table

- Obtain from District secretary the computer mailing label lists for District 27-C2 presidents and secretaries, District cabinet members, District Governors.
- An invitation letter should be printed in late fall-early November-mention name of hotel and hotel reservations and dates. Also send hotel information and registration form to District 27-C2 webmaster for District website.
- Send registration letter and forms in mid-January-send to District presidents, secretaries, District cabinet members, and District Governors and other dignitaries determined by District Governor ie. International Director, PID's.
- Registrations must be in by April 1 .

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B. Registration form-(see form Addendum A)-

includes name of club, club contact, member names (designation or title i.e., Lion, Governor, PDG, ID, Leo, etc.) Fees, pin fee, meals (Friday night buffet, Saturday luncheon, and Governor's (banquet), whom to make check payable to and mailing address. Also note that all attendees must be registered, including spouses.

C. Fees

- Registration as it presently stands is \$10 (\$6 to host club and \$4 to the District Convention Budget)
- Pin Charge-Host Club to determine-(usually a dollar or so above cost)
- Meals to be determined by Host Club and approved by District Cabinet
- Late fees include increased prices on meals to be determined by host club and approved by District Cabinet.
- Registration Fee for Leo Club attendees may be waived by the District Cabinet.
- Registration fees shall be waived for the sitting Council Chair, Council of Governors and their partners in service attending the Convention.

D. Walk-ins

- Will be allowed, but must pay fees at registration desk-all meals may not necessarily be available-registrar must have extra registration forms at desk.

E. Refunds

- Refunds are given for good reason for not being able to attend-for registrar to determine.
- To obtain refunds on meals, notice of cancellation must be given at least 10 days before convention.
- There are no refunds for last minute cancellation on meals.

F. Convention Pins

- Convention Pins are the responsibility of the Host Club.
- In early January, submit the design to a pin company since it takes up to 6 weeks to produce. (District has used C.P. Enterprises, P.O. Box 485, West Covina, Ca 91793)

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- Fax the company a picture of the pin and an estimate of the size. They will produce a model pin and send it to you for your approval and a cost per pin.
- Give your approval and number of pins to order. 200 -250 pins have been sufficient but make certain that enough are available for total registrants requesting them.

G. Registration Packets

- The registrar prepares the name badges for each registrant.
 - Name
 - Member's club
 - Title (PDG, Lion, Leos ID, Guest, etc.)
 - Delegate or Alternate
- The registrar and his/her committee prepares an envelope for each registrant with the following
 - Name Badge
 - Meal Tickets
 - Program Booklet
 - Convention Pin, if ordered
 - Convention Evaluation Form
 - Information on the area, (Convention Center Brochure, Chamber Information, etc.)

8. Convention Finances / Responsibility

A. Host Club

The Host Club is responsible for all Convention Costs except for those costs as outlined in item B below.

It is suggested that the Host Club open a separate Convention account for the purpose of keeping all monies received separate from any of the Club's monies. If the Host Club has the capability of using computer technology, it is suggested that Microsoft Excel or other similar software be used for the accounting and balancing of all monies received and disbursed.

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The Host Club must determine the total registration fee and meal cost per person and submit this to the District Cabinet for approval no later than the January District Cabinet meeting.

The Host Club is responsible for collecting all registration fees and cost of all meals from every Lion, their family members and guests.

If the Host Club desires to hold a raffle, this must be approved by the District Cabinet. The proposed recipient organization(s) must be clearly stated if approved.

The Host Club is responsible for giving a final accounting of any reimbursable items plus the \$4.00 registration fee times the number of registered participants and guests. The total of this portion of the registration fees must be paid to the District Secretary/Treasurer as soon as possible after the Convention.

8. District Convention Committee Responsibility

The Committee is responsible for administering the District's Convention Budget as approved by the District Cabinet. This includes the total of all registration fees that were collected by the Host Club (\$4.00 per registrant).

Expenses approved to be paid for under this budget include the room cost (up to two nights) for the District Governor and Cabinet Secretary/Treasurer, the room cost and meals for the International speaker and spouse, transportation costs to and from the airport, gifts for the International guest and spouse, flowers, candy and/or beverages in their room prior to their arrival, printing and mailing costs of Delegate registration forms and cards to the clubs, cost of the Necrology Service flowers and candles, cost of the flowers for the Head Table and Corsages for the Dignitaries. All costs must be reviewed and approved by the Committee before payment is made by the Cabinet Secretary/Treasurer

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Lion/Leos Members

All Lions and Lioness are responsible for paying their own registration fees, meal costs and room costs. Room reservations are to be made directly with the listed hotels and paid for by each registered Lion and Leo's member. Any refunds requested will be handled as outlined in Section 7 of this manual.

9. Convention Booklet

A Producing and Printing:

The Host Club must interview and receive cost estimates for producing booklet from printing companies who do copying, artwork and design.

B. Biographies and Photo's

- The booklet must have pictures and Bios of:
 - District Governor
 - Vice District Governor
(Those of Governor and Vice District Governor are obtained from them personally.)
 - International Director
(Those of other dignitaries to be included in the booklet are obtained from them directly or in the case of people like the International Director can be obtained from the LCI website.)

The District Governor determines any additional people to be recognized in the booklet.

C. The Sessions and Event Schedules

- The District Convention Committee and the District Governor set up the scheduled sessions for the convention.
- The schedule must include times and locations for:
 - Registration
 - Cabinet meeting
 - Voter registration
 - Voting
 - The Necrology Service
 - Flag ceremony

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- General Sessions
- Breakout Sessions
- Nomination of District Governor, Vice District Governor and Convention site for convention in 2 years.
- Hospitality
- Leos Session

D. Club Ads

- In early January, a letter is sent to all the District club presidents requesting an ad for the Convention booklet with a list of ad sizes and price requirements for each.
- A deadline is included which is determined by the firm that is doing the printing. (Usually a month before the Convention)
- Ads should be given to the printer as they come in so that there will not be a deadline rush.

E. Business Ads

- The printer will determine the time line for ads.
- The booklet committee determines the size and cost of ads. Usually it is the same cost of the preceding Convention
- The booklet committee determines the business in the area and divides the businesses among the committee. Suggest the club as a committee of the whole help with this part of the solicitation for the ads.
- A letter is drafted asking for an ad for the booklet on Host Club letterhead. Also include information on how the proceeds from the ads will be distributed and to what projects.
- Each person asking for the ads should use this letter and the cost form to present to the business.

F. Booklet Cover

- The cover should be an original design. The Host Club may use the pin design on the booklet cover or any other design that creates interest and promotes the spirit of Lionism. The cover design must include: the LCI Symbol, the Leos Symbol, (#)of the Annual District 27-C2 Convention, Location & Date

APPENDIX A OFFICER QUALIFICATIONS

Section I District Governor & Vice District Governors

Last Revision July 2021

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. According to recent action by the Lions International Board of Directors in 2021, Past District Governors of the District (PDG) are not eligible for re-election or a appointment.

APPENDIX A	OFFICER QUALIFICATIONS
Section II	Wisconsin Lions Foundation Director
Last Revision	July 2021
Prepared by	MD27 Constitution & By-Laws

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

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

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

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 Club records and minutes)****

Candidate Information

Name _____

Street _____

City, State, Zip _____

Phone _____

Home: () _____

Cell: () _____

Email _____

Fax _____

District _____

Candidate for Office of **D** District Governor
 D 1st Vice District Governor
 D 2nd Vice District Governor

Lion Service and Qualifications for Office sought:

Office

Year(s)

Club President _____

Club Board of Directors _____

District Zone Chair _____

District Region Chair _____

District Cabinet Secretary/Treasurer _____

Certification and Attestation to:

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

President _____

Secretary _____

Lions Club _____

APPENDIX B CANDIDATE NOMINATION FORMS

Section II Wisconsin Lions Foundation Director

Club Nomination

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

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

Candidate Information

Name _____

Street _____

City, State, Zip _____

Phone _____

Home: ()

Cell: ()

Email _____

Fax _____

District _____

Lion Service and Qualifications for Office sought:

Office

Year(s)

Club President _____

Club Board of Directors _____

District Zone Chair _____

District Region Chair _____

District Cabinet Secretary/Treasurer _____

District Governor _____

Certification and Attestation to:

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

President _____

Secretary _____

Lions Club _____

RULES OF AUDIT GOVERNING REIMBURSEMENT OF EXPENSES FOR DISTRICT GOVERNORS

1. Total Allowable Expense

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

2. Submission of Claims

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

3. Reimbursable Functions and Events

- a. Club Visits** - In general, the district governor will be reimbursed for the expenses related to one official annual visit to each club in his/her district. Visits cannot exceed one day's duration. It is suggested that more than one club can be visited in any one day. Expenses will also be reimbursed in the following circumstances: (1) Visits to clubs in the process of organization, but not yet chartered not to exceed two per prospective club. (2) Charter presentations to new Lions clubs, 25th, 50th, and 75th charter anniversaries to existing clubs. (3) Visits to seriously weak clubs, provided advance written permission is received from the District and Club Administration Division. The district governor may authorize his/her vice governor, region chairpersons or district cabinet members to make an official annual visit, charter presentation or 25th/50th/75th Charter Anniversary on his/her behalf. Reimbursement will not be made for club visits where roundtrip travel exceeds 600 miles (966 kilometers), unless more than one club is visited. In general, such visits should be assigned to a representative. The only exception to the above are (1) for a presentation of charter to a new Lions club which also will be considered the one official annual visit for the year, or (2) if advance written approval for a single club visitation is received from the international president.
- b. Multiple District Meetings** - District governors whose district is part of a multiple district may submit claims for attendance to three multiple district functions (i.e. Council meeting, conferences, conventions) not to exceed three days and three nights each. Expenses related to the planning, organization or promotion of district or multiple district functions cannot be submitted for reimbursement. All meetings must be held within the multiple district.
- c. Cabinet and/or District Convention Meetings** - Reimbursement will be made for attendance at four cabinet and/or district convention meetings, not to exceed two days and two nights each. All meetings must be held within the sub-district.

d. Club Officer Training - Reimbursement will be made for one day 's attendance at one sub-district club officers training, provided that the training is held within 60 days prior to or after the International I convention.

e. Leo Club Visits - In general, the district governor will be reimbursed for the expenses related to one official annual visit to each Leo club in his/her district. Visits are option] and cannot exceed one day's duration. It is suggested that more than one Leo club be visited in any one day and Leo club visits made in conjunction with Lions club visits. Expenses will also be reimbursed in the following circumstances: (1) Certificate of Organization presentations to new Leo clubs. (2) Fifth Leo club certification anniversaries and certification anniversaries in five-year increments thereafter. (3) Installation of Leo club officers.

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

a. Automobile - The allowance for automobile is US\$.30 per mile or US\$.19 per kilometer, all inclusive. If an automobile is used for trips outside the governor's own district, the total claims cannot exceed the cost of economy airfare (see *rule* No. 3.b.). If taxi and/or car rentals are used, reimbursement would only be the US\$.30 per mile or US\$.19 per kilometer, all inclusive.

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

c. Airplane - Commercial – If commercial airplane travel is used, maximum reimbursement will be the most economical fare. If the equivalent commercial fare cannot be established, reimbursements will be on the basis of US\$.30 per mile or US\$.19 per kilometer. Cancelled airline tickets or E-ticket , if applicable, itinerary/receipt and proof of payment (cancelled check, paid travel agency receipt or credit card receipt/statement) must be submitted with expense claim. Any other related expenses are not covered.

d. Airplane - Private or Charter – If private or charter airplane is used, prior approval is required from an administrative officer.

e. Other - Any other methods of transportation are subject to prior approval of an administrative officer. Submit a detailed explanation.

5. Hotel - The actual cost of lodging but not to exceed US\$50 per night is allowed, provided that an original itemized and paid receipted bill from the hotel is attached to the claim. District governor name must be included on receipt. No credit card receipts accepted unless an itemized bill is also provided.

6. Meals - As a courtesy, most clubs will pay for the governor's meals and other expenses during this visit. In other cases, the governor may be reimbursed for the actual cost of meals not to exceed US\$16.00 per day, provided that individual meals are listed on the claim form in the space provided and accompanied by original receipts. No credit card receipts accepted unless an itemized bill is also provided.

7. Stationery Allowance - A one-time reimbursement up to US\$75.00 will be made for printing of official stationery and envelopes as well as business cards based on the following guidelines: A copy of the printed stationery, business cards and envelope as well as a paid printer ' invoice is required for reimbursement.

8. Stenographic Expense - Expenses actually incurred up to US\$.45 per Lions club per month may be claimed. In districts with fewer than 45 clubs, the minimum allowance is US\$20.00 per month.

9. Communications Expense - The reasonable cost of communication initiated by the district governor, up to US\$1.00 per Lions club per month, will be reimbursed.

Cabinet formation communication expenses shall be reimbursed only on July expense claims. Expenses related to the installation of telephone, fax machine, or telephone lines are not allowed.

10. Postage

a. Postage for administration - Reasonable postage costs related to the administration of clubs in the district on behalf of Lions Clubs International only are permitted, up to μS\$1.00 per Lions club per month.

b. Newsletter allowance – If the district governor publishes a newsletter, US\$50.00 per month may be claimed to defray expenses. A copy of the newsletter must be attached to the claim.

ROA.en (effective O 1/01/07)

PAST DUE ACCOUNT NOTICE

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

Lions Eye Bank of Wisconsin

Prospective Board Member Application

1. Name _____
Phone _____ E-mail _____
2. Lions Club _____ District _____
3. Describe previous leadership positions (Lions & other groups)
4. Discuss your qualifications as they relate to the Mission of the Lions Eye Bank as well as any special background experience you
5. The Board meets 4-5 times per year, usually in Madison, for about 3-4 hours each meeting. You will also serve on a committee that may meet at an additional time. Can you commit the time needed to be a board member for three years?
6. Tell us what you might contribute to the LEBW Board.