

## **CABINET POLICY MANUAL**

### **DISTRICT 1-A LIONS CLUBS**

As Enacted, November 11, 2017; at a scheduled Cabinet Meeting

Revised 2.1.2020

#### **PURPOSE CLAUSE**

The purpose of this and any subsequent amendments to the District 1-A Cabinet Policy Manual is to serve as a guide for the cabinet members to maintain consistency in the orderly operations and procedures necessary to serve the Lions of the District. This policy manual shall not contravene the Constitution or By-Laws of the district, multiple district or Lions Clubs International, and may be amended by a vote of the cabinet.

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## **SECTION ONE: CLUBS**

### **A. OBLIGATIONS OF CHARTERED CLUBS**

1. The obligations of each chartered club shall be as follows:
  - a. To hold regularly scheduled meetings or events.
  - b. Except as otherwise provided herein, to collect from each member minimum annual dues to cover international and district (single, sub-and multiple) dues and such other expenses as are necessary for club administration.
    - 1) The invoicing periods of each year are defined as follows: First Invoicing period July to December. Second Invoicing period: January to June
    - 2) Nonpayment of Dues 30 days after the start of the invoicing period are in arrears.
    - 3) District and State dues are payable directly to District 1A. International dues are payable to Lions Clubs International
    - d) Failure to pay the dues to the District, State and International will result in the club being placed on Status Quo as per C. Status Quo.
  - c. To encourage and motivate regular participation in club activities.
  - d. To conduct activities for the advancement of the civic, cultural, social or moral welfare of the community and for the promotion of international understanding.
  - e. To report monthly to International Office such information as may be called for by the board of directors of the association.
  - f. To report to the International Office the financial condition of the club upon request.
  - g. To elect officers, annually, not later than April 15, whose terms of office shall commence on July 1 following their election.
  - h. To thoroughly investigate the background of all persons proposed for membership in the community where the proposed individual resides or has a place of business or is employed.
  - i. To uphold, preserve and enhance the image of The International Association of Lions Clubs.
  - j. To abide by the policies and requirements as determined by the International Board of Directors.
  - k. To further the Lions Clubs International Purposes and Lions Code of Ethics.
  - l. To resolve all disputes arising at the club level according to the Club Dispute Resolution Procedure determined by the International Board of Directors.

### **B. CLASSIFICATIONS**

#### 1. Good Standing

A club in good standing is one:

- a. Which is not in “status quo or financial suspension”; see C. Status Quo
- b. Which operates in accordance with the provisions of the International Constitution and By-Laws and International Board Policy;
- c. Which has:
  - (1) District (Single, Sub-and Multiple) dues and fees paid in full; and
  - (2) No unpaid balance of International dues and fees greater than U.S. \$10; and
  - (3) No unpaid Lions Club International account balance greater than U.S. \$50, outstanding ninety (90) days or more.

## C. STATUS QUO

Status quo is a temporary suspension of the charter, rights, privileges, and obligations of a Lions club. The Executive Administrator and divisions as designated by the Executive Administrator, acting on behalf of the International Board of Directors, has authority to place a Lions club in status quo or release it from status quo. The objective of status quo is to stop the activity of the club that is not fulfilling the obligations of a chartered club until the reason for placement into status quo is resolved or the club is cancelled.

Lions clubs may be placed in the following categories of status quo:

- Failure to comply with the purposes of the association, or conduct unbecoming a Lions club, such as, but not limited to, failure to solve club disputes or involvement in litigation
- Failure to fulfill any obligations of a chartered Lions club, such as, but not limited to, failure to hold club meetings or events regularly, or failure to report membership for three or more consecutive months.
- The club is non-existing or fictitious
- The club has asked to disband or participate in a club merger.
- Clubs may be placed in status quo utilizing multiple categories and may include clubs that were previously cancelled for other reasons.

**1. Failure to comply with the purposes of the association:** When a club or its members are reported to have committed a serious action such as, but not limited to, the filing of litigation or failure to solve club disputes the club may be placed immediately in status quo.

a. While in status quo, the club cannot:

- (1) Conduct service activities
- (2) Conduct fund-raising activities
- (3) Participate in district, multiple district, or international functions or seminars
- (4) Participate in any voting procedures outside of the club
- (5) Endorse or nominate a candidate for district, multiple district and international office
- (6) Submit the Monthly Membership Report and other report forms
- (7) Sponsor a Lions club, or organize a Leo club.

b. In order for a status quo club to regain the status of good standing, the club must:

- (1) Correct the reason for which the club was placed on status quo
- (2) Pay all outstanding balances in the district, multiple district and international accounts
  - a) Dues are invoiced on a semiannual cycle. The invoicing periods are defined as follows: First Invoicing period July to December. Second Invoicing period: January to June
  - b) District and State dues are payable to District 1A. International dues are payable to Lions Clubs International
  - c) Nonpayment of Dues 30 days after the start of the invoicing period are considered to be in arrears.
  - d) Failure to pay the outstanding balances within 30 days of the start of the invoicing period to the District, State or International will result in the club being placed in Status Quo as per Section One: Club, Status Quo C, 1. Failure to comply with the purposes of the association. 1a
- (3) Submit a completed Reactivation Report to report membership and leadership changes if needed
- (4) The recommendation to release a status quo club shall be made at any time of the year

c. Cancellation: When the infraction is severe and club cancellation is in the best interest of the association, a charter may be cancelled at the request of the Executive Administrator or his or her designee in consultation with the Legal Division.

2. **Failure to fulfill any obligations of a chartered Lions club**, which may include, but not limited to, failure to hold club meetings or events regularly, failure to report membership for three or more consecutive months; failure to pay district or multiple district dues or any other such obligation as noted in item A.1. of this chapter or as noted in the International Constitution and By-Laws.

Requests for placement into status quo for failure to fulfill the obligations of a Lions Club are made by the district governor with the approval of the first vice district governor and the zone chairperson. Sufficient documentation demonstrating that the club is not in compliance with the International Constitution and By-laws or Board Policy and the actions taken by the DG Team to encourage compliance is required to be submitted along with the request. Requests must be received 90 days or more prior to the district and/or multiple district conventions. The club will be placed in status quo once there is significant documentation that the club is not complying with the International Constitution and By-Laws.

a. While in status quo, the club cannot:

- (1) Conduct service activities;
- (2) Conduct fund-raising activities;
- (3) Participate in district, multiple district, or international functions or seminars;
- (4) Participate in any voting procedures outside of the club;
- (5) Endorse or nominate a candidate for district, multiple district and international office;
- (6) Reporting membership via official methods.
- (7) Sponsor a Lions club, or organize a Leo club.

b. Every effort should be made to assist status quo clubs before charter cancellation. The following procedures are to be followed to give assistance and support to status quo clubs:

- (1) When a Lions club is placed in status quo for failure to comply with the obligations of a club, the District Governor Team or the Coordinating Lion, shall start working with the club immediately toward its release from status quo. The District Governor Team must keep the district governor informed about the progress of the status quo clubs in the zone.
- (2) If helpful, the district governor may assign a Certified Guiding Lion to help bring the club back into good standing. The Certified Guiding Lion must have the approval of both the club and the DG Team.
- (3) The district governor or the Coordinating Lion must review the progress and inform LCI headquarters in writing of the progress made or the recommendation of cancellation.

c. In order for a status quo club to regain the status of good standing, the club must:

- (1) Correct the reason for which the club was placed in status quo;
- (2) Pay all outstanding balances in the district, multiple district and international accounts;
- (3) Submit a completed Reactivation Report to report membership or leadership changes if needed;
- (4) The recommendation to release a status quo club shall be made at any time of the year;
- (5) Once reinstated, the club will have the ability to revise the club membership roster and officer records.

d. Cancellation: Clubs that do not show improvement or make an adequate attempt to comply with the International Constitution and By-Laws or Board Policy within the specified time will be placed before the International Board of Directors to determine if the club should be cancelled, remain in status quo or regain good standing or active status.

### **3. Non-existing or fictitious club**

a. If a Lions club is suspected to be non-operating and fictitious, the club is required to be thoroughly investigated, which might include:

(1) Review of the monthly membership report and variances or patterns in member gain or loss

(2) Gathering proof of club meetings or activities

(3) Verifying the payment of dues (district, multiple district, and international)

(4) Confirming the attendance at zone, region, and district functions

(5) Checking to see if multiple charter applications submitted at one time from one district

(6) Gathering reports from the district governor, first and second vice district governors, zone chairpersons, region chairpersons concerned GAT Coordinators, and any other district or multiple district leader.

(7) Contacting the International Directors from the area to verify the existence of the club and to solicit their comments.

(8) Gathering other information that may be relevant

(9) At the same time, a written notification shall be sent to the club, by registered mail or some other means which can prove the dispatch of the notifications, with copies to the individuals mentioned above, to inform the club president that the status of the club is being reviewed by the association and to request a response. If no reply is received within two weeks, this process shall be repeated one more time.

b. If no response to the second written notification is received from the club within two weeks, another written notification shall be sent to the district governor, first and second vice district governors, and district extension chairperson to inform them that the club will be placed in status quo and that the District and Club Service Committee will review the information gathered and recommend further action by the board, which may include:

(1) Cancellation of the club

(2) The district governors who approved the club may be disqualified for any and all awards issued by the association, lose status as a past district governor, and possibly required to resign from the association.

(3) The sponsoring club may be placed in status quo

(4) Other actions may be taken as deemed appropriate

c. Due to the length of time required for investigation, notifications of a club that is believed to be fictitious should be received by the District and Club Administration Division no later than 90 days prior to the district or multiple district convention.

d. The club will be placed in status quo upon receipt of sufficient documentation that the club does not exist.

e. Cancellation: Clubs that are believed to be fictitious will be placed before the International Board of Directors to determine if the club should be cancelled, remain in status quo or regain good standing or active status.

**4. Disbanding or club merger** -- When a Lions club notifies International Headquarters it is disbanding or merging with another club and the district governor supports the action and no other options seem viable, the club charter will be automatically cancelled.

#### **D. RESCINDING CANCELLATION**

The cancellation of a club may be rescinded within 12 months from the date of cancellation if the reasons for canceling the club are resolved. All previous dues must be paid. The district governor or the coordinating Lion must submit a Reactivation Report to rescind the charter cancellation. Requests for reactivation that are received less than 90 days prior to a district or multiple district convention may be held until the close of the convention.

#### **E. PRIORITY CLUB DESIGNATION**

Priority club designation allows members of the District Governor Team (the district governor, first vice district governor or second vice district governor) to make up to two additional club visits to the club funded by the existing district governor budget. This designation does not change the status of the club nor change the clubs rights or obligations and is designed to provide support to clubs that need additional attention.

Priority clubs automatically include all clubs that have been chartered over the previous 24 months, clubs in status quo or financial suspension and clubs that have been cancelled over the previous 12 months that could be reinstated.

The district governor may request priority designation for five additional clubs. To request priority designation for clubs that are not newly formed, recently cancelled, in status quo or financial suspension as noted above, the district governor must indicate why additional support is necessary, provide a plan outlining the needed activities and assign a Guiding Lion to the club. The plan must be approved by the club, the district governor, and the first vice district governor and then submitted to the District and Club Administration Division. These clubs must continue to pay dues and fulfill the responsibilities of a Lions Club or may risk being placed in financial suspension and cancelled. If measurable progress is not made within six months, these clubs may lose their priority designation. A club is considered to have achieved success when it has reached the goals set by the club when priority designation was granted. More than five additional clubs may be given a priority designation with the approval of the District and Club Service Committee.

#### **F. PROTECTIVE STATUS**

1. A Lions club may be placed in protective status when requested by the district governor and the country or the area of the Lions club is experiencing:

- a. War or civil insurgency;
- b. Political unrest;
- c. Natural disasters;
- d. Any other special circumstances which prevent a Lions club from functioning normally.

2. A Lions club shall stay in protective status for the initial period of 90 days, plus additional days if warranted.

3. A protective status club shall be allowed to function normally, based on the definition of Lions club's functions defined in the Board Policy Manual, but exempted from:

- a. Payment of district, multiple district, and international dues;

b. Reporting membership via official methods

The club is released from protective status when the club is able to fully function, pay outstanding district, multiple district and international accounts and submit a reactivation report. The recommendation to release a protective status club shall be made at any time of the year; in cases of extreme hardship, the International Board of Directors, at the request of the District and Club Service Committee, may provide partial dues relief.

## **SECTION TWO: OFFICERS**

The officers of District 1-A shall be the duly elected positions as defined in the Constitution and By-Laws of the district, multiple district and Lions Clubs International.

**DISTRICT GOVERNOR** shall be the chief administrative officer of the district. Duties and term limits shall follow the descriptions provided for in the constitution and by-laws of the International Association.

**IMMEDIATE PAST DISTRICT GOVERNOR** shall serve as an advisor to the District Governor.

**FIRST VICE DISTRICT GOVERNOR** shall have served in the position of Second Vice District Governor and be duly elected to office at the annual convention. Duties and term limits shall follow the descriptions provided for in the constitution and by-laws of the International Association. In the event of vacancy or removal, the District Cabinet shall comply with the provisions and directives of the District C&B or LCI.

**SECOND VICE DISTRICT GOVERNOR** shall be nominated and elected to the position at the annual convention provided the following requirements are met:

(a) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.

(b) Have served as president of a Lions club for a full term or major portion thereof; and is a member of the district cabinet for a full term or major portion thereof. With none of the above being accomplished concurrently.

**APPOINTMENTS:** The District Governor shall appoint qualified Lion members to serve as, Cabinet Secretary-Treasurer or as Cabinet Secretary and Cabinet Treasurer, Region Chairs if the position is used, Zone Chairs and committee chairs. The District Governor may also appoint a District Tail-Twister; District Chaplain; District Lion Tamer, and committee chairs as needed.

The elected District Trustees to the Lions of Illinois Foundation shall be governed by the following "No District Trustee shall hold any other District, Multiple District 1, Lions Clubs International Foundation, or Lions Clubs International office."

**CABINET SECRETARY-TREASURER** or if used; the Cabinet Secretary and Cabinet Treasurer shall meet the requirements as described in the LCI Constitution and By-Laws; Secure bond for the faithful performance of his/her duties in such sum and with such Sureties as may be

required by the district governor and district cabinet. He/she shall consult with the district finance committee in the preparation of the district budget, use the programs and equipment as provided by the district to maintain accurate records and provide to the cabinet an accounting at each cabinet meeting of all funds in his/her care. Under the direction of the District Governor he/she shall send notice of all cabinet meetings or special meetings if called; in a timely manner. The minutes of each meeting shall be forwarded to each cabinet member within ten (10) days of said meeting.

**REGION CHAIRS** if used during the district governor's term of office shall meet the requirements as described in the LCI Constitution and By-Laws.

**ZONE CHAIRS** shall meet the requirements as described in the LCI Constitution and By-Laws.

**COMMITTEE CHAIRS** shall be appointed by the District Governor to the standing committees as defined in the LCI Constitution and By-Laws and to any additional committee(s) the District Governor deems necessary.

**DISTRICT CABINET:** The district shall have a district cabinet composed of the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), the zone chairpersons and a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer. The members of the district cabinet shall be the officers of the district. Each such officer shall be a member in good standing of a Lions club.

**QUORUM AND VOTE.** The attendance of a majority of the members of the cabinet shall constitute a quorum for any meeting. In all such meetings, the voting privilege shall extend to the district governor, the immediate past district governor, first and second Vice district governors, the region chairpersons (if the position is utilized during the district governor's term), zone chairpersons, cabinet secretary and cabinet treasurer (or cabinet secretary treasurer) and all past district governors, past cabinet secretaries and or treasurers.

The voting privilege may be extended to any other members of the district cabinet as may be provided upon vote by the voting cabinet members.

**DISTRICT GOVERNORS ADVISORY COMMITTEE:** The president and secretary of each Lions Club in good standing within the district; shall be a member of this committee and attend all zone meetings.

### **SECTION THREE: MEETINGS**

**CABINET MEETINGS.** A regular meeting of the cabinet shall be held in each quarter of the fiscal year, the first of which shall be held within thirty (30) days after the adjournment of the preceding international convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the district governor shall be given to each member by the cabinet secretary. Cabinet Members may be requested to contribute toward the meal cost to offset district

expense. Cabinet members that confirm their attendance and have an un-excused absence shall pay the district the same fee as members that attended.

**SPECIAL MEETINGS** of the cabinet may be called by the district governor at his/her discretion, and shall be called upon written request made to the district governor or the cabinet secretary by a majority of the members of the cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purpose(s) and a date, time and place certain as determined by the district governor, shall be given to each member by the cabinet secretary.

**REGION- ZONE MEETINGS** of representatives of all clubs in a region/zone, with the region/zone chairperson (if the position is utilized during the district governor's term) or other district cabinet member as may be assigned by the district governor presiding, should be held during the fiscal year at times and places fixed by the region/zone chairperson of the respective region and or zone. However, it is recommended that each R/Z hold at least one (1) meeting per quarter.

**COMMITTEE MEETINGS** are to be called by the committee chair at a time and place agreeable to the committee. Members are responsible for their meal costs.

**GAT COMMITTEE MEETINGS** shall be held quarterly or more often at the discretion of the chair. Duties of the members are outlined in the LCI GAT Manual, as amended and may include Open University and Incoming Officers Training.

**FINANCE COMMITTEE** Members shall meet as necessary to conduct the audit, prepare the taxes and upon request consult with clubs in need of advice. The committee may request a review of the current year financial records upon proper notice to the cabinet secretary/treasurer.

**CONVENTION COMMITTEE** shall meet at the call of the appointed chair or the district governor. Any meals or refreshment costs will be an expense charged to the convention committee. Committee members may be asked to contribute to the cost of any meal served. The chair shall appoint with concurrence of the district governor Lions who shall act as members of the convention committee. It is the chairs responsibility to give notice of meeting, keep accurate records and work with the convention venue to assure the district needs are met. The accounts of the convention are separate and the chair may provide audit or request the finance committee to audit the account. Surplus funds; of any; will be deposited in the district convention account, a separate restricted fund.

#### **SECTION FOUR: FINANCE**

District funding is based upon membership dues, subscription fees and fund raising events. These are the accounts that comprise the income side of the district budget. These accounts are denoted with the letter "A" and a specific line number.

District expense; are the accounts that allow the district to function and cover the costs of mailings, printing, meeting costs and more. These accounts are denoted with the letter "E" and specific line numbers..

The district may also maintain Restricted Funds accounts, such monies in these accounts are for a definitive purpose and cannot be used for the general operation of the district. These include but are not limited to, Disaster Fund, Lions View Magazine; Club Rebuilding, which was raised by special assessment; Grant monies and profits from prior year conventions. These accounts are denoted by the letter “R” and a specific line number.

To maintain continuity from year to year, it is recommended that the line numbers and specific accounts remain constant for ease of accounting, audit and tax reporting. The district is obligated to file promptly reports (990) with the Federal Government (IRS); State Revenue Departments (ILREV) and the Attorney General’s office (AG990) If a district governor wishes to add an account for a specific program or project, it is recommended that it be inserted at end of each of the accounts so listed.

**DISTRICT FINANCE COMMITTEE** was formed by an amendment to the district constitution to aid in the development of the district budget, conduct the annual audit, prepare tax returns, and, to help clubs with financial questions, as well as meet with new clubs to help them set up their books and to understand the need to file proper reports. Two members are appointed each year for a three year term. Full requirements are listed in the district constitution. The 1<sup>st</sup> and 2<sup>nd</sup> VDG shall be ex-officio non-voting members. Under the constitution of Lions Clubs International, the district books may be secured and examined on the request of Lions members. It is recommended that Chair and members of the Finance committee make such request semiannually to insure correct procedures are in place. The records should be in place on the district computer and such examination can be done with minimum interference to the normal operation of the district and the cabinet treasurer.

**DESCRIPTIONS OF ACCOUNTS:** The Finance Committee shall review the “Description of Accounts” section(s) and

- Clarify the descriptions of the listed accounts/funds, as necessary
- Enumerate (add) and provide descriptions of Restricted, Expense, and other accounts that are missing (i.e. “Activity” accounts)
- Recommend how to “retire/eliminate” existing accounts that are no longer funded/relevant (and suggest how to re-distribute the remaining/unused funds)

The committee will maintain the list as part of the committee’s portfolio. The list of the Description of Accounts will no longer be published in the Policy Manual

**DUES:** The dues are stated in the district constitution and are collected semiannually based on the membership of the district Lions Clubs. In addition, the district is charged by the Multiple District Constitution to receive and remit the collected Multiple District dues. If an assessment is levied after approval of the delegates to convention for a time and purposes certain, that amount is also collected semiannually and applied to a restricted account solely for that purpose

**FINANCIAL INSTITUTIONS:** Depository of district funds is selected by the district governor and ratified by the district cabinet at the first cabinet meeting. All disbursements of district funds

shall be done by district check with two (2) signatures required on each check so disbursed. The signatures to the accounts should be the Governor, 1st Vice District Governor and the Cabinet Secretary/treasurer or if the position is divided, the Cabinet Treasurer. In the event a cash disbursement is made, as reimbursement or for purchase of goods or services, receipt with the signature of the payee shall be made part of the official records. Statements shall be balanced every month and any interest earned shall be applied to the proper accounts.

**DISTRICT BUDGET:** The district budget shall be established by the Governor, Cabinet Secretary/Treasurer, First Vice District Governor [LCI, Article III, Section 2 (k)] The Second Vice District Governor may assist in planning [LCI, Article III Section 3 (m) and said budget may also be reviewed by the finance committee prior to presentation to the cabinet for approval at the first cabinet meeting. The budget is based upon the income from dues of the membership as of July 1, each year and Multiple district dues [LCI Article 4, Section 4 (b) 5)]. Said funds collected will be forwarded to the multiple district and proper receipt secured by the cabinet treasurer. The district shall endeavor to operate within the established budget approved at the first cabinet meeting.

The constitution provides the following: The district governor and his/her cabinet shall not incur obligations in any fiscal year which will affect an unbalanced budget or deficit in said fiscal year. [Article IX Section 2]”

**DISTRICT CONVENTION BUDGET:** By constitution and by-laws the operation and funding of the district convention is separate from the district budget. Report thereof shall be supplied to the governor and district cabinet prior to the 1st Cabinet Meeting of the following Lion Year. Any remaining funds (profit) shall be applied to a restricted convention fund account, as prescribed in the by-laws [Article VI, Section 2]

- “By constitution and by-laws the operation and funding of the district convention is separate from the district budget. Report thereof shall be supplied to the governor and district cabinet prior to the 1st Cabinet Meeting of the following Lion Year. Any remaining funds (profit) shall be applied to a restricted convention fund account, as prescribed in the by-laws [Article VI, Section 2]”
- In the event there is a donation made from the District Convention funds prior to the profit or loss funds being applied to the restricted Convention Funds, there must be a recorded majority vote by the entire Executive Committee noted in Sec 5 Conventions (Executive Committee) in favor of the action.

**TRANSFER OF RECORDS AND ACCOUNTS:** The LCI constitution provides the following language: (i) Deliver, forthwith, at the termination of his/her term of office, all district accounts and records to his/her successor in office; [Article III, Section 1 (i)]. In order to facilitate a proper audit and submission of tax returns, no checks shall be written after the close of the Lions year, June 30th, any unpaid receipts or income received after said date shall be forwarded to the new administration and payment for the 100 Percent Club Awards shall be rendered by the new administration. As appropriate, all District property shall be transferred at the close of the Lions

year, June 30th. All documents shall be transferred to the incoming administration by August First.

## **SECTION FIVE: CONVENTIONS**

Lions and Lions Clubs may participate in three conventions during the Lions Year, the district, multiple districts and the international association. The district cabinet shall take part in and support the district convention. Lions will also be asked to serve on committees at the multiple districts convention and will be appointed by the district governor.

**DISTRICT CONVENTION. TIME AND PLACE.** An annual convention of the district shall be held in each year to conclude no less than thirty (30) days prior to the convening of the international convention at a place selected by a previous annual convention of the district and at a date and time fixed by the district governor. A meeting of the registered delegates of the district in attendance at the annual convention of the multiple district of which this district shall be a part may constitute the annual convention of the district.

**OFFICERS.** The members of the district cabinet shall be the officers of the annual district convention.

**EXECUTIVE COMMITTEE.** The Executive Committee shall consist of the District Governor, a District Governor Appointed Convention Chair, and additional Convention Chair Appointed Co-Chairs.

**NOMINATING COMMITTEE.** Each district governor shall appoint by written notification received at least sixty (60) days prior to the sub-district convention, a Nominating Committee of not more than five (5) members, each of whom shall be a member in good standing of a different Lions club in good standing in the district, and shall not at the time of their appointment hold any district or international office.

**FEES AND REGISTRATION** Convention fees for meal functions and registrations shall be set by the convention committee and approved by the district cabinet.

**ELECTIONS AND DELEGATE CERTIFICATION** Elections shall be conducted by the appointed elections committee, delegates shall be certified by a committee composed of past cabinet secretaries after receipt of delegate lists supplied by the clubs. All past district governors are entitled to be certified which will not count as part of a clubs delegate total.

**CONVENTION RULES** as published and approved by the district cabinet shall be the final authority at the district convention.

**MULTIPLE DISTRICTS CONVENTION** Clubs may send delegates to the multiple districts convention as set forth in the constitution and bylaws of the multiple districts. The rules of this convention shall prevail. The district may support a hospitality room to be managed by a committee appointed by the district governor. The governor shall appoint members to specific committees as required by the MD1 Council of Governors; and conduct the district caucus at the appointed time.

**INTERNATIONAL CONVENTIONS** Members may attend the international conventions at their own expense. The district chair shall keep the cabinet informed of international convention events and procedures. If a Lion is selected as a delegate, the home club may provide an allowance for the delegate(s) but it is not required. The District Governor Elect will attend governors elect school prior to the convention at the expense of Lions International. Delegation hotels are selected by International and a deposit is part of the registration form each Lion shall submit. International Parade dress is stipulated by the current council of governors.

### **SECTION SIX: FUND RAISERS**

**DISTRICT CASH RAFFLE** Begun in 1989 as a district fund raiser to add excitement and boost revenue. After the prizes are distributed the balance is to be equally divided, with half going to the district and half to be given to up to three charities of the governor's choice which shall be listed on each ticket. Tickets are drawn after the district convention closes.

**DISTRICT BOWLING** after the prizes are awarded the profit is to go to the general fund of the district. Seed money is retained by the committee to fund the planning, deposits and purchases prior to the event.

**PDG HARRY BARBER MEMORIAL GOLF OUTING**, so named per constitutional amendment in 2013. After the prizes are awarded the profit is to go to the general fund of the district. Seed money is retained by the committee to fund the planning, deposits and purchases prior to the event.

**DISTRICT NIGHT AT THE RACES** profit from the ticket sales and raffle if held, are returned to the general fund of the district.

**MINI CASH RAFFLE, THEME BASKETS, SILENT AUCTION** are all functions of the district convention and profit and expense are part of the convention budget.

### **SECTION SEVEN: AWARDS**

**EDGAR ELBERT LION OF THE YEAR**, This award, established in the name of Past International President Edgar M. Elbert is awarded at the district banquet to the Lion that was selected by the committee of all nominating resolutions submitted by Lions Clubs. The award shall read as follows on a suitable plaque:

Edgar M. Elbert Lion of the Year

Awardees Name

District 1-A Lions Clubs

Year

**LEO OF THE YEAR** is awarded at the district banquet to the Lion that was selected by the committee of all nominating resolutions submitted by Leo or Lions Clubs. The award shall read as follows on a suitable plaque:

Leo of the Year

Awardees Name

District 1-A Lions Clubs  
Year

With the establishment of the Alpha and Omega Leo Clubs, two awards may be given.

**RICHARD J. DALEY, CITIZEN OF THE YEAR.** This award established after the death of Mayor Richard J. Daley is awarded at the District Breakfast to a citizen that exemplifies community service, district wide or within a local community that improves the quality of life to the people served. The award shall read as follows on a suitable plaque:

Richard J. Daley Citizen of the Year  
Awardees Name  
District 1-A Lions Clubs  
Year

**CABINET LION OF THE YEAR.** This award is optional and is awarded at the Cabinet Installation and Awards Dinner. The District Governor may ask the cabinet members to cast a ballot at the fourth cabinet meeting for the Lion they deem is deserving of the award. The Governor and Vice Governors are not eligible to receive the award. The award shall read as follows on a suitable plaque:

District 1-A Cabinet Lion of the Year  
Awardees Name  
Lions Year

All awards shall be charged to Account E-10 Installation and Awards, and are not part of the district convention budget.

## **SECTION EIGHT: SEMINARS**

**MIDYEAR WORKSHOP** Usually held in January of each year, it is a time for instruction and presentation of programs that Lions can participate in. The Chairperson is the First vice District Governor who appoints a committee to plan and execute the event. The fees collected should cover the costs of location rental and any food functions associated with the event. Outside speakers are welcome and, if there is an honorarium involved, the monies shall come from the funds collected. [See also Section 10 GAT]

**LIONS OPEN UNIVERSITY** is a program to further the knowledge of interested Lions that attend any or all of the scheduled sessions. Diplomas may be awarded to any Lion that attends a designated amount of sessions as established by the chair. Coffee “and” is paid for by the district, no costs are charged the attendees.

**USA/CANADA FORUM** is conducted by the Forum Committee and held in a different city every September. Members that attend pay their own registration and travel expense. The district allocates budgeted funds to the Governor, Vice Governors, Cabinet Secretary, and Cabinet Treasurer to attend the forum.

**MD-1 FORUM** is conducted by the Multiple District Forum Committee and can be held in different locations across the state. Members that attend do so at their own expense.

**INCOMING OFFICERS TRAINING** is held sometime after April 15<sup>th</sup>, the date all club elections should have taken place according to the International Constitution. This is a free event. Coffee and breakfast pastries are provided by the district.

## **SECTION NINE: SERVICE PROJECTS**

The district conducts or partners with others in many service projects. Local clubs also become involved with local community projects sometimes joining with adjacent clubs or community organizations to insure the success of the projects. Service projects differ from fund raising projects, but often a fund raiser is conducted to enable a club to conduct a service project. District wide projects include but are not limited to:

**EYEGLOSS COLLECTIONS** Clubs conduct eyeglass re-cycling year around. Many clubs will place collection boxes in police and fire stations, in libraries and other public buildings. Local funeral homes and eye doctors are happy to join in this collection program. The district endorses “Spectacle Sunday” the last Sunday in October, when members are encouraged to collect glasses in the churches of their community.

**SPECIAL OLYMPICS-OPENING EYES** is conducted once a year. Lions, and Leos are invited to help in the examinations of the Special Olympians as they receive glasses and sport goggles. This is a project that is funded in part by Lions Clubs International and takes place all around the world.

**OPEN AREAS** requests for service in areas that do not have a Lions Club are referred to VOICES Lions 1A. Clubs are urged to see if they can comply with a request before sending it to committee. Funds shall be kept in a VOICES 1A restricted fund.

**HELEN KELLER 5K WALK/RUN** a district wide project that participants may walk or run a five-kilometer course. All proceeds are distributed to participating clubs and local charities per rules established by the committee.

## **SECTION TEN: DISTRICT CONTESTS**

Like Lions Clubs International, the district conducts contests over the year and they are judged and announced at the district convention. Each year, the district governor can create a contest(s) that is for the district only to promote a project or program or as a part of a multiple district contest if one is established. For example, historically, the district has held contests for Newsletters, Scrap Books, Photographs and the International Peace Poster. The criteria are

**PEACE POSTER CONTEST:** The rules, regulations and theme are set forth in the application included with each Peace Poster kit which is purchased from Lions Clubs International Supplies Division. Clubs will judge the best poster from the schools they participate with and forward it to the governor. The entries from the clubs will be judged and the winner will receive a district

award, and the winning entry will be sent to the multiple district for judging. That winning entry will then be sent to Lions Clubs International to compete in the worldwide contest.

**LIONS INTERNATIONAL CONTESTS:** The Association holds contests for photos, websites, banners, newsletters, trading pins, Peace Poster and more. Full information is available on the association website. Entries are usually required to be received by International by May 1st of each Lions Year.

### **SECTION ELEVEN: GAT**

Chairs are appointed for a one-year term by the district governor. The purpose of the committee is to further the interests of the district by membership development, extension of new clubs, the retention of existing members, hold leadership development programs; offer orientation to clubs and new members and to develop family and women's membership growth.

The committee shall meet four (4) times per year or as necessary; and shall be available to present programs at convention, seminars, and region/zone meetings and to individual clubs. Upon request of the district governor, the committee may conduct the Certified Guiding Lions Program, and, provide support for the incoming officers training.

The district committees shall participate in the multiple district programs but shall have the latitude to develop programs suited to specific situations within the district.

Effective in July 2013, Zone and Regions Chairs are considered members of the GAT committees per board policy.

**LIONS OPEN UNIVERSITY** if held, shall be conducted by the Leadership chair, with location, subjects and requirements established each year. It shall be open at no cost to any Lion that wishes to attend and participate. The purpose is to further knowledge and supply information on many Lions subjects and to aid in the development of future leaders.

### **SECTION TWELVE: GOVERNORS INSTALLATION AND AWARDS BANQUET**

There shall be an annual Governors Installation and Awards Banquet held every June, usually the second Sunday of the month to allow time for the governor elect to attend the international convention. The sitting governor and the special events chair shall select the location for the banquet and the menu.

Certain protocols and traditions should be followed if at all possible. They include but are not limited to:

- White dinner attire for the head table and guests.
- The following listed officers shall be entitled to the indicated number of guests.

<b>POSITION</b>	<b>Number of Guests</b>
Governor-Elect	*10 people (1 table)

Outgoing Governor	*10 people (1 table)
1 <sup>st</sup> Vice District Governor-Elect	*6 people
2 <sup>nd</sup> Vice District Governor-Elect	*4 people
Trustee-Elect	*6 people
Sitting Trustee	*4 people

\*Any additional guests to the above approved totals shall be charged to the respective officer.

- The Vice Governors-Elect shall be sworn in by the outgoing governor, the governor elect, trustee elect shall each select their installing officer. **The VOICES Directors elect will be sworn in by the President of the Board of Directors.**
- Each cabinet member and spouse shall be invited to attend.
- The retiring governor shall select gifts/awards of his/her choice as a thank you for services rendered to the district.
- The incoming governor and/or home club shall have made a Lions Banner indicating the Club name, governor's name and year of service to present to the outgoing governor during the banner exchange ceremony. Also bouquets shall be exchanged between the spouses. The district shall present a basic Past District Governors Pin to the retiring governor who may request an upgrade of the presented pin upon payment of the difference in cost by the family or club of the retiring governor.
- The immediate past district governor (IPDG) shall serve as the master of ceremonies, and may solicit from the cabinet members, contributions for a retiring governor's gift, which shall be presented at the banquet. In the event the IPDG is not available, a PDG may be selected to serve in his/her stead.

Funding for the banquet is indicated as a line item (E10) in the district budget.

"Edgar Elbert Governors Pin", property of the district, shall be entrusted to the governor-elect and presented by the retiring/sitting governor

### SECTION THIRTEEN: VOICES OF LIONS 1-A

*Volunteer Organization Involved in Charitable Expressions of Service.*

<http://www.e-district.org/sites/voices1a>

**VOICES of Lions 1-A**, is a 501(c)(3) entity, governed by a Board of nine (9) Directors, elected by the Lions of District 1-A. Each Director shall serve for a term of three (3) years, with three (3), new Directors being elected each year at the annual District 1-A Convention.

Its purpose, is as stated in the VOICES by-laws adopted February 27, 2012.

### ARTICLE III NONPROFIT PURPOSES

#### Section 1. IRC SECTION 501(C) (3) PURPOSES

Said corporation is organized exclusively for charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **Section 2. SPECIFIC OBJECTIVES AND PURPOSES**

The specific objectives and purposes of this corporation shall be to solicit, collect and otherwise raise money for charitable purposes: to expand, contribute, disburse, and otherwise handle and dispose of the same for such purposes relating to the aims and goals of the District 1-A Lions Clubs and the International Association of Lions Clubs. Included are contributions for charitable, humanitarian, educational, literary, or scientific purpose; to other Lions entities or to institutions organized for the same or similar purposes; to assist in the planning, development and maintenance of a unified program by which each Lion Member in District 1-A may participate voluntarily in providing local service projects, including the harmonizing and making more efficient the work of charitable organizations in the local community; all of which shall be within the meaning of section 501(c)(3) of the Internal Revenue Code.

To receive any property, real, personal, or mixed, by gift, devise, bequest, purchase, lease, loan, or otherwise, absolutely or in trust, for the foregoing purposes or any of them, and to carry out the directions and exercise the powers contained in any trust or other instrument under which such property may be so received, including without limitation the expenditure of the principal, as well as the income, of any property so received, if authorized or directed in such trust or other instrument; and, if so received without any designation of specific use, to expend the income and principal thereof for any one or more of the foregoing purposes in such manner and amounts and at such time(s) as deemed proper by the Board of Directors .

To do and engage in any and all lawful activities that may be incidental or reasonably necessary to any of the foregoing purposes, and to have and exercise all other powers and authority now or hereafter conferred upon not-for-profit corporations under the laws of the State of Illinois.

## **Mission Statement**

***A results driven volunteer charitable organization dedicated to working with the visually and hearing impaired, including research and prevention; and providing other humanitarian services to mankind***

## **Addendums**