

# POLICY MANUAL

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## WISCONSIN DISTRICT 27-E2

The International Association of Lions Clubs (Lions Clubs International)  
District 27-E2 Policy Manual

The original text of this Policy Manual was passed at the first Cabinet meeting of  
DG Maurice Shaller, held at Trempealeau in August 1997

REV. 3/20/2024





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### **Policy 1: Policy Defined, Procedures for Establishing Policies**

<sup>1</sup> Resolution to define a quorum for new and existing policy changes approved 3/12/2023

#### **A. Policy Defined:**

District policies shall be defined as those guidelines established and approved by its cabinet. However, policies must be within and abide by the constitution and bylaws of Multiple District 27 and the International Association of Lions Clubs. These are available from both Lions International and the Wisconsin Lions state office.

#### **B. Procedure for Establishing Policies:**

Any new policy or change to an existing policy may be drafted by committee or any member of the District 27-E2 Cabinet and referred to the policy committee for action. Policies may be established, amended or deleted at any regular or special meeting where a quorum is present by an affirmative vote of 2/3<sup>rd</sup> majority. A quorum is one more than half of the appointed and elected members of the District Cabinet. No new or amendment to the established policies shall be put to a vote unless notice of the change is emailed or sent by USPS to the Cabinet prior to the meeting at which the change is to be voted on for Cabinet approval. <sup>1</sup>

#### **C. Approval of Policies:**

These policies, approved by the Cabinet Members at the October 9, 2022, meeting, shall supersede any previous published policies of the District 27-E2 Cabinet.

#### **D. Managing of Policies:**

The policy committee chairperson is responsible for managing all the new and amended policies. All amended and new policies must be dated with the approval date on the policy page. The policy committee should review policies annually. With the approval of the District 27-E2 Cabinet, the policy committee is authorized to make minor editorial changes to policies which in no way affects the intent of the policy, but which may contribute to accuracy, clarity, and a better understanding.



### **Policy 2: Duties and Responsibilities of the District Governor**

- A. As District Governor-Elect, attend MD-27 Council meetings and prepare a typed list of your Cabinet appointments, complete with names and addresses. Send this list to the State Office Secretary, no later than the State Convention.
- B. Prepare a list of all State Committee appointments, no later than the end of July. The State Office Secretary will give you a list of multiple year appointments and will indicate which ones, if any, need to be considered. Refer to State By-laws, Article 4, Section 1a.
- C. Make your own transportation arrangements to the International Convention.
- D. Be prepared to elect a State Council Chairperson at the DGE/VDG training in January.
- E. Be prepared to choose a uniform color, buy a uniform, and rent or purchase formal wear at the March Council meeting. Formal attire will be necessary on at least four separate occasions.
- F. Attend all State Council of Governors meetings including called special meetings. You can ask for a small cash advance, to start printing and paperwork for your term, from District funds.
- G. Receive all audited books and moneys along with signed statement from the previous District Governor, as soon after the International Convention, as possible.
- H. Prepare a District budget before the first District Cabinet meeting in July or August. Hold at least four District Cabinet meetings.
- I. Prepare monthly expense reports for LCI. Make sure money that is due to the District Cabinet is put in proper accounts.
- J. Prepare a District newsletter message each month, submitting it to the State Newspaper Editor no later than the first day of the month preceding the month of the issue. Oversee the monthly submission of articles, etc., for the District's pages in the Wisconsin Lions Newspaper.
- K. All reimbursement from LCI for expenses that have been paid out of the District budget shall be returned to the District budget account.



- L. Visit all clubs once and attend as many of the clubs' special meetings, district events and award honors nights, Lions Club events and fundraising events, Lioness and Leo meetings as your schedule will permit. The District Governor sets priorities.
- M. Oversee all Cabinet appointees. Encourage them to follow through on all their duties.
- N. Make all your travel plans and send in your own registration form for the International Convention at the end of your term. Many of your expenses are covered by the Council of Governors' budget and rules of audit.
- O. Be sure that all club PU 101 forms are submitted to LCI by April 15<sup>th</sup>.
- P. Work with the new District Governor-Elect in making a smooth transition of the Cabinet, offering advice and worthwhile information when asked by the District Governor-Elect. Include a completed Treasurer's account of finances and money held, no later than 15 days following the close of the International Convention.
- Q. Make sure the Cabinet Secretary/Treasurer has all accounts in order, all books in balance, and all accounts audited by July.
- R. Order proper awards.
- S. The District Governor shall have the authority to have a Cabinet Secretary and a Cabinet Treasurer or may combine the two positions.

### **Policy 3: Duties and Responsibilities of the Cabinet Secretary/Treasurer**

<sup>1</sup> Resolution to update Cabinet Secretary responsibilities to comply with LCI requirements approved 3/12/2023

#### Secretary Duties:

- A. Take and keep all minutes of the Cabinet meetings. Call the roll of Cabinet members. Be sure all minutes are mailed in a timely fashion. The MD 27 By-laws require this to be done within 10 days after the Cabinet meeting. Be available to take minutes of any other meetings that the District Governor calls.
- B. Mail out Delegate Roster and Cards for voting at the State and District Conventions.
- C. Determine eligibility and certify delegates for District and Multiple District Conventions. Club dues must be paid before club delegates can vote at Conventions.



- D. MD 27-E2 approved District Cabinet meeting minutes and sign-up sheets need to be emailed to LCI at [districtadministration@lionsclubs.org](mailto:districtadministration@lionsclubs.org).<sup>1</sup>

### Treasurer Duties:

- A. Receive all moneys from Chairpersons and Clubs and deposit the same into a bank or banks as recommended by the District Governor and approved by the District Cabinet. Deposits shall be made within 10 working days after receipt. No Lions activity funds are to be deposited to a personal account, either by the Treasurer or a Cabinet member. A transaction record and list of deposits made by the Treasurer shall be provided to cabinet chairpersons having responsibilities to maintain the account.
- B. Send billings to the clubs for State and District dues, twice annually. Include in the first billing the club bonding insurance expense. Maintain records of clubs that are paid and notify those clubs that are in arrears prior to the District Convention.
- C. Pay our moneys for District obligations, with the approval of the District Governor. Payments shall be made by check, but if a wire transfer is deemed more appropriate, only the Cabinet Treasurer shall be permitted to execute the transfer and then only with the approval of the District Governor. The Treasurer will mail checks or issue wire transfers authorized for payment to the payee as indicated by an appropriate invoice and/or expense report from a cabinet member. Checks may be mailed, or hand delivered to cabinet members only for the reimbursement of expenses supported by appropriate receipts, or for pre-approved budgeted items associated with the office. Any check that is returned to a committee member shall be forwarded to the Cabinet Treasurer to hold for further disposition.
- D. Provide report to the cabinet at each meeting, showing the actual budget versus expenditures.
- E. List all deposits and expenses by date, who received from, and what account it is to be assigned.
- F. Help prepare a budget at the beginning of the District Governor's term of office.
- G. Submit a final financial statement of the District at the end of the District Governor's term.



- H. Keep a journal of all moneys received and paid out, month by month. The outgoing Treasurer shall make a list of all expenses that pertain to his/her year that will be paid by the new Cabinet Treasurer after June 30<sup>th</sup> and make this report available to the Audit Committee. Have the journal audited by the Audit Committee at the end of the District Governor's term.
- I. Turn over the audited books to the new Treasurer no later than 15 days following the close of the International Convention. Audit to be performed by the three most recent PDGs who are available.
- J. The new Treasurer, when ordering checks from the designated bank, will have the following statement printed on the checks: *Void after 90 days*.
- K. Complete Form 990 and submit by November 15<sup>th</sup> to the IRS. This is important as a fine will be levied against the District if Form 990 is not submitted.
- L. Continue to conduct *standard business* after July 1<sup>st</sup> each year as if a flat budget were in place, and only action transactions that are both time sensitive and fit this logical description (e.g. deposit monies received for District Programs like Camp Needlepoint, issue payment for first-half dues to the Wisconsin Lions State Office, etc.). Any non-standard business should be held during this period and addressed after the new budget has been approved.

#### **Policy 4: District Governor Payment**

- A. It is not intended for the District Governor to be reimbursed for all expenses during his/her term of office; however, the District Governor may collect the amount set forth in the District Budget or a portion thereof, by submitting documented expense vouchers equal to that amount. These expense reimbursements cannot be for expenses reimbursed by MD-27 or LCI. This reimbursement shall be paid out of the General Fund.
- B. Any expenses incurred before but paid after June 30<sup>th</sup> shall be paid by the new Cabinet Treasurer and recorded in the new financial records as 'Prior Year Cabinet Expense'.





### **Policy 5: District 27-E2 Budget**

- A. The district budget shall be prepared by the District Governor, the District Cabinet Secretary/Treasurer, the Vice District Governors, and any others that the District Governor chooses. This budget shall be prepared prior to and shall be presented to the District Cabinet for approval or disapproval at the first cabinet meeting. If not approved, the District Governor and the District Cabinet shall make the necessary changes so that the budget can be approved before the close of the first cabinet meeting of the lionistic year.

### **Policy 6: Fund for Cabinet Members**

- A. The District 27-E2 cabinet members may collect up to an amount set forth in the annual District 27-E2 budget upon submitting an itemized expense voucher to the District Governor no later than June 1<sup>st</sup>.

### **Policy 7: USA/Canada Lions Forum Expenses**

#### Expenses:

- A. It shall be the policy of District 27-E2 to reimburse the District Governor, 1<sup>st</sup> Vice District Governor, and 2<sup>nd</sup> Vice District Governor for expenses in connection with his/her attendance at the USA/Canada Lions Leadership Forum in accordance with the current LCI Rules of Audit. This reimbursement shall not exceed the total amount approved in the District Governor's yearly budget.

#### Coordinator:

- A. The 1<sup>st</sup> VDG will be the coordinator for the District to promote and disburse information about the forum. If no one is in the position, the District Governor may appoint someone to perform the duties of the coordinator.



### **Policy 8: District Convention**

<sup>1</sup> Resolution to update and eliminate unnecessary verbiage approved 1/14/2024

#### Section I

- A. The District 27-E2 Convention will be held on the third weekend in March each year. The first Saturday of the month of March shall be considered as the first weekend.
- B. The following basic requirements are mandatory for the Host location site:
  - 1. A large meeting room to seat 250 people.
  - 2. A banquet room with a 250-person (minimum seating) capacity.
  - 3. The host committee shall consider having a few smaller rooms available for seminars. <sup>1</sup>
  - 4. Food service with the ability to serve 250 meals in a reasonably short time.
  - 5. An area large enough for registration and display tables. <sup>1</sup>
  - 6. A minimum of 25 hotel rooms within the convention center. <sup>1</sup>
  - 7. A room to comfortably hold at least 150 people for the Friday evening hospitality.

#### Section II

##### *Convention Agenda:*

- A. It shall be the responsibility of the Convention Chairperson to collaborate with the District Governor and the Host, if applicable, in the development of a Convention Agenda, which shall include the following:
  - 1. Seminars on select topics
  - 2. Officer's training (optional)
  - 3. Elections
  - 4. Meals
  - 5. Hospitality and entertainment
  - 6. Service project

#### Section III

NOTE: The word 'Host' hereafter refers to either a host club or the district; whichever is putting on the convention.



### *Areas of Responsibility:*

A. Registration – the Host shall be responsible for all activities and costs related to registration, including:

1. Pre-convention mailings
2. Printing of name tags
3. Manning registration table during convention

NOTE: The registration fee shall be determined by the Host and/or District. This fee shall be collected by the Host at the time of registration. It shall be a requirement that all attendees must be registered.

B. Meals – the District Chairperson shall coordinate with the Host and the District Governor to arrange the following meals:

NOTE: UNLESS SPECIFICALLY NOTED, THE DISTRICT WILL ONLY PAY FOR MEAL EXPENSES FOR THE DISTRICT GOVERNOR, INTERNATIONAL GUEST AND THEIR PARTNERS IN SERVICE. <sup>1</sup>

1. (Optional) Friday evening District Governor’s Invitational dinner. <sup>1</sup>
2. (Optional) Saturday morning Melvin Jones/Birch Sturm/Knight of Sight/Ray Hempel breakfast. <sup>1</sup>
3. Noon luncheon (prepaid tickets). <sup>1</sup>
4. Saturday evening Honors Banquet (prepaid tickets). <sup>1</sup>
5. (Optional) Sunday morning Cabinet breakfast and meeting. The District shall cover the cost of Cabinet members, spouses, and International guests and spouses.

NOTE: The Host may set the cost to be charged for the meals and shall be responsible for printing and collecting the appropriate tickets. It will be the responsibility of the Host to settle with the food service provider. If food service requires a fixed advance meal count, the Host may require meal tickets be purchased in advance.

C. Advertising – It shall be the responsibility of the Host to sell all program advertising and collect the appropriate funds. The amount charged for advertising shall be up to the discretion of the Host.



- D. Facility Arrangements – It shall be the responsibility of the Host to contract for the necessary facility as described in Section I of this procedure. Additionally, a block of motel/hotel rooms should be reserved by the Host for the District membership. All attendees, including the District Governor and Cabinet members, shall be responsible for making their room reservation. Guest speaker reservations are the responsibility of the Convention Chairperson and the District Governor.
- E. Printed Material – The Host shall be responsible for the production, printing, and related cost of the following programs:
  - 1. Convention Program – The District should have 10 pages available at no charge.
  - 2. (Optional) Melvin Jones/Birch Sturm/Knight of Sight/Ray Hempel breakfast program.
  - 3. Noon luncheon program (Necrology).
  - 4. Saturday night Honors Banquet program.
- F. Signs and Decorations – It shall be the responsibility of the Host to decorate the convention facility, including the table centerpieces for the Honors Banquet. Further, the Host shall provide appropriate directional signs for Seminars, Officer Training, Meals, Delegate Registration, and Voting Location.
- G. Seminar Speakers – Once seminar topics are determined, it shall be the responsibility of the District Chairperson to secure the necessary personnel to present the selected topics.
- H. Officer Training Monitor – (If officer training is part of the District Convention). The Host shall provide monitors for the Officer Training Session who will be responsible for obtaining the appropriate sign-in sheets. These sign-in sheets are to be given to the District Governor following the convention.
- I. Hospitality and Entertainment – It shall be the responsibility of the Host to provide a Hospitality Room on Friday night with a minimum capacity of 150 persons. A cash bar would be appropriate. At the discretion of the current candidates and/or clubs (on the ballot), they may provide hors d'oeuvres, beverages, and/or entertainment, but this shall not be mandatory.



- J. Raffles and Fundraisers – The host may conduct a Friday evening raffle or other fundraiser activity to be completed before the conclusion of the event. The host may also conduct a Saturday raffle or other fundraiser activity to be completed at 3pm. Additional raffles or fundraising activities need to be preapproved by the District Cabinet. <sup>1</sup>

The District shall provide Tail Twisters who will collect the appropriate fines and sell District Honor Banquet raffle tickets (optional). If sold, District Honor Banquet raffle tickets may not be offered until the Host raffle has concluded and must be completed at the evening Honors Banquet. All funds collected by the Tail Twisters shall be retained by the District.

- K. District Convention Chairperson Responsibilities – It shall be the responsibility of the Convention Chairperson to coordinate with the District Governor to provide the following:

1. Speakers for the Noon Luncheon and Saturday night Honors Banquet.
2. Appropriate gifts for guest speaker (District expense).
3. Instructions for officer training, assisted by the District GLT Chairperson.
4. Tail Twisters for Friday and Saturday functions as needed. <sup>1</sup>
5. Election personnel and materials which are to be supervised by the Cabinet Secretary.
6. Provide local transportation for guest speaker and other guests as needed.
7. Request door prizes for Saturday raffle from clubs. <sup>1</sup>

NOTE: The District is responsible for the delegate registration forms and voting ballots.

- L. District Governor Convention Responsibilities – The District Governor will provide the Host with the following information 60 days prior to the convention:

1. Speaker information
2. District Governor data
3. Cabinet roster
4. List of seminars and presenters
5. List of Club Officers
6. State Committee Members
7. International Director information



8. Ministers
9. Lions Code of Ethics
10. Past District Governors information
11. Necrology information (by February 15<sup>th</sup> from January M reports)
12. Any other information the District Governor wants included in the program

### Section IV

#### *Accounting Procedure:*

- A. The Host shall be responsible for all costs associated with advertising, printing, and meals unless otherwise noted in the procedure outline.
- B. The District shall be responsible for all expenses associated with the International Guest Speaker and his/her guest and any District Governor expense not covered by LCI.
- C. The Host shall provide the District with an accounting of income and expenses within 45 days after the convention. Items to be included in income figures include registration fees, revenues from meals, and advertising.
- D. The District is to receive 25% of the net profit, in excess of \$1,000 up to \$600. Any additional profits are to be retained by the Host.

#### *District Convention Chairperson:*

- A. The District Chairperson shall be the Immediate Past District Governor. If the IPDG is unable to perform duties, Chairperson must be appointed by the District Governor and be either a Past District Governor or Chairperson of a past District Convention or Host Chairperson.

### **Policy 9: District Parade of Checks (Optional)**

- A. All moneys collected at the District Parade of Checks shall be collected by the District Governor, his/her Cabinet Secretary/Treasurer, or the District Governor designate. Checks received shall be recorded by the Cabinet Secretary/Treasurer and a listing of the receipts shall be prepared and given to the respective chairpersons of the committees receiving money during the Parade of Checks. This shall be done as soon as possible, following the Parade of Checks.



### **Policy 10: Awards**

- A. The District Governor shall submit applications naming Lions in District 27-E2 for any or all awards that are available through LCI or MD-27. It is recommended that nominees for the International Leadership Award be Lions that have been active beyond the club level and have served on the District Cabinet. It is recommended that nominees for the International President's Award be Lions that have served on the District Cabinet.

### **Policy 11: Region Chairperson (Optional)**

- A. In addition to the duties of Region Chairperson, as outlined in the Region Manual, the Region Chairperson shall help the District GMT Chairperson locate areas for new clubs and help in organization of such new clubs.

### **Policy 12: Extension**

- A. \$600 shall be included in the district budget, each year, for starting a new Lions Club. If a new club is formed, the money is to be given to the new club for start up expenses. If more than one club is formed during the Lionistic year, the District Cabinet shall be authorized to create an additional \$600 unbudgeted expense for each new club formed, after the first, to subsidize the start up costs of the new clubs.

### **Policy 13: Establishing a Definite Date for Entry of Nominations and Bids**

- A. All nominations for any District offices or bids for District functions shall be submitted in writing to the District Governor and the District Elections Chairperson prior to the District Convention on or before February 1<sup>st</sup> of the year.

### **Policy 14: District Membership Dues**

- A. Each club in District 27-E2 shall be billed \$4.50 for each member belonging to their respective club for 'District Dues'. Fifty cents (\$0.50) of this amount may be used for the purpose of covering District Convention expenses. If not needed for this purpose, the fifty cents shall become part of the 'General Fund'.



- B. Each club shall be billed according to the membership count received from LCI and MD-27 as of June 30<sup>th</sup> and December 31<sup>st</sup>. To remain a club in 'Good Standing', each club must pay their 'Semi-Annual' dues no later than October 1<sup>st</sup> for the July billing and no later than March 1<sup>st</sup> for the January billing.

### **Policy 15: Annual Payment to MD-27 Youth Exchange Fund**

- A. District 27-E2 shall issue a check each year for an amount established and approved by the District Cabinet to the 'MD-27 Youth Exchange Fund'. This check shall be issued at any time before, but not later than, the District Convention. This expense shall be included in the annual budget and paid out of the General Fund.

### **Policy 16: Participant Room Reimbursement at Annual Leadership Development Workshop**

- A. District 27-E2 shall reimburse up to six (6) Lions for their housing expenses at this workshop. Checks shall be issued in a timely manner, after completion of the workshop. This amount shall be included in the annual budget and paid out of the General Fund.

### **Policy 17: Voting Policy for District 27-E2**

- A. Only Cabinet members of Lions District 27-E2 shall have the right to vote at all Regular or Special cabinet meetings of our District. The District Cabinet shall hold regular meetings at the direction of the District Governor and at such times as it is deemed desirable by a majority of those members present at the meeting wherein the decision is voted upon. Meetings can take place in person or can be held on a virtual platform as long as the meetings satisfy quorum requirements and allow for full discussion.

### **Policy 18: District 27-E2 Golf Tournament Requirements**

<sup>1</sup> Resolution to review and recommend the number of Lion members required per team approved 10/1/2023

- A. Any club in District 27-E2 may be the host of this tournament, provided the following conditions can be met:





1. Clubs must submit an application to host the tournament by February 1<sup>st</sup> (this gives the chairperson time for site inspection).
  2. Clubs must provide name and location where the tournament is to be held.
  3. An 18-hole course is preferred (par 72); a 9-hole course is acceptable (par 36).
  4. The course must provide dining for 100 plus persons and be handicapped accessible.
- B. Host Responsibilities:
1. Entry forms to all clubs on District website, by mailing and/or e-mail.
  2. Arrange for tee times, carts, etc. (shotgun start at 12:00 pm or earlier is preferred).
  3. Provide trophies, prizes, etc. is recommended.
  4. Determine prices – golf and dinner, golf only, dinner only.
  5. Have best ball type of tournament. Each team to receive a printed copy describing play, hole contests, etc.
- C. Having a Saturday golf tournament, preferably the 1<sup>st</sup> or 2<sup>nd</sup> Saturday in May.
- D. The Host will retain all profits and/or losses.
- E. The Host may conduct other fundraising activities, such as mint or candy sales, silent auctions, raffles, etc.
- F. Golfing Lions may invite non-members to play and may also invite members from other districts. Each 4-person or 3-person team must have at least 1 Lion member per team. <sup>1</sup>
- G. Host applications, on approval, will be on the District ballot to be voted on at the District Convention. The club receiving the most votes will host the tournament the following year.
- H. District Chairperson Responsibilities:
1. Receive all applications from clubs interested
  2. Must approve applications and proposed tournament sites
  3. Must forward applications to District Governor and Cabinet Secretary/Treasurer by February 1<sup>st</sup> to be placed on convention ballot
  4. Assist the Host with information regarding past tournaments and fundraising activities



- J. With approval of the golf course, the host club may sell tee, green, and fairway advertising.
  - 1. Advertising signs shall be no more than 2'x2'.
- K. The host must furnish a final report to the District Chairperson and the District Cabinet Secretary/Treasurer within 30 days to include:
  - 1. Number of golfers participating, activities
  - 2. Itemized expenses and income showing profit or loss

### **Policy 19: Wisconsin Mission Expenditure Guidelines**

- A. Annual approval shall be obtained from the District Cabinet to solicit funds for the project from clubs in the district.
- B. The approval of the District Governor must be obtained before any disbursement in excess of \$500 can be made by the District Coordinator or anyone else.
- C. All expenditures must be supported by receipts and/or proper verification.
- D. No one can authorize expenditures of any kind without prior approval from the District Coordinator. If such expenditure exceeds \$500, the District Governor must also give approval.
- E. Funds cannot be disbursed to any individual Lion or anyone else for meals, lodging, entertainment, or travel.
- F. When driving vehicles to be donated to a needy community, expenses necessary to get the vehicle road-ready, as well as fuel, oil, and other costs during the trip, shall be subject to approval of the District Governor after consultation with the District Coordinator.
- G. All funds must be maintained in an account that can be audited at any time.
- H. Both the District Governor and the Coordinator should be authorized to withdraw funds for the purchase of Mission equipment and supplies.



- I. All balances at the end of the District Governor's term of office must be reported to the cabinet and a complete report of expenditures and receipts are to be given to the audit committee at the time the audit of the District Governor's books is done. The District Coordinator shall also prepare a detailed report of activities for all clubs in the District for the District Cabinet.
- J. All funds on hand at the end of the District Governor's term must be turned over to the next District Governor or the District Coordinator he/she appoints.
- K. We must remember that all funds donated to the Wisconsin Missions are donated by hard-working Lions and Leo Clubs, in good faith. We must always respect the reasons why these clubs made their donation and treat these funds as such. We are required to be reliable custodians and cannot treat these funds as though they belonged to any of us individually.

### **Policy 20: Recommended District Audit Procedure**

#### Time of Audit:

- A. A finalized audit of the District books shall be done during the month of July and reported to the new District Cabinet at its first scheduled meeting.

#### Responsibility of the Cabinet Secretary/Treasurer

- A. The Cabinet Secretary/Treasurer whose records are being reviewed shall provide a complete listing of checks written from and deposits made to the general account showing beginning and ending cash balances. In addition, a bank reconciliation for each account shall be provided for the audit review.
- B. The Secretary/Treasurer shall obtain cash transaction lists and bank reconciliations of all district accounts under the control of others, to include, but not limited to, Wisconsin Missions, Hearing, and Youth Exchange
- C. The Cabinet Secretary/Treasurer shall prepare a financial report for the District Cabinet for all money on hand in each account. In addition, a report shall be prepared that compares the approved budget amounts, by category, with the actual expenditures.



### Rights and Obligations of the Audit Committee

- A. It is the right of the Audit Committee to ask all questions regarding transactions of the district and to ask for and be provided with all documentation to support these transactions. Further, it is the obligation of the Audit Committee to report to the District Governor any irregularities that cannot be resolved through discussions with the Cabinet Secretary/Treasurer. If a problem cannot be resolved with the Immediate Past District Governor's cooperation, the committee has the obligation to report its findings and outline the problem to the District Cabinet.
- B. It is the obligation of the Audit Committee to individually provide an 'attestation' of the transactions and accounts reviewed. If everything is deemed to be 'in order', the committee members need to provide that assurance. If there are issues which are unresolved, this needs to be presented, in writing, for cabinet approval.

### **Policy 21: Solicitation of Funds**

- A. Only the District Governor and/or the Chairperson of each committee shall be allowed to solicit funds for that program from clubs in the District. Program chairpersons shall only be allowed to solicit for the program they chair. No one else shall solicit funds for any program without permission of the District Governor and the District Cabinet.
- B. Solicitation of funds shall be permitted for state approved projects by the District Committee Chairperson of the District Governor. All other projects must be approved by the District Cabinet before solicitation of funds is permitted.
- C. Organizations that are exempt from the annual request are the Wisconsin Lions Foundation, Ray Hempel Fellowship Endowment Fund, Wisconsin Lions Eye Bank, Camp Needlepoint and Day Point, and Restoring Hope Transplant House.



### Policy 22: Recommended Qualifications for Vice District Governors

- A. District 27-E2 Policy 1:A policy compliance with LCI shall be followed regarding the qualifications and criteria necessary for Lions to serve in the office of 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governor
- B. The criteria of eligibility has been established for the offices of the Vice District Governors and is printed in the International Association of Lions Clubs Constitution and By-Laws under Article III, Elections, Section 9, subsection (b). In addition, Section 9, subsection (c) addresses the process to follow if a vacancy occurs in one or both of these offices.
- C. A candidate for the office of 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 clubs in his/her single or sub-district.
  - 3. Have served or will have served at the time he/she takes office as 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.
- D. In addition to the requirements listed above, there are eleven (11) specific responsibilities that are listed under Article VI – Duties of International Officers and Others are repeated, herein.
  - 1. Further the purpose of this association.
  - 2. Play an active role in membership development including extension of new clubs and leadership developments within the district.
  - 3. Become familiar with the duties of the District Governor so in the event of a vacancy in the office, he/she will be better prepared to assume the duties and responsibilities of said office.
  - 4. Perform such administrative duties as may be assigned by the District Governor.



5. Perform such administrative duties as may be required of him/her by the International Board of Directors through the Vice District Governors manual and other directives.
  6. Actively participate in all cabinet meetings and conduct all meetings in the absence of the District Governor.
  7. Participate in Council of Governors meetings as appropriate.
  8. Participate in the preparation of the district budget
  9. Engage actively in all matters to be continued during the next year.
  10. Participate in the review of the strengths and weaknesses of the clubs in the district.
  11. Supervise appropriate committees as requested by the District Governor.
- E. The District Cabinet of District 27-E2 or the District Governor may address specific responsibilities it would like the 1<sup>st</sup> and 2<sup>nd</sup> Vice District Governors to be responsible to and for, since the International Constitution and By-Laws is mute to the issue.

### **Policy 23: Position of LCIF Chairperson**

- A. It is recommended that the LCIF Chairperson be a Past District Governor

### **Policy 24: Louis J Gardipee Lions Distinguished Service Award**

- A. Wisconsin Lions District 27-E2 has established the Louis J Gardipee Lions Distinguished Service Award to be given on an annual basis, beginning with the 2005 District Convention. This recognition award is named after PDG Gardipee in recognition of his extensive service to Lions at the Club, District, and State levels, as well as his service to the Wisconsin Lions Foundation.
- B. The recipient of this Service Award shall be a Lion in good standing in District 27-E2. It is recommended that applications be made for 'Grass Roots' Lions who will be honored for Distinguished Service to the Lions Organization and community. A 'Grass Roots' Lion is one who has not received an International President's Award Medal or an International President's Leadership Award and who has not been a District Governor. The award will be in the form of a plaque and an accompanying letter detailing the background and purpose of the recognition.



- C. A selection committee consisting of at least three and no more than five Past District Governors shall be appointed by the District Governor annually. These appointments shall be made early in the District Governor's term so that clubs can be contacted to make application.
- D. Each Lions Club in District 27-E2 shall have the opportunity to submit the name of one Lion annually. Applications for this recognition must be received by the selection committee no later than January 10<sup>th</sup>. The selection committee may use applications from the two previous lionistic years, in addition to those received during the current year, to determine a worthy recipient.
- E. The recipient shall be selected by the Selection Committee, and the Recognition Award will be presented at the District Convention during the Noon Luncheon or Evening Banquet, whichever is more appropriate.
- F. The cost to the District shall not exceed \$100 per year. Contributions may be given by individuals or clubs to offset the expense of the award.

### **Policy 25: Future District Leader Committee**

- A. All District 27-E2 Past District Governors shall be members of the Future District Leader Committee, unless they request to be excluded. The District GLT Coordinator shall also be a member of the committee. The IPDG shall be the chair of the committee, which shall physically meet at least annually.
- B. All members of the committee are expected to help the District Governor and District GLT Coordinator to find Lions willing and able to become future leaders for the district.
- C. Suggested leaders include the Vice District Governor, District Committee Chairs, WLF Directors, and attendees at the Leadership workshops (Advanced Lions Leadership Institute, USA/Canada Lions Leadership Forum, etc.).
- D. Finding these leaders should include personally speaking to potential Lions about the opportunities, encouraging Lions to become involved in District responsibilities, providing names of potential leaders and those willing to learn, and responding to requests from the Leadership Chair, District Governor, and Vice District Governors for recommendations.



- E. List of recommended Lions for Vice District Governor and WLF Director positions shall be kept and passed on to the succeeding committee chair.

### **Policy 26: Youth Exchange**

- A. Certain expenses for incoming foreign exchange students and host families of these students will be provided, but limited to emergency needs of the students and expenses to offset mileage and emergency expenses incurred by the host families.
- B. The Youth Exchange Program of District 27-E2 will provide scholarships for qualifying students residing in the district to travel abroad. Scholarships shall be limited to \$500 per student and the number of scholarships will be dependent upon the amount budgeted annually.
- C. The Youth Exchange Chairperson, the Youth Exchange Co-Chairperson (if applicable), the District Governor, and the District Treasurer will determine the amount available for an exchange student or a host family. The emergency account for the Youth Exchange Program shall not exceed \$4,000 and will be generated by donations made to the program from clubs and/or private sources. Funds in excess of the emergency limit shall be retained in the Youth Exchange account. But, at the end of the fiscal year, any monies in excess of \$10,000 shall be transferred to the General Fund. Expenses that qualify for reimbursement shall be determined by the Youth Exchange Chairperson and the District Governor.

### **Policy 27: Records Retention**

- A. Administrative records shall be retained by the District 27-E2 Cabinet Secretary for a period of three (3) years, at which time said records may be destroyed, after a final review and approval made by the current District Governor.
- B. Financial records shall be retained by the District 27-E2 Cabinet Treasurer, consistent with current IRS policies, normally a period of five (5) years. Prior to destruction, said records must be reviewed and approved by the current District Governor and appointed Past District Governor from the previous years.









**Wisconsin District 27-E2 Lions**  
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**Lions Clubs International**