

Prelude to 27-E2 Policy Manual - Current updates as of October 17,2010

The original text of the policy manual was passed at the first cabinet meeting of, then District Governor Maurice Schaller. This meeting was held at Trempealeau in August of 1997. The effort generated policies numbered 1 through 20, and are shown as originally written without ratification commentary if unchanged.

Any changes to the original policies or part thereof, or additions of policies since the original ratification by the District Cabinet are shown in brackets noting the subsequent ratification date. Additional changes were made at the direction of the District Cabinet on August 5, 2001 regarding wording of some of the policies. These changes are incorporated and shown in brackets.

Instructions were given at the August 3, 2003 Cabinet meeting to put no more than one policy per page. This instruction was not fully complied with since some of the policies are only 2 or 3 lines long. Accordingly, there are instances where more than one policy appears per page.

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The International Association of Lions Clubs
(Lions Clubs International)

District 27-E2 Policy Manual

Purpose: To conform to Lions International and MD-27 Constitution & Bylaws

Policy No. 1

Duties and Responsibilities of the District Governor

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, not later than the State Convention. [Ratified and changed by Cabinet action, April 20, 2008].

Prepare a list of all State Committee appointments, not later than the end of July. The State Office Secretary will give you a list of multiple year appointments and will indicate which one's, if any, need to be considered. Refer to the State Bylaws, Article 4, Section 1a. [Ratified and changed by Cabinet action, April 20, 2008].

Make your own transportation arrangements to the International Convention.

Be prepared to elect a State Council [Chairperson] at the DGE/VDG training in January. [Ratified by Cabinet action, April 20, 2008].

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. [Ratified and changed by Cabinet action, April 20, 2008].

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.

Receive all audited books and moneys along with a signed statement from the previous District Governor, as soon after the International Convention, as possible.

Prepare a District budget before the first District Cabinet meeting in July or August. Hold at least four District Cabinet meetings.

Prepare monthly expense reports for Lions International. Make sure all money that is due to the District Cabinet is put in proper accounts.

Prepare a District newsletter message each month, submitting it to the State Newspaper Editor not later than the first day of the month preceding the month of issue. Oversee the monthly submission of articles, etc., for the district's pages in the Wisconsin Lions Newspaper. [Ratified and changed by Cabinet action, April 20, 2008].

All reimbursement from Lions International for expenses that have been paid out of the district budget shall be returned to the district budget account.

Visit all clubs once and attend as many of the clubs special meetings, district events and award honors nights, Lions Club events and fund raising events, Lioness and Leo meetings as your schedule will permit. The District Governor sets priorities.

Oversee all Cabinet appointees. Encourage them to follow through on all their duties.

Make all your own 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.

Be sure that all club PU 101 forms are submitted to Lions Clubs International by April 15th. [Ratified and changed by Cabinet action, April 20, 2008].

Work with the new District Governor-Elect in making a smooth transition of cabinets offering advice and worthwhile information when asked by the District Governor-Elect; [to include, a completed Treasurer's account of finances and money held, no later than 15 days following the close of the International Convention]. [Ratified by cabinet action, November 7, 2004].

Make sure the Cabinet Secretary/Treasurer has all accounts in order, all books in balance and all accounts audited by July.

Order proper awards.

The District Governor shall have the authority to have a Cabinet Secretary and a Cabinet Treasurer or may combine the two positions. [Ratified and changed by cabinet action on August 6, 2000 and October 18, 2009].

Policy No. 2

Duties and Responsibilities of the District Secretary/Treasurer

Secretary Duties:

Take and keep all minutes of Cabinet meetings. Call the roll of Cabinet members. [Be sure all minutes are mailed timely. 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. [Ratified by Cabinet action on August 5, 2001.]

[Mail] out Delegate Roster and Cards for voting at State and District Conventions. [Ratified by Cabinet action on August 5, 2001].

Determine eligibility and certify delegates for District and Multiple District Conventions. Club dues must be paid before club delegates can vote at Convention. [Ratified by Cabinet action on August 6, 2006].

Treasurer Duties:

Receive all moneys from Chairpersons and Clubs and deposit the same into a bank or banks so 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. [Ratified by Cabinet action on October 18, 2009].

A transaction record and list of deposits made by the Treasurer shall be provided to cabinet chairpersons having responsibilities to maintain the account. [Ratified by cabinet action on April 23, 2006].

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. [Ratified by Cabinet action on August 6, 2006].

Pay out moneys for District obligation(s), 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 or an 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. [Ratified by Cabinet action on October 18, 2009].

Provide report to the cabinet at each meeting showing the actual budget versus expenditures. [Ratified by cabinet action on October 15, 2000].

List all deposits and expenses by date, who received from and what account it is to be assigned. [Ratified by cabinet action on October 15, 2000].

Help prepare a budget at the beginning of the District Governor's term of office.

Submit a final financial statement of the District at the end of the District Governor's term.

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 the will be paid by the new Cabinet Treasurer after June 30 and make this report available to the Audit Committee. [Ratified by Cabinet action on April 23, 2006]. Have the journal audited by the Audit Committee at the end of the Governor's term.

[Turn over 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 PDG's who are available. [Ratified by Cabinet action on August 5, 2001 and additionally ratified by cabinet action on November 7, 2004].

The new Treasurer when ordering checks from the designated bank will have the following statement printed on the checks; “Void after 90 days.” [Ratified by Cabinet action on October 19, 2008].

Complete Form 990 and submit by November 15 to the IRS. This is important as a fine will be levied against the District if the Form 990 is not submitted. [Ratified by cabinet action on August 6, 2000].

Policy No. 3

Policy Compliance with Lions International and By-Laws

The policies of Lions District 27-E2 shall at [all] times be in agreement with the constitution, by-laws and policies of the International Association of Lions Clubs and Multiple District 27. This shall include all practices and policies of Lions District 27-E2. [Ratified by Cabinet action on August 5, 2001].

Policy No. 4

District Foundation Emergency Fund

A District Foundation Emergency Fund will be established to allow our District to accept funds from clubs and individuals for natural disasters in our district, neighboring districts or internationally. A District Foundation account shall be established which can only be used to help victims in their recovery. Establishment of this account permits the District Governor to encourage clubs and individuals to contribute to the account. [Ratified by Cabinet action on October 19, 2008].

Policy No. 5

Amending or Adding New Policies

Since District 27-E2 does not have a Constitution and By-laws, any [changes to existing policies] or additions [of new policies may] be done by a simple majority vote of the voting members of the District cabinet. [A quorum of the voting members must be present to amend or add policies. A quorum is considered to be one more than half of the appointed and elected members of the District Cabinet.]

The proper procedure to amend or add policies is to submit the amendment or policy to the [Chairperson] of the Constitution, Resolutions and By-laws Committee to be acted on at the next cabinet meeting [and the decisions of the cabinet be recorded in the official minutes naming members making motion and second.] [Ratified by Cabinet action on August 5, 2001.]

Policy No. 6

District Governor Payment

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 Lions International. This reimbursement shall be paid out of the "General Fund."

Any expenses paid after June 30 shall be paid by the new Cabinet Treasurer and recorded in the new financial records as "Prior Year Cabinet Expenses." [Ratified by Cabinet action on April 23, 2006].

Policy No. 7

District 27-E2 Budget

The district budget shall be prepared by the District Governor, the District Cabinet Secretary/Treasurer, the Vice District Governor, and any others that the District Governor chooses. This budget shall be prepared prior to the first cabinet meeting 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 No. 8

Fund for Cabinet Members

The District 27-E2 cabinet members may collect up to an amount as set forth in the annual District 27-E2 budget upon submitting an itemized expense voucher to the District Governor within 15 days following the International Convention. [Ratified by cabinet action on November 7, 2004 to remove the wording following “District Governor” on line three which stated, “by July 20th or”]. [Ratified, further by cabinet action on March 19, 2006 to remove the wording “within 15 days following the International Convention” and replace with the following wording, “no later than the 1st of June.”]

With the following modifications, Policy No. 8 is now written as follows:

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

Policy No. 9

USA/Canada Lions Forum Expenses

It shall be the policy of District 27-E2 to reimburse the District Governor and Vice District Governor for expenses in connection with his/her attendance at the USA/Canada Lions Forum in accordance to the current Lions International Rules of Audit. This reimbursement shall not exceed the total amount approved in the District Governor's yearly budget.

Policy No. 10

District Convention

Section I

By definition, the District 27-E2 Convention will be held on the third weekend in March of each year. [The first Saturday of the month of March shall be considered as the first weekend.] [Ratified by Cabinet action on March 19, 2006].

Note: The following additions to Policy No. 10 were originally set forth in Policy No. 23, which was named "District 27-E2 Convention Requirements." [These requirements were ratified by Cabinet action on December 22, 1998.] Policy No. 23 was subsequently appended to Policy No. 10, as it dealt with the District Convention, and Policy No. 23 was deemed "Vacant." [Ratified by Cabinet action on August 5, 2001.]

The following basic requirements are mandatory for the Host location site:
[Ratified by Cabinet Action on August 3, 2003].

1. A large meeting room to seat 300 people.
2. A banquet room with a 300 person [minimum seating] capacity.
3. A minimum of 5 smaller rooms with a 50-75 person seating capacity and 1 room with a minimum seating capacity of 125.
4. Food service with the ability to serve 300 meals in a reasonably short time.
5. A lobby area large enough for a least 37 display tables.
6. A minimum of 80 motel rooms within 15 miles of the convention center.
7. A room to comfortably hold at least 150 people for the Friday evening Hospitality.

Section II

Convention Agenda

It shall be the responsibility of the Convention Chairperson to collaborate with the District Governor and the [Host] in the development of a Convention Agenda, which shall include the following:

Note: The original policy had responsibilities attached to the following agenda items. These responsibilities are restated under item no. 12. [Ratified by Cabinet action on August 5, 2001.]

1. Seminars on select topics
2. Officer's Training
3. Elections
4. Meals.
5. Hospitality and Entertainment

Section III

Note: The word "Host" here after, refers to either a host club or the district; whichever is putting on the convention.

Areas of Responsibility

1. Registration - the [Host] shall be responsible for all activities and costs related to registration including:
 - a) Pre-convention mailings.
 - b) Printing of Name Tags.
 - c) 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.

2. Meals - the District [Chairperson] shall coordinate with the [Host] and the District Governor to arrange the following meals:
 - a) (Optional) The Friday evening District Governor's invitational dinner. [Expenses to be covered by the District are the meals of District Governor, International guest and their spouses. All other Cabinet members and guests are responsible for their own meals.]
 - b) Saturday Morning Melvin Jones/Birch Sturm breakfast, open to all registered attendees and paid for by individuals attending (prepaid tickets).
 - c) Noon Luncheon. Paid for by individuals attending (prepaid tickets).
 - d) Saturday Evening Honors Banquet. Paid for by individuals attending (prepaid tickets).
 - e) Sunday Morning Cabinet Breakfast and Meeting - The District [shall] cover the cost of cabinet members, spouses [and International guest and spouse.] [Ratified by Cabinet action on August 5, 2001.]

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.

3. 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].
4. 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 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.

5. Printed Material - The [Host] shall be responsible for the production, printing and related cost of the following programs:
 - a) Convention Program - The District should have 10 pages available at no charge.
 - b) Melvin Jones/Birch Sturm breakfast program.
 - c) Noon Luncheon program (Necrology).
 - d) Saturday Night Honors Banquet Program.
6. Signs and Decorations - It shall be the responsibility of the [Host] to decorate the convention facility including table centerpieces for the Honors Banquet. Further, the [Host] shall provide appropriate directional signs for Seminars, Officer Training, Meals, Delegate Registration and Voting Location.
7. 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.
8. 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.
9. 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 club (on the ballot), they may provide hors d'oeuvres, beverages and/or entertainment, BUT this shall not be mandatory.

The [Host] may pursue a raffle or other fund raising activity on Friday evening and retain all the proceeds. All [Host] fund raising must be completed by the end of the Saturday luncheon.

On Saturday night, the [Host] shall provide an appropriate area for Hospitality with a cash bar located adjacent to and prior to the Honors banquet.
10. Spouse Program - The [Host] shall provide an entertainment program Saturday afternoon for spouses/guests of registered attendees.

11. Raffles and Fund Raisers - The [Host] may conduct any type of fund raising it wishes, as long as this activity is completed by the end of the noon luncheon on Saturday. All funds raised are to be retained by the [Host].

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.

12. District [Convention Chairperson] Responsibilities - It shall be the responsibility of the Convention [Chairperson] to coordinate with the District Governor to provide the following:

- a) Speakers for the noon luncheon and Saturday Night Honors Banquet.
- b) Appropriate gifts for guest speaker (District expense).
- c) Instructors for officer training, assisted by the Leadership Development [Chairperson.]
- d) Tail twisters for Saturday functions and District raffle.
- e) Election personnel and materials which are to be supervised by the Cabinet Secretary.
- f) Provide local transportation for guest speaker and Leader Dog rep.
- g) Request door prizes for Saturday Honors Banquet Raffle from clubs.

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

13. [District Governor Convention Responsibilities]

The District Governor will provide the [Host] with the following information 60 days prior to the convention.

- a) Speaker Information
- b) District Governor Data
- c) Cabinet Roster
- d) List of Seminars and Presenters
- e) List of Club Officers
- f) State Committee Members

- g) International Director Information
- h) Ministers
- i) Lions Code of Ethics
- j) Past District Governor Information
- k) Necrology Information (by February 15th from January M reports)
- l) Any other information the District Governor wants included in the program

Section IV

Accounting Procedure

The [Host] shall be responsible for all costs associated with advertising, printing and meals unless otherwise noted in the procedure outline.

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 [Lions] International. [Ratified by Cabinet action on August 5, 2001.]

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 figure include registration fee, revenues from meals and advertising.

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]

The District [Chairperson] shall be appointed by the District Governor. The [Chairperson] must have been either a Past District Governor or [chairperson] of a past district convention or [host chairperson.]

Policy No. 11

District Parade of Checks

All money's 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 chairperson's of the committees receiving money during the Parade of Checks. This shall be done as soon as possible, following the Parade of Checks. [Ratified by Cabinet action on April 23, 2006.]

Policy No. 12

Awards

The District Governor shall submit applications naming Lions in District 27-E2 for any or all awards that are available through Lions International 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.

Note: The original policy listed lioness as eligible for these awards. The word "lioness" has been eliminated since they are not eligible for Presidential Awards by Policy of Lions Clubs International.] [Ratified by Cabinet action on August 5, 2001 and October 26, 2001.]

Policy No. 13

Region [Chairperson]

In addition to the duties of the Region [Chairperson], as outlined in the Region Manual, the Region [Chairperson] shall help the district Extension [Chairperson] locate areas for new clubs and help in organization of such new clubs.

Policy No. 14

Extension

\$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. [Ratified by Cabinet action on October 26, 2001 and October 18, 2009].

Policy No. 15

Establishing a Definite Date for Entry of Nominations & Bids

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 1st of the year.

Policy No. 16

Guidelines for Payment of One Banquet Ticket at State Convention

District Cabinet members shall be reimbursed for the cost of a banquet ticket for said members and their spouse at the Wisconsin State Convention. To qualify for this benefit, the cabinet member must be present at the banquet and the District Meeting held at the State Convention. [Attendance and verification of banquet attendance will be recorded by the Cabinet Secretary/Treasurer at the District Meeting to determine reimbursement]. Cabinet members shall make their own reservations. [Ratified by Cabinet action on August 5, 2001.]

Note: Because of the change in the State Convention, the banquet ticket refers to the "Closing banquet."

Policy No. 17

District Membership, Dues

Each club in District 27-E2 shall be billed \$4.50 for each member belonging to their respective club for "District Dues." [Fifty cents] (\$.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." Each club shall be billed according to the membership count received from Lions International and MD-27 as of June 30th and December 31st. To remain a club in "Good Standing" each club must pay their "Semi-Annual" dues no later than October 1st for the July billing and no later than March 1st for the January billing. [Ratified by Cabinet action on August 5, 2001.]

Policy No. 18

Annual Payment to the MD-27 Youth Exchange Fund

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 any time before, but no later than, the District Convention. This expense shall be included in the annual budget and paid out of the "General Fund." and included in the annual budget.
[Ratified by Cabinet action on August 3, 2003].

Policy No. 19

Reimbursement of Participants for Rooms at the Annual Leadership Development Workshop

District 27-E2 shall reimburse up to six (6) lions and/or lioness 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 Account."

Policy No. 20

Voting Policy for District 27-E2

All Cabinet members of Lions District 27-E2 shall have the right to vote at all "Regular" or "Special" cabinet meetings of our District. Members must be present at the meeting to vote.

Note: The original policy had a provision that all Past District Governors of the District had voting rights. This is in direct violation of the MD-27 Constitution and By-Laws and has been deleted. Only PDG's serving on the District Cabinet, in officer or appointed positions are entitled to vote. Honorary cabinet members do not have a voting right. [Ratified by Cabinet action on August 5, 2001.]

Policy No. 21

District 27-E2 Golf Tournament Requirements

1. Any club in District 27-E2 [may be the host of] this tournament provided the following conditions can be met.
 - a) Clubs must submit application to host the tournament by February 1st. (This gives the chairperson time for site inspection).
 - b) Clubs must provide name and location where the tournament is to be held.
 - c) An 18-hole course is preferred (Par 72); a 9-hole course is acceptable (Par 36).
 - d) The course must provide dining for 100 plus persons and be handicapped accessible.

2. [Host Responsibilities]:
 - a) Public Relations to district lions.
 - b) Entry forms to all clubs (mailing and/or district newsletter). Include course phone number.
 - c) Arrange for tee times, carts, etc. (Shotgun start at 11:00 am or no later than 11:30 am - social hour at 5:00 pm; dinner at 5:45 pm followed by awards).
 - d) Provide trophies, prizes, etc.
 - e) Determine prices - golf and dinner, golf only, dinner only.
 - f) Have adequate number of workers and tournament official
 - g) Have a best ball type of tournament (3 or 4 person) with blind bogeys. (Each team to receive a printed copy describing play, blind bogeys, etc.).
 - h) In the event of rain, provide other means of entertainment such as cards, darts, etc.
3. Have a [golf] tournament [on a Saturday- preferably the 1st or 2nd Saturday in May] Tournament should be handicapped (Callaway, Peoria or similar). [Ratified by Cabinet action on August 3, 2003].
4. The [Host] will retain all profits and/or losses.
5. The [Host] may conduct other fund raising activities, such as mint or candy sales, silent auctions, raffles, etc.
6. Golfing Lions, Lioness and Leos may invite non-members to play and may also invite members from other districts. There shall be no more than 2 non-members per 4 person team or 1 non-member per 3 person team.
7. District 27-E2 will assist in providing information through the District Newsletter.

8. [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.
9. District Chairperson Responsibilities:
 - a) Receive all applications from clubs interested.
 - b) Must approve applications and proposed tournament site.
 - c) Must forward applications to District Governor and Cabinet Secretary/Treasurer by February 1st to be placed on the convention ballot.
 - d) Assist the [host] with information regarding past tournaments and fund raising activities.
 - e) May choose a host club. (If no applications are received by the [chairperson] by the deadline date, a site may be chosen and a host club designated).
 - f) May ask for volunteers and have the district host the tournament at an approved site. (If the district runs the tournament it shall retain all profits and losses).
10. With approval of the golf course, the host club may sell tee, green and fairway advertising.
 - a) Advertising signs shall be no more than 2'x2'.
 - b) Signs shall be placed so as not to interfere with play.
11. The [host] must furnish a final report to the District Chairperson and the District Cabinet Secretary/Treasurer within 30 days to include:
 - a) Number of golfers participating, activities.
 - b) Itemized expenses and income showing profit or loss.

12. To amend these requirements, the amendment must be submitted to the chairperson. The chairperson must submit the amendment to the District Cabinet and make a recommendation for approval or disapproval. A 2/3 majority vote will be required to amend.
13. Write-in votes will not be counted and are not allowed for site activities.

Policy No. 22

Mission to Mexico Expenditure Guidelines

1. Annual approval shall be obtained from the District Cabinet to solicit funds for the project from clubs in the district.
2. 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. [Ratified by Cabinet action October 17, 2010]
3. All expenditures must be supported by receipts and/or proper verification.
4. 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. [Ratified by Cabinet action, October 17, 2010]
5. Funds cannot be disbursed to any individual Lion or anyone else for meals, lodging, entertainment or travel.
6. 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. [Ratified by Cabinet action on August 5, 2001.]
7. All funds must be maintained in an account that can be audited at any time.
8. Both the District Governor and the Coordinator should be authorized to withdraw funds for the purchase of Mission to Mexico equipment and supplies.

9. 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 books is done. The District Coordinator shall also prepare a detailed report of activities for all clubs in the District for the District Cabinet.
10. 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.
11. We must remember that all funds donated to the Mission to Mexico program are donated by hard-working Lions, Lioness 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 No. 23

Recommended District Audit Procedure

TIME OF AUDIT:

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

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. The Secretary/Treasurer shall obtain cash transaction lists and bank reconciliation's of all district accounts under the control of others; to include, but not limited to Mission to Mexico, Vitamin A, Hearing and Youth Exchange.

The Cabinet Secretary/Treasurer shall prepare a final financial report for the District Cabinet or all money on hand for 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

It is the right of the Audit committee to ask any and all questions regarding transactions of the district and to ask for and be provided with any and 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. [Ratified by Cabinet action on January 28, 2007].

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. [Ratified by Cabinet Action on February 10, 2002].

Policy No. 24

Solicitation of Funds

[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 the permission of the District Governor and the District Cabinet.] [Ratified by Cabinet action on August 5, 2001.]

Solicitation of funds shall be permitted for state approved projects by the District Committee [Chairperson] or the District Governor. All other projects must be approved by the District Cabinet before solicitation of funds is permitted.

[Organizations that are exempt from the annual request are the Wisconsin Lions Foundation, the Wisconsin Lions Eye Bank and Camp Needlepoint & Day Point]. [Ratified by cabinet action on November 7, 2004].

Policy No. 25

Recommended Qualifications for 1st and 2nd Vice District Governors

District 27-E2 Policy No. 3 (Policy compliance with Lions International) shall be followed regarding the qualifications and criteria necessary for Lions to serve in the office of 1st and 2nd Vice District Governor.

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, sub-section (b) . In addition, Section 9, sub-section (c) addresses the process to follow if a vacancy occurs in one or both of these offices.

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 the 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.

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 and are repeated, herein.

- 1) Further the purposes 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 other functions and acts 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.

[Ratified by Cabinet action on August 8, 2010].

The District Cabinet of District 27-E2 or the District Governor may address specific responsibilities it would like the 1st and 2nd Vice District Governors to be responsible to and for since the International Constitution and By-Laws is mute to the issue. [Ratified by Cabinet action on October 18, 2009].

Policy No. 26

Position of LCIF [Chairperson]

It is recommended that the LCIF [Chairperson] be a Past District Governor. [Ratified by Cabinet action on August 5, 2001.]

Policy No. 27

Louis J. Gardipee Lions Distinguished Service Award

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.

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 Presidents Award Medal or an International Presidents Leadership Award and who has not been a District Governor. The award will be in the form of a plaque and accompanying letter detailing the background and purpose of the recognition. [Ratified by Cabinet action on October 18, 2009].

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 Governors term so that clubs can be contacted to make application. [Ratified by Cabinet action on October 18, 2009]. 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 15th. 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. [Ratified by Cabinet action on October 18, 2009].

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.

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.

[Ratified by cabinet action on November 7, 2004].

Policy No.28

Future District Leader Committee

All District 27-E2 Past District Governor's shall be members of a Future District Leader committee, unless they request to be excluded. The District MERLO Leadership Chairperson shall also be a member of the committee. The IPDG shall be chair of the committee, which shall physically meet at least annually.

All members of the committee are expected to help the District Governor and District Leadership Chair to find Lions willing and able to become future leaders for the district.

Suggested leaders include the Vice District Governor, District committee chairs, WLF Directors and attendees at the Leadership workshops (Mid-Winter Leadership Conference, Emerging Lion Training, USA-Canada Lions Leadership Forum, etc.).

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 & Vice District Governor for recommendations.

Lists of recommended Lions for Vice District Governor and WLF Director positions shall be kept and passed on to the succeeding committee chair. [Ratified by District Cabinet action on October 20,2007].

Policy No. 29

Youth Exchange

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.

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.

Funding for outgoing students shall be generated from donations made to the Youth Exchange program from clubs and/or private donations. One-half of the proceeds received annually shall be designated toward the scholarship program fund. No more than one-half of the available funds at the beginning of the lions fiscal year shall be used for scholarships for outgoing exchange students. An application and acceptance procedure will be adopted by the Youth Exchange Committee.

The Youth Exchange Committee will establish an emergency account that shall not exceed \$ 4,000. Initial funding for this account will come from donations made to the Youth Exchange program from clubs and/or private donations. One-half of the proceeds received annually shall be designated toward the emergency fund until the cap maximum is attained, then all Youth Exchange proceeds will be designated to either the outgoing or incoming student funds or administrative expenses. Expenses that qualify for reimbursement shall be determined by the Youth Exchange Chairperson and the District Governor.

