

Wisconsin Lions

District 27- D2

Policy Manual

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Wisconsin Lions District 27-D2

POLICY MANUAL

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Introduction

A.1 Statement of Purpose

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

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

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

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

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

Revised August 2, 2009

A.2 Authorization

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

District Cabinet

B.1 General

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

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B.2 Orientation

The District Governor as the chief executive officer of the District should share the vision for the District early in his/her year. The District Governor, Secretary and Treasurer shall meet with the Governor-elect, incoming Treasurer and incoming Secretary no later than June of each Lions year. It is preferred that the District priorities be established and implemented on a five year cycle. This allows the incoming officers and cabinet members the flexibility of establishing new annual goals without abandoning the District's long term strategic priorities.

Resource documents:

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

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

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Revised August 2, 2009

B.3 Meal Expenses

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

B.4 District 27-D2 Records Policy

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

The Treasurer shall keep on file the previous four years of District written and financial records. This includes but is not limited to:

1. Financial Reports (third party)
2. Bank Records
3. Checkbooks and electronic equivalent
4. Receipts
5. CD and Money Market Investment Records
6. Gaming Licenses

The Secretary shall keep on file the previous four years of District written records including but not limited to:

1. Meeting minutes
2. Meeting agendas
3. Meeting attendance
4. Committee reports

All records older than four years will be kept by the District Historian.

Revised May 1, 2022

Added August 8, 2004

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District Finances

C.1 General

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

C.2 Budget Income Guidelines

The district sources of income are as follows: Beginning balance, Checking interest, Club dues (District and State), Pin sales, Youth Exchange, District Fundraiser, and Miscellaneous incomes such as CD and Money Market interest.

Revised May 1, 2022

Revised August 2, 2009

C.3 Per Capita Billings

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

Revised May 1, 2022

C.4 Cabinet Member Expenses

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

Revised May 1, 2022

Revised August 2, 2009

C.5 District Governor Expenses

The District shall budget expenses for the District Governor. This budget shall help to offset the normal expenses incurred during the year. Typical expenses included are meals, travel at the rate allowed by the IRS, phone calls, postage, lodging, clothing required training expenses not covered by MD27 or LCI, etc.

Revised May 1, 2022

C.6 Operating Expenses

The District Governor shall budget for the following expenses during his/her term: supplies, postage, duplicating, telecommunication expenses including licensing for virtual meetings, and cabinet meetings.

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C.7 Convention/Special Function Expenses

The District Governor shall budget for the following convention expenses during his/her term: State Convention, District Convention, USA/Canada Forum, and Charter Night(s). In addition, this includes tuition expenses for Wisconsin Lions Leadership Institute, Advanced Lions Leadership Institute, Faculty Development Institute and Lions Certified Instructor Program.

Revised May 1, 2022

Revised August 2, 2009

C.8 Wisconsin Missions Expenses

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

Donation approved by the District Cabinet October 19, 2008 Revised August 2, 2009

C.9 International Peace Poster Contest

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

Revised May 1, 2022

Approved and added by the District Cabinet August 2, 2009

C.10 Miscellaneous/Optional Expenses

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

C.11 District Reimbursement Policy

District 27-D2 recognizes that good financial management will require that expense claims be submitted and paid in a prompt fashion. Delay in submitting expenses makes it difficult for the district to know the amount of funds which have been committed but not expended.

To improve the procedures for expense reimbursement the following policies are in effect:

1. All expense claims shall be in accordance with the current provisions as provided in policy sections:
 - C-4 Cabinet member expenses
 - C-5 District Governor expenses
 - C-6 Operating expenses
 - C-7 Convention/Special Function expenses
 - C-8 Wisconsin Missions
 - C-9 Miscellaneous/Optional expenses
 - E-3 District 27-D2 Convention expenses

2. Documented expense claims shall be submitted within 90 days of the date the expense was incurred, with original receipt or receipts, but in no case later than June 30th of the Lions fiscal year when the expense was incurred, to the District 27-D2 Cabinet Treasurer.

3. No expense shall be paid in excess of the budgeted amounts without the specific approval of the District 27-D2 Cabinet.

Revised May 1, 2022

C.12 District Donations

District 27-D2 and Individual clubs in the district may donate funds raised through a raffle to any cause they see fit. District 27-D2 adheres to the LCI Standard Club Constitution and By-Laws which is based on the Lions Mission Statement: We Serve.

Approved and added by the District Cabinet May 1, 2022

District Committees

D.1 General

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

Revised August 2, 2009

D.2 Leader Dog

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

D.3 Lions Fellowships

Contributions designated for Lions Clubs International Melvin Jones Fellow Awards, the Wisconsin Lions Foundation Birch-Sturm Fellowship, the Wisconsin Lions Eye Bank Knight of Sight and the Wisconsin Lions Camp Ray Hempel Fellowship shall be mailed directly to their headquarter's address. The District Cabinet Secretary-Treasurer will not accept any contributions for forwarding.

Revised May 1, 2022

D.4 Youth Exchange

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

D.5 Special Projects

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

D.6 Lions Eye Bank

D.7 Wisconsin Missions

D.8 Emergency Fund Grant Policy

The Objective of the Grant program is to provide emergency relief assistance for victims of natural disasters in District 27-D2. Grants would be available for relief in the wake of tornadoes, ice storms, wildfires or flooding caused by excessive rain and similar natural disasters. Grants will not be applicable for drought, disease outbreaks, man-made outbreaks, man-made disasters or random acts of violence.

1. Application and Criteria. Emergency grants in the amount of (?) will be available to help Lions in District 27-D2 and their communities with immediate relief aid to victims of serious natural disasters as described in the objective where at least (?) or more people have been displaced or affected. Grants are not intended for ongoing operational expenses.
2. The District 27-D2 District Governor should receive the request for grant funds within 30 days of the disaster's occurrence. Requests received after the 30-day time frame will not be eligible for funding. Requests for funding should be submitted via e-mail, text or phone.
3. Grant Request and Approval. The grant approval will be determined by a Committee consisting of the sitting District Governor of District 27-D2, Immediate Past District Governor, First Vice District Governor and Region and Zone Chairmen of the area affected by the disaster.
4. Grant funds are limited to providing immediate needs including the purchase of food, bottled water, clothing, blankets, first aid items and cleaning supplies. Grants may not be used for non-immediate needs such as providing shelter, rebuilding damaged facilities and homes or replacing household and personal belongings lost as a result of the disaster. Grant requests shall not be given or used to provide direct cash assistance to disaster victims. Funds must be spent within 30 days of approval.
5. Requests for Grants. Grant Requests will be accepted from Lions Clubs in District 27-D2 as well as District Cabinet officers for use in District 27-D2.
6. Funding of the Emergency Grant Account. Funding of the Emergency Grant Account will be ongoing throughout the Lions year. Individuals as well as Lions Clubs and other organizations will be encouraged to contribute to the account. Other funding sources may include but not be limited to the District 27-D2 raffle.

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7. Fund Balance. The Emergency Fund Grant account shall carry a minimum balance of (?). The Fund will not be able to release Grants if the fund balance falls below this balance. The Fund balance shall also not exceed a balance of (?). If the Fund exceeds this cap the difference will be transferred to (?)with the approval of the District 27-D2 Cabinet.

8. Audit Following Grant Fund Disbursement. Following the disbursements of Grant funds for a disaster the District 27-D2 Grant Approval Committee shall request a detailed report of how the funds were used along with appropriate receipts and supporting documentation. Any unused funds shall be returned to District 27-D2.

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D.9 Servant Leadership Committee

Contributions designated for the District 27-D2 Servant Leadership program will be accepted by the District Cabinet Treasurer. The contributions and program fees are used to fund the following: (1) Introduce the principles of Servant Leadership, (2) encourage ongoing leadership training, and (3) promote the LCI Lions Learning Center and the Lions University classes at the USA/Canada Forum. The donations and program fees will fund the following expenditures: Program completion, certificates, pins, postage, telephone and telecommunication expenses, duplication and printing and equipment upkeep.

Approved and added by the District Cabinet May 1, 2022

District Convention

E.1 General

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

E.2 Registration Fee

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

E.3 Expenses

District Expenses allowed:

Room Expense for: District Governor
Cabinet Secretary
Cabinet Treasurer
International Guest Speaker (Upscale Room)
Seminar Speakers
DG Hospitality Room
Luncheon meals for Peace Poster award winners and their parents
Gift for guest speaker from International & Companion
Necrology Service expense

Fun Night expense (half barrel of beer and soft drinks)

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Non-Convention Meals for Dignitaries – Convention Speaker & Companion
District Governor & Companion
Cabinet Secretary & Companion
Host ID or PID & Companion

Note:

DG shall arrange, or cause to be arranged, gifts for the International Speaker and Companion at District expense. Donation to LCIF is not to exceed \$150

Host Club Expenses allowed:

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

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

Expenses NOT covered by the District or Host Club:

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

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

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

District Convention Speaker/Entertainment Policy

1. Any speaker (other than International Speaker) or entertainer/entertainment at the District convention, requested or contracted by the Host Club, is the Host Club's expense, unless approved by the District Cabinet.
2. Any speaker at the District Convention (other than International Speaker) or entertainer/entertainment, requested or contracted by the District Governor or District Cabinet, will be a District expense.
3. Any speaker or entertainment must be approved by the District Cabinet, if the cost is more than \$250.
4. Any speaker or entertainment fees at the District Convention, including any travel, meals, and lodging, are to be covered in the contracted cost.

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5. The Host Club may choose to provide (at their option and expense) a room gift for:
 - a. The International Guest Speaker
 - b. The Visiting District Governors
 - c. The Wisconsin Lions Foundation President
 - d. The Leader Dog Representative
 - e. Other visiting Dignitaries

Revised May 1, 2022

Revised August 2, 2009

District Convention Speaker/Entertainment Policy added/approved October 26, 2003

They were amended by the cabinet at the August 12, 2001 meeting.

The guidelines were approved at the District 27-D2 cabinet meeting held in April, 1992.

District Publications

F.1 Governor Newsletter

Distribution Guidelines are as follows:

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

Revised May 1, 2022

Revised August 2, 2009

F.2 District Constitution & By-Laws

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

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

Revised August 2, 2009

F.3 District Policy Manual

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

Revised August 2, 2009

State Convention

G.1 General

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

G.2 Expense Allowances

Meal Expense

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

Revised May 1, 2022

Revision approved August 8, 2004

Club Charter Celebrations

H.1 General

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

H.2 Expenses

District Expenses Allowed:

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

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

Sponsoring Club Expenses:

Rental of Hall

They may cover the meals, travel and/or accommodations for any other special guests

It is customary for the sponsoring club(s) and Zone to supply the new Club Banner, Bell, Gavel, Lions Bank and Framing of the Charter.

Gifts for guests, other than the guest speaker, are optional, but should be the sponsor's expense.

Chartering Club Expenses:

Gift for the guest speaker

Their club member meals

Approved and added January 25, 2004

History of Change

I.1 General

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