

LIONS CLUBS INTERNATIONAL MULTIPLE DISTRICT 27 POLICY MANUAL

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LIONS CLUBS INTERNATIONAL MULTIPLE DISTRICT 27 POLICY MANUAL

INTRODUCTION

This policy manual has been developed to fill a need of the State Council of Multiple District 27, Lions Clubs International, to provide guidance to District Governors in the conduct of Multiple District affairs. It is based in part on historical precedent, part on the Multiple District 27 and Lions Clubs International Constitutions and By-Laws and part on common sense as applied by State Councils to various situations.

A distinction should be made between this policy manual and the Multiple District Constitution and By-Laws. While the Constitution and the By-Laws can only be changed by the action of a Multiple District Convention, the policy manual has been created by the State Council, which therefore has the right to make additions, changes and deletions at any time. The policy manual is not a substitute for the Multiple District Constitution or By-Laws, but is instead a set of guidelines designed to cover not only applications of the Constitution and By-Laws, but also situations not covered elsewhere.

The Constitution and By-Laws of Multiple District 27 are quite detailed in many respects, and no attempt is made in this policy manual to repeat the information contained therein. While a District Governor is not expected to be an expert on the Constitution or By-Laws, he should be aware of the contents of those documents.

This policy manual has been prepared in "loose-leaf" form, so that changes can be made by inserting or removing pages rather than reprinting the entire manual. Each page contains the date the policy was approved. The State Office maintains an up-to-date index of all policy manual revisions, which are available to interested Lions.

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

Wherever the male gender or pronoun presently appears in this policy manual, it should be interpreted to mean both male and female persons.

Wherever reference to "Rules of Order" appear in this manual, it should be interpreted to mean the "General Reimbursement Policy".

This manual was authorized by the 1984-85 Council of Governors, and the first edition was completed during the term of the 1985-86 Council. Both Councils should be given credit for their foresight in causing this policy manual to be prepared.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 1987

POLICY A-1

TITLE: State Council Meetings – Agendas

PAGE 1 of 3

Because it is necessary for the proper administration of the affairs of Multiple District 27 that the State Council makes certain decisions at definite times during the year, it shall be the policy of the Council to use the following agendas as a basis for preparing the detailed agendas for the meetings indicated. It shall at all times be the prerogative of the Council to add to, modify or delete items in these agendas for specific meetings.

AT THE INTERNATIONAL CONVENTION:

1. Call to order
2. Treasurer's report
3. Selection of depository for Council funds
4. Designation of persons authorized to sign checks
5. International Staff Representative's report
6. Announcements
7. Other business
8. Adjournment

JULY MEETING:

1. Call to order
2. Invocation and Pledge of Allegiance
3. Approval of minutes
4. Financial report
5. Budget
6. Preceding State Convention report
7. Preceding International Convention report
8. Correspondence
9. Pin and patch report
10. International Staff Representative's report
11. State Newspaper report
12. Selection of State Pin
13. Next State Convention report
14. Announcements
15. Plaques for previous year's State Council members
16. Elect Chair of State Resolutions - Constitution and By-Laws Committee
17. Elect Chair of Long-Range Planning Committee
18. Wisconsin Lions Foundation Report
19. Wisconsin Lions Eye Bank Report
20. Elect State Youth Exchange Chair
21. Other Business
22. Adjournment

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 1987

POLICY A-1

TITLE: State Council Meetings - Agendas

PAGE 2 of 3

OCTOBER MEETING:

1. Call to order
2. Invocation and Pledge of Allegiance
3. Minutes of previous meeting
4. Financial Report
5. Election of State Committee Chair
6. Pin and Patch Report
7. State Office Secretary's Contract
8. Order blazer patches for following year
9. Award State Pin Contract
10. State Convention Report
11. International Staff Representative's Report
12. Wisconsin Lions Foundation Report
13. Wisconsin Lions Eye Bank Report
14. Long-Range Planning Committee Report
15. State Bowling Committee Report
16. Announcements
17. Other Business
18. Adjournment

JANUARY MEETING:

1. Call to order
2. Invocation and Pledge of Allegiance
3. Minutes of previous meeting
4. Treasurer's report
5. Pin and patch Report
6. Long-Range Planning Committee Report
7. State Convention Report
8. International Staff Representative's Report
9. Wisconsin Lions Foundation Report
10. Resolutions - Constitution and By-Laws Committee Report
11. International Convention Report
12. State Bowling Committee Report
13. Wisconsin Lions Eye Bank Report
14. Other Business
15. Adjournment

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 1987

POLICY A-1

TITLE: State Council Meetings – Agendas

PAGE 3 of 3

MARCH MEETING:

1. Call to order
2. Invocation and Pledge of Allegiance
3. Introduction of District Governor candidates
4. Minutes of previous meeting
5. Treasurer's report
6. Announcements
7. Pin and patch Report
8. Long-Range Planning Committee Report
9. International Staff Representative's Report
10. Detailed agenda for State Convention
11. Comments by Past International Directors
12. State Convention Report
13. International Convention Report
14. Resolutions - Constitution and By-Laws Committee Report, with Council action on each Resolution
15. Wisconsin Lions Foundation Report
16. Wisconsin Lions Eye Bank Report
17. Comments by District Governor candidates
18. Other business
19. Adjournment

THURSDAY IMMEDIATELY PRECEDING THE STATE CONVENTION:

1. Call to order
2. Invocation and Pledge of Allegiance
3. Minutes of previous meeting
4. Announcements
5. Pin and patch Report
6. Treasurer's Report
7. State Bowling Committee Report
8. Long-Range Planning Committee Report
9. International Staff Representative's Report
10. International Convention Report
11. Wisconsin Lions Foundation Report
12. Wisconsin Lions Eye Bank Report
13. Resolutions - Constitution and By-Laws Committee Report
14. Other business
15. Adjournment

HISTORY: Above agendas adopted by custom over the period 1975-1987., Election of Eye Bank Representative and addition of Eye Bank Report by Motion #98, State Council Meeting, 10/9/2004. Refer to Council meeting on "Sunday following the close of the State Convention". Removed by motion # 115, State Council Meeting, 5/19/2011.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/6/1982

POLICY A-2

TITLE: Council Meetings - Persons Invited

The Constitution and By-Laws of Multiple District 27 specifies that meetings of the State Council shall be open to all Lions. In order that the Council may efficiently transact the business of the Multiple District, it shall be the policy of the Council to send specific invitations to certain Lions as indicated herein:

1. Current and Past International Officers residing in Wisconsin
2. President, Wisconsin Lions Foundation
3. Chairmen of Committees from whom reports are required
4. Extension Representative, Lions Clubs International
5. Candidates for International office who have been endorsed by a State Convention
6. Vice District Governors
7. President, Lions Eye Bank of Wisconsin, Inc.
8. President, Past District Governors Organization

Except for Committee Chairmen specified in item 3 above, and as provided by Article IV, Section 13 of the Multiple District By-Laws, all invitees shall attend Council meetings at their own expense.

HISTORY: Policy for District Governor Candidates established by Motion #67a, State Council Meeting 10/12/1980, and reaffirmed by Motion #116, State Council Meeting 2/6/1982. Title of Vice District Governor and Lions Eye Bank President added by Motion #99, State Council Meeting, 10/9/2004. Delete March and subsequent meetings by Vice District Governors by Motion #110, State Council Meeting 3/6/2010. Motion #66, 1/14/17 Council Meeting – add #8 President, PDGO.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/5/1995

POLICY A-3

TITLE: State Council Meetings - Time and Location

Meetings of the State Council shall be held at the following times and places:

Sunday immediately following the close of the Multiple District Convention, at the Headquarters hotel (informal meeting).

Immediately following the Wisconsin Breakfast held at the International Convention or during the convention at a time that does not conflict with the convention's plenary sessions, at the Wisconsin Headquarters.

Third or fourth weekend in July (See Note 1).

First or Second weekend in October.

First or second weekend in January.

First or second weekend in March (See Note 2).

Thursday immediately preceding the State Convention at the Headquarters Hotel.

Additional special meetings of the Council may be held as provided in Article IV, Section 4b of the Multiple District Constitution. The Council may further provide for a mail ballot on specific questions, and in an emergency the Council may meet via telephone conference call.

NOTES:

1. This meeting is required by Article IV, Section 3 of the MD27 Constitution to be held within thirty (30) days of the close of the International Convention.
2. This meeting must be held no more than ninety (90) days before the State Convention, to permit Council action on all resolutions submitted (See Article IV, Section 4c of the MD27 By-Laws).

REFERENCES:

1. Article IV, Section 4b of the MD27 Constitution requires a minimum of five Council meetings per year.
2. Article IV, Section 4c of the MD27 Constitution requires publication of the time and place of Council meetings whenever possible, and specifies that they be open to all Lions. While this Section does not prohibit executive sessions, it does prohibit any official action during an executive session.

HISTORY: Policy in force prior to 1977. International Convention meeting revised by Motion # 108, State Council Meeting 2/5/1995. Winter Meeting changed to January by Motion #72, State Council Meeting, 10/6/2001. Location for July & October meetings deleted by Motion #149, State Council Meeting, 1/4/2003. Second and Third weekend in October changed to First and Second weekend in October also deleted at the host city of the State Convention after the March meeting by Motion #111, State Council Meeting, 3/6/2010.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 7/13/1990

POLICY A-4

TITLE: District Governors - Uniform and Blazer Patches

Governors and spouses/partners will wear distinctive “uniforms,” while representing themselves and the Wisconsin Lions at official Lions functions. Cost of all clothing shall be the responsibility of the individual governor.

The “formal uniform” shall be an artillery red blazer with black slacks and shoes, white shirt and matching ties. In the event that the District Governor is female, the governor’s uniform shall be the same as that for a male District Governor, without tie, but the female District Governor shall have the option of skirt or slacks, scarf, and a white blouse.

A distinctive crest, to be worn on the coat over the left upper pocket, shall be provided for each governor at Multiple District expense. The state office shall order crests, so that they are available for each governor at the time the “uniform” is delivered from the supplier.

A spouse/partner of the District Governor will wear a comparable “formal uniform” when accompanying the District Governor. A deluxe Lions emblem will be worn on the coat over the left upper pocket. The State office will order the emblem at Multiple District expense.

The incoming council may choose to select a “summer uniform” that will consist of the required artillery red blazer, white shirt, and matching tie, with an optional slack and shoe color, other than black, that may be worn during the months of May through August. If a summer uniform is not selected by the incoming council, the formal uniform shall apply for the council’s full year.

An optional “casual uniform,” chosen by the incoming council, will consist of a golf-style shirt with collar and appropriate slacks and shoes. The shirt will be available for the spouse/partner if desired. It shall not be the same color as the preceding Council’s shirt. It will have a Lions Crest on the front and can be lettered to meet the needs of the council. Examples of appropriate events for wearing this casual uniform could be District Governors Elect Seminar when permitted, Youth Exchange Camp, Leader Dog School, and Lions Day at Wisconsin Lions Camp.

The “parade uniform” will consist of the appropriate attire as specified in Policy D-4 (International Convention – Parade Entries).

The final decision for which uniform to wear will be designated by the Council Chair.

HISTORY: Policy adopted prior to 1977. Colors added by Motion #152, State Council Meeting 7/13/1990. Spouse “uniform” information added by Motion #103, State Council Meeting, 2/5/1995. Provision for female District Governor added by Motion #104, State Council meeting, 1/25/1997. Wording changed from patch to crest, deleted Council approval to purchase, and added Multiple District to pay for Spouse Crest by Motion #129. State Council Meeting, 2/6/1999. Recompiled paragraphs, added “casual uniform” by Motion #145, State Council Meeting, 5/18/2000. Parade uniform deleted and referenced to Policy D-4 by Motion #52, State Council meeting, 7/19/2003. Eliminated mandatory white summer slacks for uniform and requirement that male spouse wear a different tie than the District Governors by Motion #118, State Council Meeting, 10/4/2008. Add, by Motion #53, the word “scarf” to “formal uniform” paragraph, State Council Meeting 10/4/2014.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/2/1986

POLICY A-5

TITLE: Council Chair- Duties & Responsibilities

PAGE 1 of 2

Article IV, Section 2 of the Multiple District 27 Constitution provides for the election of a Chair for the Council of Governors. Except for the provisions of Article IV, Sections 3 and 4b, relating to the calling of meetings of the State Council; and Article IV, Section 12b of the By-Laws naming the International Convention Committee Chair, the duties of the Council Chair are not specified.

It shall be the policy of the Council to assign the following duties to the Council Chair:

1. Preside at all meetings of the Council of Governors.
2. Set the agenda for all meetings of the Council of Governors.
3. Be entitled to vote on all questions and motions. However, the Council Chair shall be the last to vote on roll call votes. The Council Chair may abstain on any vote.
4. Be the presiding officer at banquets held during the State Convention.
5. Keep the other members of the Council informed of all developments occurring between Council Meetings which might have an effect on their duties as Governors. In the interval between scheduled meetings of the Council, he shall call any special meetings required by unforeseen developments or when requested by four or more Governors in writing within ten (10) working days.
6. With the approval of the Council, obtain an International Speaker for the Multiple District Convention.
7. May attend the following events with the Council as reimbursable expense:
 - International Convention
 - Trip to International Headquarters in Oak Brook, Illinois

 - All ten Sub-District Conventions. 1 night & Mileage.

 - The Orientation of the Council Chair –Elect.
 - The Past District Governors Organization Meetings.
8. Shall consult regularly with the State Office Manager, GLT Chair, GMT Chair and other State Committees to ensure that the affairs of the Multiple District are being handled in an efficient manner and report these observations at all council meetings.
9. Shall be responsible for following all directives as stated in the Multiple District Constitution and By-Laws and all Multiple District 27 policies.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/2/1986

POLICY A-5

TITLE: Council Chair - Duties & Responsibilities

PAGE 2 of 2

10. Shall carry out those additional duties which may be assigned from time to time by the Council, whether or not they are enumerated in this policy, provided they are not in conflict with the Multiple District Constitution or By-Laws.

Expense Reimbursement:

1. Council Chair expenses will be paid per rules of audit as per Article V, Section 8 of the Multiple District 27 Constitution. These expenses include:
 - Economy class airfare
 - Hotel room cost
 - Meal cost
 - Gas mileage.
2. Expense reimbursement for the Council Chair will be made upon proper submission of all documentation including receipts and invoices for services rendered and approved by the Council Treasurer.

HISTORY: Adopted by Motion #119, State Council Meeting, 2/2/1986. Major revision and addition of expense reimbursement Section by Motion #210, State Council Meeting, 5/12/2005. Expense reimbursement and function attendance requirements updated by Motion # 86, State Council Meeting 10/8/2005. Attend with expense reimbursement for Past District Governors Organization Meeting added by Motion # 108, State Council Meeting, 10/7/2006. Remove He/she shall appoint the Council of Governor Committees Motion #112 and Under 2. Removed Vice Council Chair and replaced it with Council Treasurer by Motion #113, State Council Meeting, 3/6/2010. Update #7, by Motion # 54, to remove "annual" and add "as reimbursable expense", dropping "trip to Leader Dog for the blind", "USA/Canada Leadership Forum", the words: "they may attend at their option", adding "all 10 sub-districts, with one night and mileage, removed "shall attend", "June", "District Governors-Elect", add Council Chair Elect, and drop MD convention. State Council Meeting, 10/4/2014.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 5/22/1983

POLICY A-6

TITLE: State Council Offices - Method of Selection

Article IV, Section 2 of the Multiple District 27 Constitution provides that the District Governors-Elect shall select, at their first meeting, a Council Chair and other Council officers.

It shall, therefore, be the policy of the Council to follow the rules outlined below in selecting, in this order, Council Chair, Council Representative to the Wisconsin Lions Foundation, Council Representative to the Lions Eye Bank of Wisconsin, Council Vice Chair, Council Chaplain, Council Song Leader, and Council Tail Twister.

1. The Council Chair and Officers shall be selected by written ballot at the First Governors-Elect meeting held after January 1.
2. By roll call, each District Governor-Elect shall state if they are a candidate for the Council office being voted upon. (See Policy A-6.1 for State Council Chair)
3. If there are no more than two candidates for an office, a ballot shall be taken. The candidate receiving the largest number of votes shall be declared the winner.
4. If there are more than two candidates, a ballot shall be taken and
 - a. The candidate receiving a majority of votes shall be declared the winner.
 - b. If no candidate receives a majority of votes, then the candidate with the least number of votes shall be dropped on the next ballot.
 - c. Subsequent ballots shall be voted until one candidate receives a majority.
5. If a vote count indicates a tie of two candidates, up to two more ballots will be voted until a majority is reached.
6. Upon a tie vote on the third ballot, a coin will be tossed after the two contending candidates pick Heads or Tails. A coin will be addressed by the current International Director, or the most recent Past International Director in attendance and tossed in the air to fall in full view of all Governor-Elects. The person tossing the coin will announce the face of the coin that is showing.
7. All ballots will be counted and the winner shall be announced by the International Director presiding. All ballots shall be available for immediate recount until such time that the next ballot is taken.

HISTORY: Motion #8, State Council Meeting, 5/22/1983. Motion #104, to amend #4 to read as listed above by adding the words 6 or more votes, Council Meeting, 5/14/1998. Motion #182 to amend by adding all other Council Offices, revise the voting procedure and changing of the Title State Council Chair to Offices, State Council Meeting, 5/13/1999. Added Eye Bank Representative and reference to Policy A-6.1 by Motion #145, State Council Meeting, 1/15/2005. 1. Added First to Governors-Elect meeting and deleted immediately following the State Convention and added after January 1 by Motion #114, State Council meeting 3/6/2010.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 1/15/2005

POLICY A-6.1

TITLE: State Council Chair – Candidate Selection

The Multiple District 27 Constitution provides that the District Governors- Elect shall select, at their first meeting, a State Council Chair. Both the Constitution and the By-Laws are silent on how this is to be done.

It shall, therefore, be the policy of the Council to follow the rules outlined below in selecting the State Council Chair.

1. Candidates for State Council Chair shall be any Past District Governor who has served on any Council of Governors beginning with the current year.
2. The State Office Secretary shall mail to each prospective candidate's address of record (previous four Councils and current Council of Governors) a notice that they must submit a Letter of Intent to be a candidate for the office of State Council Chair.
3. The notice will be mailed no later than November 1st of each year and the Letter of Intent must be received by the State Office no later than December 15th of the current year.
4. Each District Governor Elect/Candidate shall be given a list of candidates that have submitted a Letter of Intent no later than ten (10) days prior to the beginning of the First Council meeting in January.
5. All candidates for State Council Chair must be present at the first meeting in January of the District Governors Elect/Candidates to confirm their intent to remain a candidate. All candidate will be interviewed by the District Governor Elect/Candidate group at this meeting.
6. Any candidate not present prior to the balloting will no longer be considered a candidate for the office of State Council Chair.
7. To allow the State Council Chair Elect an opportunity to bond with their council, the District Governor Elect/Candidate group shall select a State Council Chair by ballot vote either at the first meeting in January (subsequent to the interviews), or at the District Governor Elect/Candidate Leadership Training meeting in February.
8. The State Council Chair Elect selection will be made official at the Governors-Elect meeting held immediately following the State Convention in accordance with the rules as stated in Policy A-6.
9. Lions Clubs International revised the International Constitution so that sitting District Governors can be Council Chairs. If a suitable candidate from Past District Governors cannot be found the incoming Council of Governors can consider and select a member of their council.

HISTORY: Policy updated which state selection from three previous Councils to "five" in paragraphs 1 and 2, by Motion #132, State Council Meeting, 1/7/2006. Policy adopted by

Motion #147, State Council Meeting, 1/15/2005. Revision to change selection process from the first “official” meeting to the first meeting in January adopted by motion # 121, State Council meeting 1/05/2008. Removed 5-year restriction on pool of qualified candidates, by Motion # 99, State Council Meeting, 10/4/2008. Revision to extend the selection deadline by Motion #126, State Council Meeting, 1/10/2009. Motion #68, 1/14/17 Council Mtg – removed reference to exact Article and Section of the Constitution and by-laws and added reference to sitting council suggested for council meeting.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 5/13/1984

POLICY A-7

TITLE: International Headquarters Visitation - Council Expenses

The State Council shall visit the Lions Clubs International Headquarters in Oak Brook, Illinois.

It shall be the policy of the Council to reimburse Council members for travel to and from Oak Brook, Illinois and expenses for one night of lodging and one meal and mileage, according to current rules of audit. Day of visit will be the formal uniform.

HISTORY: Motion #14, State Council Meeting, 7/3/1980. International Headquarters visit added by Motion #6, State Council Meeting, 5/13/1984. Deleted first paragraph pertaining to Leader Dog trip and added Council members be reimbursed for travel to Oak Brook, IL , one night Lodging and one lunch according to current rules of audit Motion #115, State Council Meeting, 3/6/2010. Add, by Motion #56, "day of visit will be the formal uniform", State Council Meeting, 10/4/2014. Motion #42, State Council Mtg 10/2/2016 – to add mileage as a reimbursement when the Council visits LCI headquarters.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 10/10/1981

POLICY A-8

TITLE: Wisconsin Lions Foundation Representative - Expenses

District Governors hold positions in th4e state as part of their duties as District Governor. Some of these positions include Wisconsin Lions Foundation Representative, Lions Eye Bank Representative, Hope House Representative, Lions Pride Representative, Birch Sturm Foundation Representative, Vice Council Chair, Council Treasurer, members of the Finance Committee, and members of special committees.

It shall be the policy of the Council to reimburse the Governor so appointed for expenses incurred in connection with his duties, according to current Rules of Audit.

HISTORY: Policy in force since before 1975. Acknowledged in the discussion preceding Motion #58, State Council Meeting, 10/10/1981. Motion #43, State Council Mtg 10/2/2016 – change title to “DG State Responsibilities and Cmtes”, remove paragraph 1 and insert new paragraph 1 presented.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 10/12/1980

POLICY A-9

TITLE: Candidates for Endorsement for International Office

From time to time, qualified Lions present themselves as candidates for endorsement by Multiple District 27 for the offices of International Director or International Second Vice President.

Candidates for International office shall be invited to address a meeting of the State Council. If possible, all candidates for office shall be heard at the same Council meeting. Each candidate shall be limited to five minutes.

Candidates for endorsement shall attend the Council meeting at their own expense.

The State Council shall take no position favoring one candidate for endorsement over another. Individual District Governors shall be free to support the candidate of their choice.

HISTORY: Invitation to speak adopted by Motion #65, State Council Meeting, 10/12/1980. Changed Third Vice President to Second Vice President by Motion #100, State Council Meeting, 10/9/2004.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/5/1995

POLICY A-10

TITLE: Council Meetings - District Governor Expenses

Lions Clubs International reimburses District Governors for three multiple district council meetings. The MD #27 Constitution requires a minimum of five Council meetings per year.

It shall be the policy of the Council to reimburse the District Governors for expenses incurred at the two council meetings not covered by Lions Clubs International. It shall also be the policy of the Council to reimburse the District Governors for expenses incurred at all meetings beyond the minimum of five Council meetings. All reimbursements will be based on current Lions Clubs International Reimbursement Policy.

HISTORY: Policy in force prior to 1977, added to Policy Manual by Motion #107, State Council Meeting, 2/5/1995. Policy to refer to Lions Clubs International Rules of Audit by Motion #101, State Council Meeting, 10/9/2004. Motion #67, 1/14/17 Council Mtg – removal of specifying Article and Section from the Constitution and changes Rules of Audit to Reimbursement Policy.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 10/31/1998

POLICY A-11

TITLE: District Governor - Uniform Bidding Procedure

Multiple District 27 has adopted a policy of a “distinctive uniform” for each Council member and their spouse.

Since it is important that the “uniform” be consistent among all Council members, of the same year, the State Office shall advertise for bids for a clothing supplier in the December issue of the “Wisconsin Lion”. Such advertisement will include all information and specifications necessary to submit a bid.

In addition, the State Office is authorized to send a bid solicitation letter to any or all clothing supplier(s) who submitted a bid the previous year.

Further, the State Office is requested to place the advertisement for bid article in the State Lions Newspaper.

All bids received will be reviewed at the January Council of Governors meeting and the successful bidder will be contacted to attend the March Council of Governors meeting to measure and receive orders from the incoming Council members and their spouses.

Orders from the current District Governors for Past District Governor blazers may be placed at the March meeting as well.

HISTORY: Adopted by Motion #66, State Council Meeting, 10/31/1998. Changed paragraph 4, Further, all District Governors are requested to place the advertisement for bid article in their respective District newsletter. To Further, the State Office is requested to place the advertisement for bid article in the State Lions Newspaper. And Changed date in paragraph 5 from February to January by Motion #116, State Council meeting, 3/6/2010.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/6/1999

POLICY A-12

TITLE: Vice District Governor - Uniform and Blazer Patches

Each State 1st and 2nd Vice District Governor “council” shall select a distinctive uniform, consisting of a coat, trousers, tie, and shirt. The uniform may not replicate the distinctive uniforms of the District Governors or any other official uniforms of the Wisconsin Lions organizations. Cost of this clothing shall be the responsibility of the individual 1st and 2nd Vice District Governor. In the event that the 1st and/or 2nd Vice District Governor is female, their Vice District Governor’s uniform shall be the same as that for a male Vice District Governor, but without the tie, and the female Vice District Governor shall have the option of skirt or slacks.

A distinctive crest, to be worn on the coat, shall be provided for each 1st and 2nd Vice District Governor at Multiple District expense. The State Office shall order the crests in sufficient time so that they are available no later than August 1 of each year for each 1st and 2nd Vice District Governor at the time the “uniform” is ready.

A comparable uniform shall remain optional for the spouse/partner of the 1st and 2nd Vice District Governor.

Name badges shall be provided for each 1st and 2nd Vice District Governor and spouse at Multiple District expense. The State Office shall order the badges in sufficient time so they are available no later than August 1st of each year.

HISTORY: Policy adopted by Motion #168. State Council Meeting, 3/6/1999. Clarification of Spouse/Partner in service uniform. Motion #87. State Council Meeting, 10/9/1999. Clarification of order date for crests and provision for name badges added by Motion #146, State Council Meeting, 3/2/2002. Wording adjusted to removed requirement that VDG pay for crest at their own expense and removed the requirement that female VDG wear a tie, by Motion #62, State Council Meeting 7/19/2008. Eliminated introduction paragraph regarding an optional uniform, added clarification wording regarding no replication of other WI Lions official uniforms, and stated that a comparable uniform for spouses is optional by Motion #119, State Council Meeting, 10/4/2008. Added 1st to all Vice District Governors and added in paragraph four, 1st and 2nd Vice District Governor and spouse at their own expense by Motion #117, State Council meeting, 3/6/2010. Third paragraph revised to read at Multiple District expense by Motion #69, State Council Meeting, 10/9/2010. Motion #94, 6/19/16 State Council meeting, to add 2nd VDG to paragraphs along with the 1st VDG’s.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 1/12/2002

POLICY A-13

TITLE: Council Meeting – Agenda Items Procedure

The Council of Governors has the responsibility for making informed decisions regarding the activities of the Wisconsin Lions. Past practice has been to allow statewide committees and individual Lions to bring forth items for consideration by the Council up to and including at the Council Meetings. This is an ineffective way to conduct Lion business as it doesn't provide adequate time for District Governors to review information, have discussion, and obtain feedback from interested parties regarding actions they are being requested to make.

In order to provide adequate time for the review of materials by the members of Multiple District 27 Council of Governors, the following guidelines will be adhered to for agenda items and requests for action at Council Meetings.

1. All items to be included on the Council Meeting Agenda shall be presented to the State Office Secretary no later than two weeks prior to the date of the next Council Meeting.
2. The State Office Secretary shall deliver to each Council member, International Director, Past International Directors and Vice District Governors (either by mail, fax, email or in person) the agenda for the next Council Meeting including appropriate background materials for each agenda item no later than ten working days prior to the next scheduled meeting.
3. The Council Chair and/or a majority of the District Governors on the Council can waive the above requirements at their discretion for unexpected and emergency circumstances.
4. State committees, Wisconsin Lions Foundation, and other Lion clubs, committees or individuals need to have their respective meetings held at a time appropriate to meet the above guidelines.

HISTORY: Policy adopted by Motion #109, State Council Meeting, 1/12/2002. Changed distribution deadline from five to ten days and added Vice District Governors by Motion #102, State Council Meeting, 10/9/2004.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 1/12/2002

POLICY A-14

TITLE: State Meetings – Motel Accommodations

As part of their contract, the State office Secretary is required to make hotel accommodations for Council meetings and other State-called Lion meetings. Practice has been that the Office Secretary obtained a block of rooms for appropriate Lions (ID, PID, DG, PDG, VDG, etc.). Communications regarding the use or cancellation of these rooms has been inconsistent. To improve this situation, the following policy is adopted.

It shall be the responsibility of each individual Lion to make their own motel reservations for state-called meetings and conventions. To ensure a reasonable room rate, adequate accommodations, and the use of common motels, the Council Chair is required to negotiate with area hotels/motels and reserve a block of rooms for Council meetings and other state-called meetings and conventions. The block of rooms will be reserved under a group name with a deadline date when the rooms in the block not reserved will be released. The Council Chair will send out information on the motel, motel phone number, block of rooms being reserved, and room rate to potential meeting attendees no later than thirty (30) days prior to the meeting. Lion dignitaries can make their individual reservations at the appropriate motel and guarantee it to their credit cards. Under this practice, the Wisconsin Lions credit card will not be used to hold reservations except for special out-of-state guests.

HISTORY: Policy adopted by Motion #110, State Council Meeting, 1/12/2002.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 10/9/2004

POLICY A-15

TITLE: Lions Eye Bank of Wisconsin Representative - Expenses

This policy has been replaced by Policy A-8

HISTORY: Policy adopted by Motion #103, State Council Meeting, 10/9/2004.
Motion #43, State Council Mtg 10/2/2016 – This policy has been replaced by Policy A-8.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/26/2005

POLICY A-16

TITLE: Youth Exchange Camp Visitation – Council Expense

Each year, the Youth Exchange Committee invites the members of the State Council to visit the Youth Exchange Camp at Dundee, Wisconsin, usually during the month of July.

It shall be the policy of the Council to reimburse Council members for travel in connection with the Youth Exchange Camp visitation according to current Lions Clubs International Rules of Audit.

HISTORY: Policy adopted by Motion #156, State Council Meeting, 2/26/2005.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/26/2005

POLICY A-17

TITLE: Special Committee Meetings – Council Expense

This Policy has been replaced by Policy A-8

HISTORY: Policy adopted by Motion #157 & Motion #158, State Council Meeting, 2/26/2005.
Motion #43, State Council Mtg 10/2/2016 – This Policy has been replaced by Policy A-8.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 05/16/2013

POLICY A-18

TITLE: Whistle Blower Policy

Lions Clubs International (LCI) and Wisconsin Lions Multi-District 27 (Wis. Lions MD27) requires lions, MD27 District Governors (COG), and employees to observe high standards personal ethics in the conduct of their duties and responsibilities. As employees and representatives of LCI and MD27, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

1. Reporting Responsibility This Whistleblower Policy is intended to encourage and enable lions, employees and others to raise serious concerns internally so that MD27 can address and correct inappropriate conduct and actions. It is the responsibility of all lions, MD27 District Governors (COG), employees and volunteers to report concerns about violations of LCI and MD27 code of ethics or suspected violations of law or regulations that govern MD27's operations.
2. No Retaliation - It is contrary to the values of MD27 for anyone to retaliate against any lion, COG, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of MD27. Any lion, MD27 officer, or employee who retaliates against someone who has reported a violation in good faith is subject to the procedures established in by the Constitution and By-Laws of the LCI and MD27.
3. Reporting Procedure - MD27 has an open door policy and suggests that lions and employees share their questions, concerns, suggestions or complaints with the COG or District Governor (DG). If you are not comfortable speaking with the COG, DG or you are not satisfied with the COG's or DG's response, you are encouraged to speak with MD27 Council Chair (CC). Lions and DG's are required to report complaints or concerns about suspected ethical and legal violations in writing to the MD27 CC, Vice CC, or MD27 COG's, who has the responsibility to investigate all reported complaints. Lions or employees with concerns or complaints may also submit their concerns in writing directly to MD27 CC, Vice CC, MD27 COG's, or MD27 Executive Assistant.
4. MD27 Council of Governors - The MD27 COG's is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The DG's or CC will advise the COG of all complaints and their resolution and will report at least annually to the COG Treasurer on compliance activity relating to accounting or alleged financial improprieties.
5. Accounting and Auditing Matters - The MD27's COG shall immediately notify the Audit Committee/Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

HISTORY: Adopted policy 5/16/2013, by Motion #102, COG meeting

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 05/16/2013

POLICY A-19

TITLE: MD27 Conflict of Interest Policy

PAGE 1 of 3

1. Purpose

- a. The purpose of the conflict of interest policy is to protect Wisconsin Lions MD27 interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of any lion, district governor (DG), or officer of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

2. Definitions

- a. Interested Person
- b. Any DG, officer, or member of a committee with Council of Governors (COG) delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

3. Financial Interest

- a. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - i. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 - ii. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement,or
 - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
- b. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- c. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate COG decides that a conflict of interest exists.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 05/16/2013

POLICY A-19

TITLE: MD27 Conflict of Interest Policy

PAGE 2 of 3

4. Procedures

- a. Duty to disclose
- b. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the DG's and members of committees with COG delegated powers considering the proposed transaction or arrangement.
- c. Determining whether a conflict of interest exists
- d. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the COG council meeting while the determination of a conflict of interest is discussed and voted upon. The remaining COG shall decide if a conflict of interest exists.
- e. Procedures for addressing the conflict of interest
 - i. An interested person may make a presentation at the COG council meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - ii. The Council Chair (CC) of the COG shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - iii. After exercising due diligence, the COG shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the COG shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 05/16/2013

POLICY A-19

TITLE: MD27 Conflict of Interest Policy

PAGE 3 of 3

5. Records of proceedings

- a. The minutes of the COG and all committees with board delegated powers shall contain:
 - i. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the COG decision as to whether a conflict of interest in fact existed.
 - ii. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

6. Annual statements

- a. Each DG, officer, and member of a committee with COG delegated powers shall annually sign a statement which affirms such person:
 - i. Has received a copy of the conflicts of interest policy,
 - ii. Has read and understands the policy,
 - iii. Has agreed to comply with the policy.

7. Periodic Reviews

- a. To ensure the Organization operates in a manner consistent with its purposes and does not engage in activities that could jeopardize its status, periodic reviews shall be conducted.

8. Use of Outside Experts

- a. When conducting the periodic reviews as provided for in Article VI, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the COG of its responsibility for ensuring periodic reviews are conducted.

HISTORY: Adopted Policy 5/16/2013 by motion #103, COG meeting.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 05/16/2013

POLICY A-20

TITLE: Document Retention and Destruction Policy

PAGE 1 of 2

1. Document destruction

- a. The Document retention and destruction policy identifies the record retention responsibilities of Wisconsin Lions MD27 Council of Governors (COG), executive assistant, volunteers, committee's and its members, and outsiders for maintaining and documenting the storage and destruction of the MD27 documents and records.
- b. The COG, executive assistant, volunteers, committees and its members, and outsiders (independent contractors via agreements with them) are required to honor the following rules:
 - i. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by MD27 Executive Assistant;
 - ii. All other paper documents will be destroyed after three years;
 - iii. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
 - v. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with MD27 Council Chair or Executive Assistant for any current or foreseen litigation; and
 - vi. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

2. Record retention

- a. Electronic Mail to or from the organization.
- b. Electronic mail relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate, but may be retained in hard copy form with the document to which they relate.
- c. E-mails considered important to the organization or of lasting significance should be printed and stored in file. Permanently, subject to review.
- d. E-mails not included in either of the above categories: one year.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 05/16/2013

POLICY A-20

TITLE: Document Retention and Destruction Policy

PAGE 2 of 2

3. Electronically stored documents

- a. Electronically stored documents (e.g., in pdf, text or other electronic format) comprising or relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document which they comprise or to which they relate, but may be retained in hard copy form (unless the electronic aspect is of significance).
- b. Electronically stored documents considered important to the organization or of lasting significance should be printed and stored in a file (unless the electronic aspect is of significance). Permanently, subject to review.
- c. Electronically stored documents not included in either of the above categories: 2 years.

<u>Type of Document</u>	<u>Minimum Requirement</u>
Accounts payable ledgers and Schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with vendors)	2 years
Depreciation schedules	Permanently
Documents evidencing terms of gifts	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Employer identification designation (EIN)	Permanently
Employee Contracts	10 years after termination
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Grant records	7 years after end of grant period
Internal audit reports	3 years
Invoices (from vendors)	7 years
Legal correspondence	Permanently
Minute books, bylaws, and charter	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	10 years after termination
Policies and procedures manual	Current version with revision history
Tax returns and worksheets	Permanently
Timesheets	7 years
Withholding tax statements	7 years

HISTORY: adopted policy 5/16/2013, by motion #104, COG meeting.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 05/16/2013

POLICY A-21

TITLE: Highly Compensated Individuals Policy

The Wisconsin Lions Multiple District 27 (MD27) is a not for profit service organization of volunteers therefore; MD27 does not retain nor employ individuals that are highly compensated therefore does not require said policy.

HISTORY: adopted Policy 5/16/2013, by motion #105, COG meeting.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 05/04/2017

POLICY A-22

TITLE: Procedures for official conduct conducting a meeting via phone or electronically

PURPOSE OF THIS PROCEDURE: To establish procedures for the official conduct of the Council of Governors business by means other than physical meetings, that is, conducting a duly called meeting via telephonic and electronic communications.

- A. Purpose of the policy
 - 1. To provide a means by which any matters requiring the vote of the Council of Governors can occur between regularly scheduled COG meetings.
 - 2. The policy is intended to apply to a limited number (1-3) of issues.
 - 3. The policy does not replace the potential use of special meetings which may be called for matters deemed by the Council Chair to require the personal presence of members of the Council of Governors.

- B. Tele-Electronic Voting guidelines
 - 1. Voting
 - a. All votes on the matter must be cast via the same method (e.g. all via email, all via telephone).
 - b. Votes must be recorded in roll call format to allow later review.
 - 2. Telephone conference
 - a. Recommended for actions requiring an immediate decision (1-3 days), or by the nature of the matter, discussion is required, including a large number of questions to a matter originally sent via email.
 - 3. Email only
 - a. Recommended for actions requiring voting four days or more after the email is sent.
 - b. Replies to electronic voting requests should be sent only to the originator of the electronic voting request, whether the reply be the vote response, questions, and/or comments to prevent “email storms”.
 - c. Reference “Email Process” below for additional detail.

- C. Email Process
 - 1. Complete a document containing:
 - a. The specific matter to be decided
 - b. The rationale for needing prompt action
 - c. A summary of the pros and cons on the matter
 - d. The recommendation of any committees on the matter
 - e. The official motion and ballot
 - f. Instructions about how and when to submit the ballot
 - 2. Email the completed document to all members of the Council of Governors.

 - 3. Record the vote responses in roll call format. The process may be deemed complete when sufficient votes have been received to represent a majority of the members of the Council of Governors.

- a. Questions are gathered, answered, and re-sent to the entire Council of Governors by the originator of the electronic voting request. If more than five unique questions to an electronic voting request are received by the originator, a Telephone Conference should be scheduled.
 - b. If a majority vote is not obtained via email, non-responding board members are called to encourage their vote until a majority is achieved (also see “Voting” in above).
 4. Email the results of the roll call voting to the entire Council of Governors.
 5. Maintain printed copies of vote responses and any roll call vote tally until ratification – destroy copies after ratification.
- D. Telephone conference process
 1. Notify the entire Council of Governors of the Telephone Conference via
 - a. Telephone if voting is required in 3 days or less.
 - b. Email if voting is required in 4 days or more.
 2. Send an email with the supporting details as a reference on the matter (see Email Process above).
 3. Record the vote responses in roll call format. The process may be deemed complete when sufficient votes have been received to represent a majority of the members of the Council of Governors.
 4. Email the results of the roll call voting to the entire Council of Governors
 5. Maintain printed copies of vote responses and any roll call vote tally until ratification – destroy copies after ratification.
- E. Ratification
 1. At the next regular meeting of the Council of Governors, all motions and votes resulting from these procedures are to be duly ratified and included in the meeting minutes.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/10/1985

POLICY B-1

TITLE: State Convention Fund

Article XII, Section 5b of the Multiple District Constitution provides that the State Council shall have complete charge of the State Convention Fund, and shall approve all expenditures. Article XII, Section 3b requires a contract between the State Council and the host Lions Club covering the terms and conditions for arranging the convention.

In order to enforce the contract, it shall be the policy of the Council to withhold the sum of \$1,000 until all terms and conditions of the contract have been carried out.

HISTORY: Policy in force for more than twenty years. Amount changes to \$ 1,000 by Motion #117, 3/10/1985. Policy rescind by Motion #118, Council meeting 3/6/2010 withdraw motion no action taken.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/6/1988

POLICY B-2

TITLE: Multiple District Per Capita Billings

Article III, Section 6 of the Lions Clubs International Constitution provides that Lions Clubs may be placed in "Status Quo" for failure to meet any obligation to the International Association, and that Clubs in status quo forfeit all rights and privileges.

Because Clubs in status quo are not considered in good standing, membership in such Clubs shall not be counted when billing Districts for Multiple District per capita dues.

The District Governor shall notify the State Office prior to the billing date of any Lions Clubs in his District that are on status quo.

HISTORY: Adopted by Motion #108, State Council Meeting, 2/6/1988, and made retroactive to 7/1/1987.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/6/1988

POLICY B-3

TITLE: Inspection of Multiple District and Sub-District Records

The State Council recognizes that the financial records of Multiple District 27 should be open to all Lions.

The following policies shall therefore be in effect:

1. Financial records of Multiple District 27 shall be open to inspection by any Wisconsin Lion.
2. Any Lion desiring to inspect the Multiple District 27 financial records shall do so only at the State Office during normal business hours.
3. No Lion shall be permitted to inspect the Multiple District 27 financial records unless a written request shall have been received by the State Office at least ten (10) days in advance, specifying the Lion or Lions who desire to inspect the records and the date desired.
4. The State Office shall inform the State Council at each meeting of the names of those Lions who have inspected the Multiple District 27 financial records since the date of the last meeting.
5. Because some Multiple District records (such as personnel records) are confidential, and others are protected by the Multiple District 27 Constitution and By-Laws, access shall be limited to financial records, unless approval is granted in advance by the State Council.
6. Each sub-district treasurer will submit the sub-districts end of year financial records as well as the sub-district 990 tax forms with the State Office so these financial records are open to inspection by any Wisconsin Lion.

HISTORY: Adopted by Motion #109, State Council Meeting, 2/6/1988. Motion #81, Council Meeting 5/15/14, Title of Policy B-3 to read "Inspection of Multiple District and Sub-District Records. Remove, by Motion #55, "however, the Constitution and By Laws are silent on this point", State Council Meeting, 10/4/2014.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/5/1989

POLICY B-4

TITLE: Purchase Authorization - Lions Clubs International

Multiple District 27 maintains an account with Lions Clubs International, which is used from time to time to purchase necessary items and supplies for the Multiple District. In order to maintain budgetary control, it shall be the policy of the Council that no one other than the State Office Manager shall be authorized to make purchases from Lions Clubs International which are charged to the Multiple District account.

The State Office Manager shall, on a continuing basis, keep Lions Clubs International informed of this policy.

HISTORY: Adopted by Motion #111, State Council Meeting, 2/5/1989. .

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/5/1989

POLICY B-5

TITLE: Multiple District GMT and GLT Coordinators and
State Teams - Expenses

PAGE 1 of 2

Each Multiple District shall appoint a State Coordinator with responsibilities for Membership, Extension, Retention and Orientation, referred to as Multiple District Global Membership Team (GMT) Coordinator. This position is for a three year term and is appointed by the Council of Governors, reviewable by each Council of Governors.

Each Multiple District shall appoint a State Coordinator with responsibilities for Leadership, Training, and Leadership Orientation, referred to as Multiple District Leadership Team (GLT) Coordinator. This position is for a three year term and is appointed by the Council of Governors, reviewable by each Council of Governors.

The GMT and GLT Multiple District State Coordinators shall each manage a team that consists of the State GMT or State GLT Coordinator, the Council Chair, and up to four Wisconsin Lions appointed by each State Coordinator to serve as members of the State GMT or GLT for one year or more, up to three years. This is referred to as the State GMT Team and the State GLT Team.

The Council recognizes that the duties of the State GMT Team and State GLT Team are such that it would not be possible to fill the positions unless provisions were made for reimbursement of expenses. For this purpose, an amount shall be included annually in the administrative budget of the Multiple District for each State Team.

The following expenses shall be authorized to be incurred by the Multiple District State GMT Team and the Multiple District GLT Team, according to the Lions Clubs International Rules of Audit:

1. Travel – as required for meetings, events and training related to GMT or GLT responsibilities.
2. Meals
3. Lodging
4. Postage
5. Printing
6. Telephone
7. Meeting Charges
8. Equipment (including software)
9. Supplies related to GMT or GLT responsibilities

In the event that a member of the State GMT Team or the State GLT Team is also a District GMT Coordinator, expenses incurred in the team member's home District shall be submitted to the District of the team member. In the event expenses are incurred in the second District supported by the team member, the expenses shall be submitted to the State GMT or State GLT Coordinator for approval and submission for payment, and approved by the Council of Governors Multiple District Treasurer.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/5/1989

POLICY B-5

TITLE: Multiple District GMT and GLT Coordinators and
State Teams - Expenses

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Each fiscal year the State GMT and GLT Coordinators shall submit a detailed budget to the incoming Council of Governors prior to the May Council of Governors meeting.

Expenses incurred by the State GMT and State GLT Teams shall be limited by the amount provided for in the Multiple District Budget.

HISTORY: Adopted by Motion #111, State Council Meeting, 2/5/1989 Revised to reflect division of Membership and Extension responsibilities by Motion #144, State Council Meeting, 5/18/1995. Policy revised to reflect current MERLO TEAM concept of membership, extension, retention, leadership and orientation, addition of meals and lodging, and submission of detailed budget by Motion #159, State Council Meeting, 2/26/2005. Policy revised to reflect the replacement of the MERLO expense allocation and redirects it to the GMT/GLT expense allocation. Addition of reimbursement expenses for meeting charges, equipment and supplies by Motion #51, State Council Meeting, 10/8/2011. Addition of "Retention" to first sentence by Motion #104, State Council Meeting, 1/7/2012.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/4/1990

POLICY B-6

TITLE: Multiple District Committee Expenses

The Council recognizes that good financial management requires expense claims be submitted and paid promptly. Delay in submission of claims makes it difficult for the Council to know the amount of funds which have been committed but are unexpended.

This is further complicated by the fact that some Lions, while entitled to reimbursement, choose not to submit expenses without notifying the Council that they have elected to donate their expenses for the good of the Multiple District.

In order to improve procedures for expense reimbursements, the following policies shall be in effect:

1. All expense claims shall be in accordance with the provisions of Article IV, Section 27 of the Multiple District By-Laws.
2. Documented expense claims shall be submitted within sixty days of the date they are incurred, but in no case later than June 30th.
3. No expenses shall be paid in excess of budgeted amounts without specific Council approval.

HISTORY: Adopted by Motion #89, State Council Meeting, 2/4/1990.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/6/1994

POLICY B-7

TITLE: State Bowling and Curling Committees Audits

Article III, Section 1(e) of the By-Laws of Multiple District 27 requires the Council of Governors to make provisions for an audit of all Multiple District Funds. Article IV, Section 6(m) of the By-Laws requires the Secretary of the State Bowling and Curling Committees to submit an annual report of receipts and disbursements to the Council of Governors. In order for the Council of Governors to discharge these responsibilities, the following policy is adopted.

The Council Chair shall appoint an Audit Committee consisting of three current District Governors. The Audit shall be conducted no later than the September 1st following the end of the Lionistic year, and report in writing at next COG meeting.

Materials to be submitted to the Council of Governors, no later than the opening of the Multiple District Convention by the respective committee are as follows:

BOWLING:

1. A financial statement reflecting all receipts and disbursements for the current year tournament
2. Number of teams, singles and doubles
3. Report of entry fee
4. Report of prize monies per event
5. Check Book
6. Canceled checks
7. Bank Statements

CURLING:

1. A financial statement reflecting all receipts and disbursements for the current year bonspiel
2. Number of teams
3. Report of entry fee
4. Report of prize monies
5. Check Book
6. Canceled checks
7. Bank Statements

HISTORY: Adopted by Motion #107, State Council Meeting 3/6/1994. Date for audit changed by Motion #140, State Council Meeting, 3/9/1997. Remove, by Motion # 57, "Lions Day at Wisconsin Lions Camp", add "September 1st", add "report in writing at next COG meeting", State Council Meeting, 10/4/2014.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATED ADOPTED: 2/26/2005

POLICY B-8

TITLE: Multiple District State Council Budget Committee

The purpose of the Budget Committee will be to prepare a working draft of the proposed budget for the ensuing fiscal year. The committee will meet and develop a proposed budget prior to the Multiple District 27 Convention using data as of April 1st. The draft copy will be submitted to the incoming Council prior to the Multiple District 27 Convention.

The committee will also meet prior to the incoming Council of Governors meeting, normally held in July, to formulate a more precise budget document. This final proposed budget will be submitted to the incoming Council of Governors three weeks prior to their July Council of Governors meeting. This will provide the incoming Council of Governors with vital information relative to budgeting before their July Council of Governors meeting.

The Budget Committee will be comprised of two sitting District Governors selected by the current Council of Governors, two District Governors Elect selected by the incoming Council of Governors and the Incoming Council Chair .

The outgoing Council Treasurer shall be the Chair of the committee and call the meetings.

HISTORY: Adopted by Motion #161, State Council Meeting, 2/26/2005. Changes by Council Motion #193 on 7/2/2006 as (State Executive Secretary was replaced by Council Chair) Drop word "incoming" before Council Chair by Motion #139, State Council Meeting, 3/4/2007. Added Incoming before Council Chair and deleted in paragraph 4 Council Chair and replaced it with outgoing Council Treasurer shall be the Chair of the committee and call the meetings by Motion #119. State Council meeting, 3/6/2010.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATED ADOPTED: 1/11/2013

POLICY B-9

TITLE: District Financials: Dues Limitations and Tax Reporting

To provide a consistent membership fee structure within the Multiple District, the maximum dues a sub-district may charge is \$10.00 per member, per year. The sub-districts are not required to offer membership discounts such as the family unit or Leos to Lions discounts.

HISTORY: Policy adopted 1/11/13 by current Council, motion #80.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 10/4/2014

POLICY B-10

TITLE: LCI Allowable and Disallowable expenses

Because LCI constantly changes the Allowable and Disallowable expenses for a District Governor, we will no longer maintain the list of Allowable or Disallowable expenses.

HISTORY: Policy adopted 10/4/2014, by Motion #58, State Council Meeting.
Motion #44, State Council Mtg 10/2/2016 – Will no longer maintain the list of Allowable and Disallowable expenses.

TITLE: Contract Form - State Office Personnel

Recommend Policy C-1 be removed from the Policy manual and put into a State Officer Personnel Manual.

HISTORY: Adopted 3/9/1985. Updated to reflect benefits for employees working 1,000 hours or more per year by Motion #66, State Council meeting 2/3/1994. Carryover vacation policy changed by Motion #79, State Council meeting 10/20/1996. Updated clarification of compensation upon termination, performance review, deletion of wedding gift, definition of family members, clarification of jury duty, and maintenance of personnel file by Motion #88, State Council meeting, 10/12/2002. Motions #194 and 195 date 7/2/2006 replaced term Executive State Secretary with Council Chair. Motion #45, State Council Mtg 10/2/2016 - Recommend Policy C-1 be removed from the Policy manual and put into a State Officer Personnel Manual.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 11/27/83

POLICY C-2

TITLE: Contract Form - State Executive Secretary

PAGE 1 of 4

HISTORY: Adopted 11/27/83. Amended by motion #134 State Council Meeting 3/6/93. Amended by motion #75 State Council Meeting 10/22/94. Clarification of job duties as outlined in Policy C-7 and editorial changes by Motion #89, State Council meeting, 10/12/02. Motion #117, State Council Meeting 5/15/14, to remove Policy C-2.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/5/1994

POLICY C-4

TITLE: State Office Communications: Death Notice

The State Council authorizes the following communications to be sent from the State Office when notified of the death of a Past District Governor or the spouse of a Past District Governor.

1. The State Office will email each District Governor, District Governor Elect, Past District Governor, International Director, Past International Director, 1VDG, 1VDGE, 2VDG, 2VDGE, and spouse of a deceased Past District Governor or Past International Directors in Wisconsin. The email will include the known Lionistic history, funeral arrangements and memorial information.

Any lions listed above who voluntarily resigns their membership in Lions Clubs International shall be removed from all mailing and email lists.

2. The State office will contact the incoming DGE in or around May 1st to advise the DGE of any PDG's or PID's that do not have an email address. It is the responsibility of the DGE when they become DG, or to designate a person in their District, to notify the PDG's or spouses within their District who do not have emails of the passing individuals listed in Section 1.

HISTORY: Past practice has been to send letters when a Past District Governor died. Reaffirmed and expanded by Motion # 61. State Council Meeting, 2/5/1994. Spouse of Past District Governor added with cost being paid by PDG Organization added by Motion #63, State Council Meeting, 9/30/1995. Fax number and E-mail address added by Motion#73, State Council Meeting, 10/6/2001. Clarification of e-mail address by Motion #91, State Council Meeting, 10/12/2002. Removal from mailing lists by Motion #118, State Council Meeting, 1/3/04. Paragraph 2. Reworded by Motion #140. State Council Meeting, 3/4/2007. By Motion #80, COG meeting 1/10/2015, Section 1: update notification list to include 1VDG, 1VDGE, 2VDG & 2VDGE. Section 2: The state office will notify any DGE's of any PDG's or PID's in their district who do not have an email, Section 3: removed entirely.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/5/1994

POLICY C-5

TITLE: State Office Communications: State Convention
Headquarters Reservations

The State Council authorizes the State Office to send letters or electronic communications to each District Governor, District Governor Elect, Cabinet Secretary-Treasurer, Past District Governor, International Director, Past International Director, Wisconsin Lions Foundation Director, Affiliate Clubs District Presidents/Associates and other invited guests to register for rooms at the Headquarters Hotel for the State Convention.

Letters or electronic communications will be sent prior to the end of December with a deadline of the following Jan 31st. Hotel reservation information and the deposit requirements will be included in the letters or electronic communications. The block of rooms held by the Convention Host Committee for this purpose will be released by the Committee for use by the general Lions population beginning February 1st.

HISTORY: This has been the past practice. Reaffirmed by Motion # 62, State Council Meeting, 2/5/1994. Affiliate Clubs District Presidents/Associates added by Motion #75, State Council Meeting, 9/30/1995. Adjusted wording to indicate change from host corporation to State Convention Committee, by Motion #63, State Council Meeting 7/19/2008. Motion #129, State Council meeting 5/14/2015 to add "electronic communications" to policy C-5.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATED ADOPTED: 2/5/1994

POLICY C-6

TITLE: State Office Communications:
Wisconsin Past District Governors Organization Mailings

The State Council authorizes the State Office to mail information for the Past District Governors Organization at their request. The cost will be billed to the organization. The cost will include postage, cost of labels, paper and copies and the cost of clerical labor.

HISTORY: This has been the past practice. Reaffirmed by Motion # 63, State Council Meeting, 2/5/1994.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/5/1995

POLICY C-7

TITLE: State Office Secretary - Position Description

PAGE 1

HISTORY: Adopted by Motion #109, State Council Meeting, 2/5/1995. Added Policy Manual responsibility by Motion #50, State Council Meeting, 7/24/1999. Added "and other duties" by Motion #111, State Council Meeting, 2/5/2000. Added proven experience & computer literacy requirements by Motion #92, State Council Meeting, 10/12/2002. Duties sentence changed by Motion #104, State Council Meeting, 10/9/2004. Council meeting motion #101 date Oct 21, 2005 suspended policy C-7. Council Motion #102 date Oct. 21, 2006 reinstated policy C-7 defining the job duties of a part time State Office Secretary. Motion #108, 3/7/2015 COG meeting, to remove Policy C-7.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 10/12/2002

POLICY C-8

TITLE: Education Reimbursement for State Office Employees

HISTORY: Adopted by Motion #94, State Council Meeting, 10/12/2002. Motion # 109, 3/7/2015 COG meeting, to remove Policy C-8.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 5/15/2003

POLICY C-9

TITLE: Employee Pension – All State Employees

HISTORY: Adopted by Motion #214, State Council Meeting 5/15/2003. Suspension of this Policy and termination of the SEP Plan by Motion #83, 10/7/2006, State Council Meeting. Motion # 110, COG meeting 3/7/2015 to remove Policy C-9.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 7/23/1989

POLICY D-1

TITLE: International Convention - Council Expenses

While Lions Clubs International makes provision for the expenses of District Governors Elect to attend the annual International Convention, there is no similar provision for the District Governors whose term of office is about to expire.

Because the direction of the Council is necessary at the International Convention, it shall be the policy of the Council to reimburse its members including the Council Chair, Council Chair Elect and the outgoing Council of Governors for expenses in connection with their attendance at the International Convention held at the end of their term of office.

The reimbursement shall be in accordance with the same rules of audit provided by Lions Clubs International for District Governors-Elect attending the same Convention; however, reimbursement for hotel and meals shall be limited to five days.

Advances, not to exceed 50% of the amount estimated to be due, shall be permitted.

Claims for reimbursement of the balance of the expenses due shall be submitted by Council members and paid after the close of the International Convention. No payment shall be made until all merchandise consigned to a District Governor has been paid for or returned.

No expense claim for International Convention expenses shall be honored unless the claimant:

1. Attended the Midwest Breakfast, If held.
2. March in the International Parade, if physically able.
3. Voted in the International election.
4. Attended the candidate forum, if invited.
5. Attends all scheduled Plenary Sessions unless waived by the Council of Governors.

Note: Article IV, Section 1 of the Constitution of Lions Clubs International provides that District Governors, as officers of the Association, shall be delegates to the International Convention and shall have the right to vote regardless of Club delegate quotas.

HISTORY: Reaffirmed by Motion #126, State Council meeting, 5/7/81. Five day limit added by Motion #59, State Council meeting, 10/25/87. Expense claim requirement added by Motion #59, State Council meeting, 10/29/88. Attendance at District Governor's Banquet replaced by parade requirement by Motion #159, State Council Meeting, 6/22/89. Attendance at District Governors Banquet restored by motion #29, State Council Meeting, July 23, 1989. Attendance at Friday evening Caucus added by Motion #29, State Council Meeting, 7/23/1989. Friday evening caucus changed to pre-election caucus and added candidate forum by Motion # 47, State Council Meeting, 10/24/1993. Attendance at District Governor's Banquet deleted by Motion #76, State Council Meeting, 2/7/98. Consignment payment added by Motion #16, State Council Meeting, 7/25/1998. Attendance at Plenary Sessions and waiver added by Motions #44 and #45, State Council Meeting, 7/17/2004. Requirement #6 waiver added by Motion #105, State Council Meeting, 10/9/2004. Council motion #69 dated 8/12/2005 to include the Council Chair for reimbursement of International Convention expenses. Add, by Motion #59, Number 1, "if held", State Council Meeting, 10/4/2014. Council Motion #81, COG meeting 1/10/2015 to add CCE and Current Council (DG's) be covered for expenses at Int'l Conv. Motion #120, 5/4/17 to change WI breakfast to Midwest breakfast and to remove #3., "Attended the pre-election caucus, if held".

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/26/2005

POLICY D-2

TITLE: International Convention – International Director Candidate Expense

The following shall be allowable reimbursable or payable expenses for a Multiple District 27 Endorsed International Director Candidate:

1. Campaign literature, campaign posters and promotional items (e.g. buttons, caps, and combs) ordered specifically for distribution at either of the international conventions that are within the candidate's two year endorsement period.
2. The cost of shipping the above literature and promotional items to an international convention that is not driven to by the candidate or a member of the candidate's campaign team.
3. The cost of a parade banner, if separate from a candidate's sub-district or multiple district convention campaign banner.
4. The cost of the candidate's hotel room, up to three nights, per Lions Clubs International Rules of Audit, to arrive at the international convention early for campaign purposes.
5. The cost of a candidate's advisory committee hotel rooms, up to three members, up to three nights per member, per Lions Clubs International Rules of Audit, to arrive early at the international convention for campaign purposes.
6. The cost of meals, not to exceed Lions Clubs International per diem of the current year, up to three days, for the candidate to arrive early at the international convention for campaign purposes.
7. The cost of meals, not to exceed Lions Clubs International per diem of the current year, up to three days, for up to three members of the candidate's advisory committee, to arrive early at the international convention for campaign purposes.
8. The cost of a campaign meeting room at the Wisconsin delegation headquarters hotel, if separate from the Wisconsin message room.

The total costs of the above expenses each year shall not exceed the balance in the Multiple District International Director Candidate Reserve Account without the sitting Council of Governors approval. Invoices need to be submitted for any direct payments. Receipts need to be submitted for any expenses to be reimbursed.

The International Officer Campaign Fund (line item 138) shall be budgeted \$2,000.00 each year and these monies shall be set aside in the International Director Candidate Reserve Account.

HISTORY: Policy adopted by Motion #162, State Council Meeting, 2/26/2005.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 10/12/1980

POLICY D-3

TITLE: International Convention - Hospitality Room

It shall be the policy of the State Council to arrange for a hospitality room at International Conventions.

This room is to be used as a gathering point for Wisconsin Lions, as well as an information center.

HISTORY: Established by Motion #52, State Council Meeting 10/12/1980.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 10/27/1990

POLICY D-4

TITLE: International Convention - Parade Entries

The State Council recognizes that it has been the policy for many years to enter units in the International Convention Parade.

In order to avoid confusion, unless otherwise determined by the Council, the order of march shall be as follows:

1. Banner, carried by the District Governors-Elect and their wives.
2. Dignitaries (Current Governors and wives) and International Candidate, if any.
3. Band, if authorized by the Council.
4. Uniformed marching delegation (see below).
5. Other units.

The official Wisconsin parade uniform consists of a red shirt (current design), black slacks or skirts, black shoes and an approved hat. An optional red jacket, of similar design and bearing the same lettering as the official Wisconsin shirt, may be worn. The uniform for children consists of any red shirt and black slacks or skirt. The wearing of Lions vests or jackets other than the approved jacket by members of the marching delegation is specifically prohibited.

Persons not wearing the Wisconsin parade uniform as described in this policy shall not be permitted to participate as members of the marching delegation.

Persons participating in the parade, as members of units other than the marching delegation shall wear the official Wisconsin parade uniform or other clothing appropriate to the unit they are a member of.

HISTORY: Order of march approved by Motion #62, State Council meeting, 10/26/1985. Uniform requirements added by Motion #111, State Council meeting, 2/5/1989. Permission and specifications for jacket added by Motion #59, State Council Meeting, 10/27/1990. Current design added on Motion # 73, State Council meeting 10/31/1992. White shoes and an approved hat added by Motion #185, State Council meeting, 3/1/2003. Changed from White Slack or skirt to Black slack or skirt by Motion #50 State Council meeting, 7/24/2010. White shoes changed to Black by Motion #51, State Council Meeting, 7/24/2010.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 10/12/1980

POLICY D-5

TITLE: International Convention – Council Chair-Elect

The State Council recognizes that the presence of the Council Chair-Elect at the International Convention is of great benefit to the current Council, the District Governors-Elect and the delegation from Wisconsin.

It shall therefore be the policy of the Council to send the Council Chair-Elect to the International Convention. Departure will be no later than the day following the adjournment of the convention.

Reimbursement for expenses shall be in accordance with the same rules of audit provided by Lions Clubs International.

HISTORY: Adopted by Motion #66, State Council Meeting 10/12/1980. Arrival changed to reflect variations in convention and District Governor-Elect schools. Reimbursement based on District Governors-Elect due to length of stay is approximately the same. Amended by Motion #110 State Council Meeting, 2/5/1995. Elimination of phrase “with arrival timed to be present when District Governors Elect arrive” deleted by Motion #107, State Council Meeting, 10/9/2004. Motion # 196 State Council Meeting 7/2/2006 Replace State Executive Secretary with Council Chair. Add, by Motion #60, “Elect” to Council Chair in title, 1st & 2nd paragraph, delete “for District Governors Elect attending the same convention” in paragraph 3, State Council Meeting, 10/4/2014.

DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 10/12/1980

POLICY D-6

TITLE: International Convention – Midwest Breakfast

It shall be the policy of the State Council to encourage attendance at the Midwest Breakfast by all Wisconsin Lions and ladies who are attending the International Convention.

HISTORY: Refund policy established by Motion #24, State Council Meeting 7/27/1980. Date policy confirmed by Motion #51, State Council Meeting, 10/12/1980. Policy regarding interpreters for the hearing impaired added by Motion #111, State Council Meeting, 2/5/1989. Dates and places of ticket sales amended by Motion #45, State Council Meeting, 10/24/1993. Added when tickets will be distributed by Motion #140, State Council Meeting 2/6/1999. Motion # 197 State Council Meeting 7/2/2006 Replace State Executive Secretary with Council Chair. Motion #121, 5/4/17 to remove all reference to WI breakfast and insert Midwest breakfast.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 10/24/1993

POLICY D-7

TITLE: International Convention - Wisconsin Caucus

HISTORY: Adopted by Motion #49, State Council Meeting, 10/24/1993. Motion #122, 5/4/17 to suspend Policy D-7.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 6/23/1983

POLICY E-1

TITLE: USA/Canada Lions Forum - Expenses

Expenses of District Governors in connection with attendance at the USA/Canada Lions Forum shall not be reimbursed by the Multiple District.

HISTORY: Motion #18, State Council Meeting, 7/13/1980. Rescinded by Motion #17, State Council Meeting, 7/1/1982. Reinstated by Motion #17, State Council Meeting, 6/23/1983. Expenses changed from rules of audit to actual expenses by Motion #67, State Council Meeting, 9/30/1995. Actual expenses clarified by Motion #73, State Council Meeting, 10/7/2000. Expense limitation established by Motion #150, State Council Meeting, 1/4/2003. Motion #198 date 7/2/ 2006 removed any reference to State Executive Secretary.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/7/1981

POLICY F-1

TITLE: State Convention - Dignitaries Hospitality Tickets

It shall be the policy of the Council to provide, at Multiple District expense, registration and tickets for all convention sponsored meals for the following and their spouse or guest:

1. International speaker.
2. Current and Past International Directors.
3. Current District Governors.
4. President, Wisconsin Lions Foundation.
5. President, The Lions Eye Bank of Wisconsin, Inc.
6. President, Wisconsin Past District Governors Organization.
7. Current Council Chair.

HISTORY: Motion #83, State Council Meeting, 2/7/1981. Amended by Motion #168, State Council Meeting 7/8/1993. Added Registration and rewording of the different tickets provided by Motion #127, State Council Meeting 2/6/1999. Rewording of the different tickets to reflect convention changes and elimination of Leader Dog Representative by Motions # 131 and #132, State Council Meeting 2/3/2001. Inclusion of "and guest" added by Motion #119, State Council Meeting, 1/03/2004. Council meeting motion #70 Date 8/12/2005 to amend this policy to include the Council Chair. Eliminated State Secretary/Treasurer from list and amended list to include President of the WI Eye Bank, by Motion #64, State Council Meeting 7/19/2008. State Convention Coordinator added to Dignitaries Hospitality Tickets by Motion #140, State Council meeting 3/5/2012. Motion #77, State Council Meeting, 3/2/2013, reword first sentence to include registration and tickets for all convention sponsored meals. Motion #119, State Convention Council Meeting 5/15/14, to remove F-1 #8, State Convention Coordinator from expense list.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/7/1981

POLICY F-2

TITLE: State Convention - Sale of State Merchandise

Since the State no longer has Wisconsin “uniforms” in inventory but rather has contracted with a vendor, it shall be the policy of the Council to recommend that the State authorized vendor be at the State Conventions in order to make the “uniforms” available.

HISTORY: Motion #114, State Council Meeting, 6/29/1977 specifically denied any profit to the Convention Corporation. Changed by motions #81 and #82, State Council Meeting, 2/7/1981, but later changed back by mutual consent of the Council and the Convention Corporation. Amended wording to reflect change from host corporation to State Convention Committee, by Motion #65, State Council Meeting 7/19/2008. Remove State Convention Committee and replace with Host Corporation by Motion #45, State Council Meeting, 7/24/2010. Housekeeping changes, 3/2/2013, Host Corporation changed to Convention Host Committee. Motion #46, State Council Mtg 10/2/2016 – recommend the State authorized vendor be at the State Convention in order to make the “uniforms” available.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 10/10/81

POLICY F-3

TITLE: State Convention Corporation - Host Governor Expenses

HISTORY: Motion #58, State Council Meeting, 10/10/81. Housekeeping changes, 3/2/2013, State Convention Corporation changed to Convention Host Committee. Motion #120, State Convention Council Meeting 5/15/14, to remove Policy F-3.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/6/1988

POLICY F-4

TITLE: Lions Affiliate Clubs State Convention Committee

While the Lioness program is a Lions Club affiliate rather than a Lions District or Multiple District program, the State Council has recognized the Lioness movement and made provision for Lionesses at the State Convention.

In order to coordinate Lioness activities, a State Convention Lions Affiliate Clubs Committee has been established.

Each District shall have one representative on the State Convention Lions Affiliate Clubs Committee, appointed for a two year term.

Even-numbered Districts shall make appointments in even-numbered years, and odd-numbered Districts shall make appointments in odd-numbered years. Appointments shall be made at the same time as other Multiple District committee appointments are made.

In the event of a tie for the State Convention Planning Committee Chair the tie shall be broken by a flip of a coin by an impartial person.

HISTORY: Adopted by Motion #110, State Council meeting, 2/6/1988. Amendment to wordage by Motion #114, State Council Meeting, 3/7/1992. Amendment to wordage by Motion #79, State Council Meeting, 10/31/1992.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 7/22/1989

POLICY F-5

TITLE: State Convention - Registration Fee

1. In order to obtain accurate figures on attendance at the State Convention, the Council of Governors has chosen to charge a registration fee of \$15.00 for each delegate and guest in attendance at the State Convention.
2. The registration fee can be increased by the Council of Governors to cover the expense of a speaker at the Friday noon luncheon.
3. The registration fee will be collected on the form used for ordering meal tickets.
4. \$1.50 from each \$15.00 registration fee will be retained by the MD and the purpose for which the money will be used will be annually determined by the Council.

HISTORY: \$1.00 registration fee first charged at the 1984 State Convention in La Crosse. Allocation of 25 cents per registration to host club approved by Motion #82, State Council Meeting, 2/2/1985. Incorporation into the Policy Manual authorized by Motion #9, State Council Meeting, 7/22/1989. Added paragraph regarding rental cost by Motion #116, State Council Meeting, 5/19/1994. Added paragraph regarding cost of a Friday noon luncheon speaker by Motion # 122, State Council Meeting, 2/4/1996. Registration fee increased to \$2.00 and allocation modified by Motion #76, State Council Meeting, 10/6/2001. Amended wording to reflect change from Convention Corporation to State Convention Committee, eliminated registration fee split between Multiple District & host corporation, as well as other rental charge money matters related to host corporation, by Motion #66, State Council Meeting 7/19/2008. Add Fifty (50) cents from each registration shall be allocated to the Convention Host Corporation; and \$1.50 shall be retained by the Multiple District. Remove State Convention Committee and replace it with Convention Host Corporation; Add the amount retained by the corporation will be no more than the rental charge, add if the amount collected along with amounts remaining from prior years, is less than the rental charge, the Convention host corporation will be responsible for the shortage by Motion #46, State Council Meeting, 7/24/2010. Registration fee changed to \$15.00 for each delegate and guest in attendance at the State Convention; \$8.00 to Speaker Fund, per Membership Chair, May 2011. COG meeting May 16, 2013 (state convention), Motion #106 – change policy to read that \$1.50 from each \$15.00 registration fee will be retained by the MD and the purpose for which the money will be used will be annually determined by the Council.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/2/1991

POLICY F-6

TITLE: State Convention - Speaker

For some years, it has been the practice to invite the current International President to be the speaker at the annual State Convention. Because many other Multiple District Conventions are held the same weekend, the time that the International President can spend in Wisconsin is usually limited to arrival sometime on Thursday, speaking at the opening banquet, and departing on Friday morning. Consequently, very little time is available for interaction with the Lions of Wisconsin.

Recognizing the shortcomings of such a brief visit, and balancing these short-comings against the prestige of having the International President in attendance, it is the feeling of the Council that a different policy should be in force.

It shall therefore be the policy, effective with the 1992 State Convention, to invite as speaker the Lion who served as International President in the year proceeding the year in which the convention is held, unless the International President is available to attend the entire Convention.

In extending the invitation, it shall be made clear to the speaker that he is expected to remain for the entire Convention.

The following exception to the rule as stated above shall apply:

When the Immediate Past International President is from another geographical area outside North America, the Council of Governors shall have two (2) options:

1. Invite the Immediate Past President and pay all related expenses. (Officers expenses from outside our geographical area are not paid by International).
2. Invite another International Officer (past or present) as the Convention speaker.

HISTORY: Policy adopted by Motion #106, State Council Meeting, 2/2/1991. Exception established by Motion #96, State Council Meeting 2/2/1992.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 1/26/1997

POLICY F-7

TITLE: State Convention - Pin Trading

In order to provide for the orderly management of areas established for the trading of Lions friendship pins, the Council of Governors of Multiple District 27 has established the following policy:

1. An adequate area with tables and chairs for pin trading shall be provided by the Convention Host Committee at no cost to the pin traders, LPTCW (Lions Pin Trading Club of Wisconsin) or the Multiple District. Tables need to be reserved on the appropriate form prior to the convention. Each pin trader, the LPTCW, and the Multiple District shall receive one complimentary table. Additional tables may be reserved however, there may be a charge for each additional table. The table fee shall not exceed the amount charged to the Convention Host Committee.
2. Hours for pin trading shall be established by the Council of Governors.
3. Each pin trader desiring to use a table or space within the pin trading area shall adhere to the Lions Clubs International policy that pins are to be traded as friendship pins and cannot be sold for more than the initial cost of the pin including transportation, customs, royalty charge and fair distribution costs. However, pins in excess of three years since release as a trading pin are not restricted by that limitation as they are considered a collectible and the value is determined by the scarcity, desirability and/or age as a collectible Lions item.

The selling of pins by districts, clubs and members shall be permitted in accordance with the above philosophy.

4. Any Lion, Lioness or Leo violating these rules may be ejected from the pin trading area by the Sergeant-at-Arms.

HISTORY: Adopted by Motion #109, State Council Meeting, 1/26/1997. Revised by elimination of a Lions Pin Traders Club representative, determination of responsible party for table costs, establishment of trading hours, inclusion of the Lions Clubs International pin selling cost policy and removal of signed agreement, Motion #180, State Council Meeting, 3/1/2003. Housekeeping changes, 3/2/2013, Convention Host Corporation changed to Convention Host Committee. Motion #89, 6/19/16 State Council Meeting, adding who would be allowed tables and at what cost.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/01/2003

POLICY F-8

TITLE: State Convention – Speaker Merchandise Sales

It has become common to contract a guest speaker for the Convention Opening Luncheon and/or a seminar at the State Convention for a reasonable cost. Guest speakers have requested to sell their books and similar merchandise to offset their expenses.

It shall therefore be the policy that guest speakers are allowed to sell their merchandise, immediately following their presentation, at a location and for a set period of time as determined by the Council of Governors.

HISTORY: Policy adopted by Motion #182, State Council Meeting, 3/01/2003.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 4/22/2005

POLICY F-9

TITLE: State Convention-Campaign/Promotion Materials

The Multiple District Constitution & By-Laws are silent on regulating the issuance and/or distribution of political campaign materials, flyers or any promotional materials during the Multiple District Convention.

The campaigning for international office, resolution proposal and other business to be voted on usually involves the distribution of these materials during the convention.

Since meal time functions are reserved for fellowship, special presentations by guest speakers and other special events, it shall be the policy of the Council of Governors that distribution of campaign materials, flyers or any promotional materials at or during meal times not be allowed.

The MD27 Sergeant at Arms shall be responsible for the enforcement of this policy.

HISTORY: Policy adopted by Motion #191, State Council Meeting, 4/22/2005. Amended to reflect change from convention host corporation to State Convention Committee, by Motion #67, State Council Meeting 7/19/2008. Remove State Convention Committee and add Convention Host Corporation, by Motion #47, State Council Meeting, 7/24/2010. Motion #78, COG meeting 3/2/2013, change Convention Host Corporation to read MD27 Sergeant at Arms shall be responsible for enforcement of this policy.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 1/7/2012

POLICY F-10

TITLE: State Convention Coordinator

PAGE 1 of 2

1. The State Convention Coordinator (Coordinator) shall be appointed by the Council of Governors (Council) for a term of two years subject to the reconfirmation of each succeeding Council of Governors.
2. The Coordinator shall act as the duly authorized representative of the Council in all matters related to annual State Lions Convention and shall accordingly seek their approval of all issues requiring their approval or not covered elsewhere by policy.
3. The Coordinator shall serve on the State Convention Site Inspection Committee and follow the procedures defined in Policy F-12 and that of (Article II, Section 1 b of the By-Laws) leaves the Chair selection to the committee.
4. Duties of the Coordinator:
 - a. Solicit site applications for future conventions.
 - b. Review all applications for future convention sites and arrange for timely visitation of such sites by the State Convention Site Inspection Committee.
 - c. Report to the Council on the recommendations of the State Convention Site Inspection Committee for inclusion of future sites on the ballot at the annual State Convention.
 - d. Prepare and negotiate the contract between the State Lions and the State Convention Host Committee (Host Committee).
 - e. Attend meetings of the Host Committee and report to the Council on the progress of arrangements for the annual State Convention. The Coordinator shall also bring to the Council all actions that require their approval.
 - f. The Coordinator shall ensure that all actions of the Host Committee that require approval of the Council are brought before the Council in a timely manner.
 - g. The Coordinator shall prepare the communication regarding room reservations called for by Policy C-5 and ensure that it is sent to the required individuals.
 - h. The Coordinator shall complete the registration form and request payment of such for the individuals identified in Policy F-1.
 - i. The Coordinator shall develop a plan of publicizing the convention in the Wisconsin Lion.
 - j. The Coordinator shall ensure that all necessary and appropriate materials are posted to the State website under the Conventions section.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 1/7/2012

POLICY F-10

TITLE: State Convention Coordinator

PAGE 2 of 2

- k. The Coordinator shall communicate with the following State Committees regarding their responsibilities associated with the annual State Convention:
 1. State Elections Committee.
 2. State Convention Credentials Committee.
 3. State Convention Parliamentarian Committee.
 4. State Convention Sergeant-At-Arms Committee.
 5. State Convention Song Leaders Committee.
 6. State Convention Tail Twisters Committee.
 7. Affiliate Clubs State Convention Committee.
 - l. The Coordinator shall cooperate with the Council Chair regarding the preparation of the programs for the luncheons, banquets and business meetings held during the Convention.
 - m. The Coordinator shall file an annual report with the Council prior to June 30 of each year setting forth all essential information regarding the activities and statistics of the Convention as well as any issues that require action prior to the next convention.
5. Expenses of the Coordinator
- a. Attendance at all Host Committee meetings will be according to Rules of Audit.
 - b. Attendance at all Council meetings will be according to Rules of Audit.
 - c. Attendance at the Convention shall include full reimbursement for lodging for up to four nights, registration, and convention sponsored meals, and reimbursement for mileage according to Rules of Audit.

HISTORY: Policy adopted by motion #75, State Council meeting 1/7/2012. Provisions added to State Convention Coordinator Reimbursement, #1 (B) by Motion #140, State Council Meeting 3/5/2012. State Council Meeting, 5/16/2013, by motion #107, changes made to policy F-10 along with the title change of "State Convention Coordinator". Motion #121, State Convention Council Meeting 5/15/14, replace policy F-10 with a complete new version.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 7/21/2012

POLICY F-11

TITLE: State Convention Host Hotel and Space Requirements

A Convention Host Committee, wishing to host the annual State Lions Convention, shall as a minimum submit a bid that provides for the following requirements at a single facility or as an alternative provide a plan to meet these requirements with a combination of facilities.

1. Accommodations:
 - a. The Headquarters hotel shall have a minimum of 200 guest rooms available with a total of 350 guest rooms available within five miles of the Headquarters hotel.
 - b. In the event the Headquarters hotel has less than 200 guest rooms available, there must be a minimum of 250 guest rooms available within two miles of the Headquarters hotel and a total of 350 guest rooms available within five miles of the Headquarters Hotel.
2. Meal facilities:
 - a. Luncheons – seating for 750.
 - b. Breakfast – seating for 350.
 - c. Evening banquet – seating for 350.
3. Space requirements:
 - a. Breakout rooms – three with seating capacity of no less than 150.
 - b. District meeting rooms – simultaneous
 - i. Three rooms with a seating capacity of ISO (breakout rooms can be used).
 - ii. Three rooms with a seating capacity of 100.
 - iii. Four rooms with a seating capacity of 75.
 - c. Voting area – room with at least 800 square feet and a separate ingress and egress.
 - d. Display area – area for forty eight foot tables available on a continuous basis during convention.
 - e. Registration area – area for four eight foot tables.
 - f. Secure room to store registration materials.

HISTORY: Policy adopted by Motion #43, State Council Meeting 7/21/2012.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 1/8/2011

POLICY F-12

TITLE: State Convention Site Inspection Committee

- a. This Committee shall be composed of five members one from each Lettered District and the State Convention Coordinator. Members shall be appointed by the respective District Governors, each for two year terms. The term of office shall commence July 1st and end June 30th for each two year term.
- b. Districts A, C & E shall make their appointments in the even numbered years. Districts B & D shall make their appointments in the odd numbered years. The Members shall alternate between numbered Districts.
- c. This Committee shall investigate all invitations received from Clubs interested in hosting the State Convention.
- d. All actions of the Committee shall be subject to review and approval by the State Council.
- e. Immediately upon being notified of a committee member's resignation or their inability to serve, their District Governor shall appoint another Lion member in good standing from their District to complete the unexpired term.
- f. Mileage reimbursements shall be made in conformance with Lions Clubs International Rules of Audit.

HISTORY: Policy adopted by Motion #83, State Council Meeting, 1/8/2011, to revise Policy F10 and F11 to now be F12 and read State Convention Site Inspection Committee. Letters "a" through "f" have also been revised to read as above.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 1/7/2012

POLICY F-13

TITLE: State Convention Election Committee

All voting at the State Convention shall be in accordance with the Multiple District by-laws and location and time as designated by the State Election Committee. The State Election Committee shall supervise the voting at the State Convention.

After voting and during tabulation only members of the election committee and those other Lions specifically designated by the Chair of the election Committee shall be allowed in the room while the votes are being tallied.

HISTORY: Policy adopted by Motion #74, State Council Meeting, 1/7/2012.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 05/15/2014

POLICY F-14

TITLE: State Convention Host Committee

PAGE 1 of 3

1. The Convention Host Committee shall be comprised of any of the following organizations:
 - a. Multiple District
 - b. Single District
 - c. Lions Club
 - d. Combination of Lions Clubs

2. The Convention Host Committee shall submit a bid to host the annual State Convention in conjunction with a headquarters hotel and convention facility to the Lions State Office no later than the January Council of Governors meeting of the third year immediately preceding the year of the convention to be hosted.
 - a. The bid shall contain all pertinent information necessary to judge the adequacy of the headquarters hotel and convention facility against the requirements set forth in Policy F-11.
 - b. The bid shall contain a letter of support from the headquarters hotel along with applicable room rates for the convention period.

3. Responsibilities of the Convention Host Committee:
 - a. Provide a block of rooms sufficient to provide housing, at the attendee's expense, during the convention for the State distinguished guests list as set forth in Policy C-5. Unused rooms will be released January 31 of the convention year.
 - b. Provide suitable housing for the visiting International Guest at no charge.
 - c. Supply suitable facilities with public address systems for convention seminars, meals, and meetings as set forth in Policy F-11.
 - d. Provide all registration related functions including but not limited to promoting registration, collecting registration and meal fees, managing fee distribution, preparing registration packets including badges and meal tickets, and other registration related activities as required by the State Council.
 - e. Prepare a name badge for all registrants which will include the Lions emblem, the designation Lion, Lioness, Leo, or guest, and whether the registrant is a Delegate or Alternate Delegate.
 - f. Prepare a Convention Program Booklet for distribution to registrants. Content of the Convention Program Booklet except for advertising is subject to the approval of the State Council.
 - g. Arrange for all meals to be served as part of the convention program.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 05/15/2014

POLICY F-14

TITLE: State Convention Host Committee

PAGE 2 of 3

- h. Host a Dignitary Reception prior to the Governors' Honor Banquet.
 - i. Select and employ the services of a Keynote Speaker for one of the luncheons. Arrange and plan all seminars presented during the convention.
 - j. Sponsor the Friday evening hospitality for all conventions registrants.
 - k. Provide a display area for exhibitors to inform registrants of their products or services. State recognized Lions projects shall be provided reasonable space at no charge.
 - l. Provide facilities for voting in accordance with Policy F-11.
 - m. Coordinate with the State Convention Sergeant-At-Arms Committee to determine manpower needs for policing the Convention and provide additional manpower as needed.
 - n. Provide adequate signage for all convention events.
 - o. Provide a display area for pin traders.
 - p. Provide center pieces for head tables and corsages and boutonnieres for head table guests, dignitaries, Vice District Governors, and spouses for the Governors' Honor Banquet.
 - q. Arrange and host an annual State Convention Golf Outing on the Thursday preceding the start of the convention.
 - r. Design and procure a State Convention Pin.
 - s. Verify Multiple District is reimbursed the Multiple District portion of the registration fee defined in Policy F-5.
4. The costs associated with the responsibilities of the Convention Host Committee outlined above are to be covered by the registration fee, meal fees, pin fees, and golf registration fees. In addition, the Convention Host Committee may assess additional fees for advertising in the Convention Program Booklet, co-sponsoring the Friday hospitality, and providing display space for exhibitors. All fees and charges imposed shall be approved by the State Council.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 05/15/2014

POLICY F-14

TITLE: State Convention Host Committee

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5. The Convention Host Committee may hold the following raffles for its benefit:
 - a. One convention Class A raffle.
 - b. Friday Luncheon – one Class B raffle.
 - c. Friday Hospitality – up to four Class B raffles
 - d. Saturday Luncheon – one Class B raffle.
 - e. Annual State Convention Golf Outing – up to four Class B raffles.
6. The Lioness shall be allowed to hold one Class B raffle.
7. The State Council shall have the sole and complete control over the activities of the entire convention. Any deviation from this or any other policy of the Multiple District must be submitted to the State Council for approval.

History: Policy adopted 5/15/14, motion #122, at State Convention Council Meeting.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/12/1983

POLICY G-1

TITLE: Resolutions Committee - Recommendations

The Multiple District 27 By-Laws specifies that the Chair of the Resolutions - Constitution and By-Laws Committee "in making his report, may give the recommendation of his committee."

While this committee is established by the Multiple District 27 By-Laws, it is created to assist the State Council in carrying out its responsibilities regarding possible changes to the Multiple District Constitution and By-Laws. The committee has the opportunity to study each resolution in greater detail than the Council in most cases; and the Council therefore considers the opinion and advice of the committee most helpful.

Regardless of whether or not the State Resolutions - Constitution and By-Laws Committee chooses to present its recommendations to the State Convention, the Committee shall be required to give its recommendations regarding each resolution to the Council.

In the event that the State Resolutions-Constitution and By-Laws Committee chooses not to present its recommendations to the Convention, the Council may present those recommendations on its own motion; however, the Council may not withhold the Committee's recommendations from the Convention should the Committee choose to present them.

HISTORY: Reaffirmed by Motion #129, State Council Meeting, 3/12/1983. Motion #114, 5/4/17 COG meeting to remove Article IV, Section 4 in first paragraph.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 7/21/2012

POLICY G-2

TITLE: Policy Manual Submission Guidelines

Any proposed policy for inclusion in the MD27 policy manual shall be submitted to the COG Policy Committee no later than thirty days prior to the next scheduled Council of Governors meeting, who will work with the State Constitution and By-Laws Committee to ensure that there is no conflict with the Multiple MD27 Constitution or International Constitution.

Any revisions, changes, or updates to existing or adopted policies shall be submitted to the COG Policy Committee no later than thirty days prior to the next scheduled Council of Governors meeting, who will work with the State Constitution and By-Laws Committee to ensure that there is no conflict with the Multiple MD27 Constitution or International Constitution.

Any submission must be made in an Electronic form, e-mail or document.

HISTORY: Policy adopted by Motion #41, State Council Meeting, 7/21/2012. 5/16/2013, added #3 and changed #1 and #2 to add the word Policy. Motion #115, 5/4/17 added that the Policy Cmte will work with the State Const & By-laws Cmte to ensure that there is no conflict with the MD27 Constitution or Intern'l Constitution.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 10/10/1981

POLICY H-1

TITLE: Elections - Ballots

In the event that there is more than one candidate for any office voted on at the Multiple District Convention, candidates shall be listed on the ballot in alphabetical order.

Any vote within five per cent shall automatically be recounted prior to the results being made known to the parties involved.

All completed ballots shall be placed in a locked box with the Council Chair and Multiple District Elections Chair holding the keys. The ballots shall be destroyed upon affirmative vote of the Council of Governors at their next meeting.

A spoiled ballot table shall be available within the polling area.

HISTORY: Reaffirmed by Motion #91, State Council Meeting, 10/10/1981. Automatic recount, storage and destruction of ballots, and creation of spoiled ballot table added by Motion #121, State Council Meeting, 1/03/2004.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/7/1981

POLICY H-2

TITLE: Elections - Multiple Vacancies

Article II and Article IV, Section 5 of the Multiple District 27 By-Laws cover District and State election procedures in great detail and provide guidance in most foreseeable situations. One possible situation not covered is that where there are two vacancies to be filled, and more candidates running for office than vacancies.

An example of this situation would be if both Wisconsin Lions Foundation Directorships of a District were to be vacant at the same time due to death, resignation, or removal from office.

In such a case, the following rules shall apply:

1. Names of all candidates shall be listed in one section of the ballot, which shall clearly indicate that the Delegate is to "VOTE FOR TWO".
2. Ballots which are clearly marked for one candidate, or for two candidates, shall be counted as valid ballots. Ballots which are marked for more than two candidates shall be invalid.
3. The candidate receiving the largest number of votes shall be declared the winner of the office which has the longest term he is qualified to serve; and the candidate with the next highest number of votes shall be declared the winner of the office not filled by the first candidate.
4. Tie votes shall be decided in accordance with the provisions of the Multiple District 27 By-Laws.

HISTORY: Motion #97, State Council Meeting, 3/7/1981.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/6/1983

POLICY J-1

TITLE: State Directory - Contents

Each year, the State Council authorizes the compilation of a Wisconsin Lions Directory, for distribution to the Lions of Wisconsin.

Contents of the Directory shall include:

- International Officers
- Past International Officers and Directors from Wisconsin
- State Council of Governors
- State Council Chair
- State Office Information
- Lions Eye Bank of Wisconsin
- Officers of the Past District Governors Organization
- Past District Governors
- District Cabinets
- Presidents, Secretaries and Treasurers of each Lions Club
- Lions Affiliate District Cabinets
- Presidents, Secretaries and Treasurers of each Lioness Club
- Officers and Directors, Wisconsin Lions Foundation
- Committee Structure, Wisconsin Lions Foundation
- Past Presidents, Wisconsin Lions Foundation
- Administrative staff, Wisconsin Lions Foundation
- Listing of major Wisconsin Lions Foundation Programs
- Listing of Lion Related Service Programs.

Information relating to each District and to the Wisconsin Lions Foundation shall be furnished by the District Governor-Elect and the Secretary of the Wisconsin Lions Foundation no later than May 10 of each year in order to facilitate timely printing and distribution. The balance of the information shall be compiled by the State Office.

Email addresses shall be included when provided.

HISTORY: First State Directory authorized by the Council in 1965. Past Council Chairmen added by motion #117, State Council Meeting, 2/6/1983. Lioness information added by the 1979-80 State Council, and first printed in the 1980-81 Directory. Lioness District changed to Lions Affiliate District, Amended by Motion #111, State Council Meeting 2/5/1995. Addition of club Treasurers and email addresses, renaming of Foundation information and addition of Leo confidentiality information added by Motion #112, State Council Meeting, 1/12/2002. Addition of MD 27 and WLF Constitutions and By-Laws added, Motion #151, State Council Meeting, 1/4/2003. Addition of Council Chair and Lion Eye Bank of Wisconsin added by Motion #141, State Council Meeting, 3/4/2007. Changed printing to compilation, removed Multiple District Constitution & By-Laws, Wisconsin Lions Foundation Constitution & By-Laws, change date for giving material in from May 10 to June 1, added or downloaded from LCI, changed printed to included, removed last paragraph and replace with All Leo Advisor information shall be listed in the Directory. Only names of Leo Club officers may be listed in the directory by Motion #121, State Council meeting, 3/6/2010. Motion #116, 5/4/17 deleted reference to Leos being listed in the directory.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/5/1995

POLICY J-2

TITLE: State Directory - Availability

In order to facilitate communication among the Lions of Wisconsin, an annual Directory is availability under authority of the State Council.

The Directory will be password protected for the use by Wisconsin Lions, Lioness & Leo members

HISTORY: Exact distribution determined by the State Office subsequent to authorization of a State Directory in 1965. Lions Affiliate District Cabinet distribution added by Motion #112, State Council Meeting, 2/5/1995. Added Region & Zone Chair and distribution of Constitution and By-Laws by Motion #112, State Council Meeting, 2/5/2000. Addition of second copy to each Lioness and Leo Club and deletion of reference to Constitution & By-Laws adopted by Motion #152, State Council Meeting, 1/4/2003. Removed Distribution and added Availability, deleted Distribution of the Directory added The Directory will be password protected for the use by Wisconsin Lions, Lioness & Leo members by Motion #122, State Council meeting, 3/6/2010.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 7/2/1997

POLICY J-3

TITLE: State Publication – Overview & Responsibilities

PAGE 1 of 2

Section 1: Authority

Because Article VIII, Section 1 of the Multiple District 27 By-Laws gives the State Council authority to enter into contracts for supervising, editing and printing a state publication, the Council has authority to define policies to be incorporated into any publication contract.

Section 2: Publication Purpose

The *Wisconsin Lion* is a 10 issue publication designed to inform and educate the Lions of Wisconsin about projects/programs, events and topics of interest.

Section 3: District Governor & Contributing Editor Responsibilities

District Governors are responsible for:

- a. Assigning a liaison/contributing editor for their district.
- b. Promoting club article submissions from Lions and clubs throughout their district.
- c. By published deadlines, either providing a column for publication on their district page or informing their District editor that they will not have a column in that issue.

Contributing Editors are responsible for:

- a. Coordinating monthly district page editorial content with the District Governor.
- b. Submitting district page content on or before the published deadline.
- c. Providing feature story ideas, photos and contacts.

Section 4: Editorial Board composition & responsibilities

The Editorial Board is responsible for overall editorial direction, promotion, cost control and logistics with oversight from the Council of Governors.

The Board will be chaired by the Council of Governor's *Wisconsin Lion* Chair and will include representatives from the following:

- Council of Governors (2) – *Wisconsin Lion* Chair & it is recommended that the second COG member be a 1st Vice District Governor who would move into the Chair the following year.
- One of each from the :Wisconsin Lions Foundation, Lions Eye Bank of Wisconsin
- One of each with a three year term: MD27 GLT and MD27 GMT.
- *Wisconsin Lion* Editor/Designer would report to the committee.

All the Board appointees would have to be confirmed by the Council of Governors.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 7/2/1997

POLICY J-3

TITLE: State Publication – Overview & Responsibilities

PAGE 2 of 2

The Board will meet at least quarterly to discuss issues related to the publication, and at other times as necessary. Board responsibilities include:

- a. Participate in regular Board meetings
- b. Help determine monthly editorial content / annual calendar
- c. Help establish publication direction
- d. Proof monthly publication in set time frame
- e. Promote article submission from clubs and individuals
- f. Assist in trainings/sessions at district conventions as able
- g. Assist in training session/manning a booth at the State Convention
- h. Recommend advertising rates & guidelines
- i. Recommend story submission guidelines
- j. Solicit annual printer and editor/designer bids in time to review and make recommendations for the Council of Governor's May Council Meeting.

HISTORY: New policy approved upon conversion to Newspaper by Motion #92, State Council Meeting, 10/6/2007. Added The Board will be chaired by the Council of Governor's Newspaper Chair and will include representatives from the following:

- Council of Governors (2) – Newspaper Chair & it is recommended that the second COG member be a 1st Vice District Governor who would move into the Chair the following year.
- One each from the following: Wisconsin Lions Foundation, MD27 MERLOW team, MD27 PR Chair, Wisconsin Lions Eye Bank
- Wisconsin Lion Editor/Designer
- Also added training in g. and added j. Solicit annual printer and editor/designer bids in time to review and make recommendations for the Council of Governor's Fall Council Meeting
- Also added "W" in MERLO by Motion # 123, State Council meeting, 3/6/2010. Section 4 revised by Motion #164, 5/17/2012 to exclude MD27 MERLO team and PR Chair, and include: One of each with a three year term: MD27 GLT and MD27 GMT, and add "All the Board Appointees would have to be confirmed by the Council of Governors". Motion #80, 5/2/2013, to approve Policy J-3, Section 4 as presented in the reports with the addition of "All Board appointees will be confirmed by the Council of Governors". Motion #95, 6/19/16, State Council meeting, to list Wisconsin Lion as a 10 issue publication, added Section 3c, and change the chair to be the WI Lion Chair. Change j. to read recommendations for the COG "May" Council Meeting.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/3/1988

POLICY J-4

TITLE: State Publication – Editorial Content

PAGE 1 of 2

Section 1: Size

The Wisconsin Lion publication is a 10 issue tabloid magazine, not to exceed 32 pages. Any increase in the number of pages must be approved by the Editorial Board or the Council of Governors.

Section 2: Space Allotment +

The Editorial Board has the authority to make changes in monthly space allotment and content with one exception – each district will be allocated two full pages as long as the content has been submitted to the editor/designer on or before the published deadlines.

The following Lions groups/projects will be allocated space up to the following:

Group	Times/Year	Column Inches
Districts (10)	10	92.5
Wisconsin Lions Foundation*	10	50
Lions Eye Bank of Wisconsin*	10	25
Lions Pride Endowment Fund	10	25
LCI	10	9.25
Council Chair	10 (on space availability basis)	9.25
Lioness	2	9.25
Pin Traders	2	9.25
Wisconsin Lions Missions	3 (Recommended Oct, Mar, Jun)	9.25
USA/Canada Forum	2 (Recommended Mar, Jun)	9.25

* Plus memorials, honorariums and fellowships in the classified section.

The front page and other unallocated space in the publication will be dedicated to publishing general news and information of interest to the Lions of Wisconsin. Additional space will be charged at the rate established in Policy J-6, except for information published as feature articles.

Section 3: Editorial calendars

Annual editorial calendars from the following must be submitted to the Editorial Board for approval by October 1st of the prior year and are to include topics and individual responsible for article submission. These entities include: Wisconsin Lions Foundation, Lions Eye Bank of Wisconsin, Lioness and MD27 GLT/GMT committees.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/3/1988

POLICY J-4

TITLE: State Publication – Editorial Content

PAGE 2 of 2

Section 4: Holiday Greeting++

It shall be the policy of the State Council to publish a Greeting in the December/January issue each year extending Holiday wishes from the:

- a. District Governors and spouses
- b. Current or Immediate Past International Director and spouse
- c. Wisconsin Lions Foundation President and spouse
- d. Council Chair and spouse
- e. State office personnel.

+ HISTORY: (Formerly J-5) Reaffirmed by Motion #28, State Council Meeting, 7/27/1980. Guest Articles added by Motion #98, State Council Meeting, 2/2/1992. Item e. Campaign SightFirst added by Motion #34, State Council Meeting, 7/25/1992. Items b. and c. revised, Campaign SightFirst removed by Motion #113, State Council Meeting, 2/5/1995. Item e. Pin Trading, added by Motion #46, State Council Meeting, 10/18/1997. Amended scheduling of messages by Motion #130, State Council Meeting, 2/6/1999. Eye Bank of Wisconsin added by Motion #51, State Council Meeting, 7/24/1999. Membership and Extension modified to include all MERLO Chairships by Motion #153, State Council Meeting, 1/4/2003. Mission to Mexico added by Motion #46, State Council Meeting, 7/17/2004. WLF allotment increased to two pages by Motion #155, State Council Meeting, 2/26/2005. Amended Item b. and f., added size of publication by Motion #66, State Council Meeting, 7/15/2006. Eliminated two lines of reference to items f & g and added item h. USA/Canada Forum by Motion # 105, State Council Meeting, 10/7/2006.

++ HISTORY: (Formerly J-10) Adopted by Motion #97, State Council Meeting, 10/31/1998. Motion #199 dated 7/2/2006 change State Executive Secretary in Item 4 to Council Chair.

HISTORY: New policy approved upon conversion to Newspaper by Motion #92, State Council Meeting, 10/6/2007.

HISTORY: Motion #95, 6/19/16 State Council Meeting, to change to 10 issues and not exceeding 32 pages. Holiday greeting in the Dec/Jan issue.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 7/27/1980

POLICY J-5

TITLE: State Publication – Submission Deadlines & Guidelines

Page 1 of 2

Section 1: Deadlines

The Editorial Board will set submission deadlines based on the necessary timeline required to have the final publication received by the 1st of the month of publication.

Section 2: Submission Guidelines

Article and photo submissions guidelines will be determined by the Editorial Board. Complete guidelines are to be posted on the *Wisconsin Lion* section of www.wisconsinlions.org. A summary of the guidelines will be published monthly in the Wisconsin Lion.

The Council of Governors encourages Lions, Lioness and Leos to submit material and pictures of Lionism in Wisconsin. Material should reflect Lions projects and events of interest to all readers. Pictures should not portray any alcoholic beverages. * Photos should show Lions providing service; non action photos may not run more than on column wide.

New officer installations and new member inductions (unless over five) will not be printed. Group photos of the new Lions and their spouses may be published more than one column wide as space provides.

Obituaries will not be published in the Wisconsin Lion except in the following circumstances: A memorial/obituary story will be published in the general news section of the *Wisconsin Lion* upon the passing of any Wisconsin Lion Past International Directors or current International Directors. It is recommended that this story be placed on the front page whenever possible.

At the discretion of the sitting District Governor, a memorial/obituary story may be published on a district page for any deserving Lion who contributed greatly to that district or to Wisconsin Lion leadership.

Use of 1st Person – The use of 1st person is reserved for the following submissions:

- District Governor column
- International Director / Immediate Past International Director column
- Council Chair column
- Presidents of the Wisconsin Lions Foundation & Lions Eye Bank of Wisconsin columns
- Feature / People stories - Features are designed to bring the human element into the picture and may use first person. Example: A hard news story describes a club's donation to the Wisconsin Lions Camp. A feature story might focus on just one of the campers and how their experiences at the Wisconsin Lions Camp changed their lives.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 7/27/1980

POLICY J-5

TITLE: State Publication – Submission Deadlines & Guidelines

Page 2 of 2

	Subjective		Objective		Possessive	
	Singular	Plural	Singular	Plural	Singular	Plural
1 st Person	I	we	me	us	my/mine	our/ours
2 nd Person	you	you	you	you	your	your/yours
3 rd Person	he/she/it	they	him/her/it	them	his/her/hers/its	their/theirs

Religious References

As per the Lions Clubs International Purpose, Lions is a non-religious, non-political Association; therefore, the *Wisconsin Lion* does not publish any references to religion or politics.

HISTORY: New officer, new member mentions Adopted by Motion #100, State Council Meeting, 2/2/1992 New policy approved upon conversion to Newspaper by Motion #92, State Council Meeting, 10/6/2007. Motion #79, 3/2/2013 COG Meeting to approve changes to add last 2 paragraphs to Policy J-5, regarding memorials/obituaries. Remove, by Motion #62 “or of special interest” in paragraph 3 under section 2, State Council Meeting, 10/4/2014. Motion #97, 6/19/16 State Council Meeting, added to section 2: photos should show lions providing service, non action photos may not run more than one column wide. Group photos of the new Lions and their sponsors may be published more than one column wide as space provides. Motion #47, State Council Mtg 10/2/2016 – add the use of 1st person under section 2, and paragraph on Religious References.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/7/1982

POLICY J-6

TITLE: State Publication – Advertising

PAGE 1 of 2

Section 1: Guidelines & rate eligibility

The "*Wisconsin Lion*" advertising rates are as follows and governed by the policies included herein; complete advertising guidelines are to be posted on the *Wisconsin Lion* section of www.wisconsinlions.org.

3. Display Advertising

- a. No more than 2 pages of any *Wisconsin Lion* shall be devoted to paid advertising. Advertising will be accepted to the limit on a first come first run basis. State Convention promotion does not count against this total.
- b. Paid advertising may only run in the general news sections of the *Wisconsin Lion*.
- c. The following are eligible to purchase advertising at ½ the open rate:
 - i. Candidates for Lions office
 - ii. State Sporting event committees (bowling, curling, golf)
 - iii. Lions Pin Trading Club of Wisconsin
 - iv. Clubs or districts bidding for state sporting events or state convention
 - v. All Wisconsin Lions, Lioness and Leo Clubs.
- d. State curling & bowling committees will each be allowed up to a 32 column inch promotional advertisement (including registration form) in one issue per year at a cost of \$100.

4. Classified Advertising

- a. All paid classified advertisements will be charged at the published classified advertising rate with no discounts.
- b. Listings in the following classifications will be published at no charge as long as the ad is received on or before the published deadline: 100s, 600s & 700s.
- c. Club Anniversary listings with the club name and number of years will be published automatically and at no charge. Clubs wishing to further promote their anniversary may purchase additional advertising.

5. Advertising Inserts

- a. All advertising inserts will be charged at the published advertising insert rate with no discounts.
- b. Advertiser must provide insertion ready copies to the printer by the published deadline.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/7/1982

POLICY J-6

TITLE: State Publication – Advertising

PAGE 2 of 2

Section 2: Advertising Rates

a. Display Advertising

Contract Level		Open	3-6	7-11	12	Half Price
Rate/Col. In.		\$10	\$9	\$7	\$5	\$5
	# col. In.					
1/6 page	9	\$88	\$80	\$62	\$44	\$44
1/4 page	13	\$130	\$117	\$91	\$65	\$65
1/3 page	17	\$173	\$156	\$121	\$87	\$87
1/2 page	26	\$260	\$234	\$182	\$130	\$130
2/3 page	35	\$347	\$312	\$243	\$173	\$173
3/4 page	39	\$390	\$351	\$273	\$195	\$195
Full page	52	\$520	\$468	\$364	\$260	\$260

b. Advertising Insert Rate: \$30/cpm.

HISTORY: Items #1 and #2 established by Motion #229, State Council Meeting, 7/1/1982. Item #3 added by Motion #125, State Council Meeting, 3/12/1983 and revised by Motion #147, State Council Meeting, 7/2/1987. Item #4 added by Motion #126, State Council Meeting, 3/12/1983. Item #5 added on Motion #58, State Council Meeting, 10/26/1991. Rate revised effective 7/1/1993 by Motion #68 and #69, State Council Meeting, 10/31/1992. Frequency discounts and Item #6 added by Motion # 64, State Council Meeting, 2/5/1994. Item #3 rate revised by Motion #42, State Council Meeting, 7/21/01. Item #7 pertaining to Host Clubs/Districts added by Motion #146, State Council Meeting, 1/15/2005. New rates and guidelines added upon conversion to Newspaper by Motion #92, State Council Meeting, 10/6/2007. Item V of Part B Section 1 added by MOTION #165 and also to drop the “s” from Leos. State Council Meeting 5/15/2008. Added b. Paid advertising may only run in the general news sections of the Wisconsin Lion by Motion #125, State Council meeting, 3/6/2010. J-6 e, which stated the convention cmte spend \$1000 in the newspaper, be removed by motion #118, State Convention Council Meeting 5/15/2014. Motion #98, 6/19/16 State Council Meeting, added under Display Advertising: No more than 2 pages of any WL should be devoted to paid advertising. Advertising will be accepted to the limit on a first come first run basis. State Convention promotion does not count against this total. Page 2 of 2, all advertising rates changed.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/3/1988

POLICY J-7

TITLE: State Publication – Miscellaneous

Section 1: Complimentary Copies

It shall be the policy of the State Council to provide complimentary copies of the *Wisconsin Lion* publication as follows:

International Officers and United States Directors - one each
International Headquarters Department Heads - one each
Leader Dogs for the Blind
Wisconsin Lions Foundation
Lions Eye Bank of Wisconsin, Inc.
Wisconsin Historical Society
District Governors – five copies to be used at their discretion

Overrun copies shall be sent to the State Office.

In addition, the State Office shall be authorized to forward one copy to each Multiple District, which sends a copy of their publication to Wisconsin.

HISTORY: Motion #27, State Council Meeting, 7/27/1980. Revised by Motion #44, 7/26/81, by Motion #134, 5/14/1987, and by Motion #138, 3/6/1988. Revised to reflect current practice of reduction of International officers and International Headquarters staff by Motion #113, State Council Meeting, 1/12/2002. Inserted WLF copy and overrun statement per Council action 10/6/2007. Motion #92, State Council Meeting 10/6/2007. Removed State Office – five copies and replaced it with District Governors – five copies to be used at their discretion by Motion #126, State Council meeting, 3/6/2010. Motion #99, 6/19/16 State Council Meeting, change Wisconsin Lion to *Wisconsin Lion*.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 5/17/12

POLICY J-8

TITLE: State Publication – Editing of Articles Submitted

History: Policy J-8 rescinded at March 2, 2013 Council of Governors Meeting.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 7/24/1983

POLICY K-1

TITLE: State Pins - Design Contest

PAGE 1 of 2

It shall be the policy of the State Council to hold a contest, as deemed necessary, for the purpose of obtaining designs for the annual Wisconsin Lions trading pin.

Rules:

1. The contest shall run from July 1st to Dec 31st.

Trading Pin Design Criteria

Due to the need to establish a quality and uniform trading pin to represent the Lions of Wisconsin, the following criteria will be used in the design and production of the Wisconsin Lions trading pin:

1. Designs will feature up to a five pin series with one pin dedicated for each year of the series.
2. The theme of the series will be a topic representing the state and will be recommended by the pin committee and submitted to the Council of Governors for final approval.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 7/24/1983

POLICY K-1

TITLE: State Pins - Design Contest

PAGE 2 of 2

Ordering Instructions:

1. The Pin Chair shall prepare the number of drawings necessary for submission to a licensed agent of Lions Clubs International.
2. The samples and bids from suppliers shall be sent to the State Office Manager, and all samples and bids shall be forwarded to the State Council Chair.
3. The State Council shall review the bids and samples, and determine the successful bidder, after which the State Office Manager shall order the quantity determined by the Council.
4. If for economic or other reasons a change of supplier is deemed necessary by the Council, a sample shall be submitted by that supplier to the State Office for approval.
5. All pins shall be shipped to the State Office for distribution according to the directions of the Council of Governors.

HISTORY: Adopted by Motion #30, State Council Meeting, 7/27/1980. Revised by Motion #38, State Council Meeting, 7/24/1983. Replaced Council of Governors with State Pin Committee in Rules #1, #2, and, added December 31 deadline, and added section on design criteria, Motion #40, State Council Meeting, 7/17/2004. Motion #200 dated 7/2/2006 provided for a pin series up to 5 years. Motion #90, State Council Meeting 6/19/16 to hold a pin design contest as deemed necessary, delete all rules except "The contest shall run from July 1st to Dec 31st."

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 10/27/1990

POLICY K-2

TITLE: State Pins - Distribution

Each year, Multiple District 27 authorizes and purchases a distinctive Lions pin. These pins are available for sale to the Lions, Lioness and Leo's of Multiple District 27 at a price determined by the Council. Additional pins may be distributed without charge to International Convention attendees.

It shall be the policy of the Council that the International Convention attendee pins be distributed only to Lions attending the International Convention.

It shall further be the policy of the Council to distribute 10 pins without charge to each Lion who qualifies under the preceding paragraph. Five of the 10 pins shall be of the current year and the other five pins shall be of the oldest pin stock remaining at the State Office. These pins will be distributed only at the International Convention unless the convention is outside the continental United States. In that situation distribution prior to departure will be arranged.

Pins shall not be distributed to or for Lions who are not in attendance at the International Convention.

Distribution of pins for dignitaries shall be as follows:

District Governor	25
District Governor-Elect	25
Past International Directors who attend the International Convention	15
Council Chair	15
International Director or International Director Candidate	50

The Wisconsin buttons will be distributed to Lions purchasing Wisconsin Breakfast tickets. The number distributed will be equal to the pin distribution. International Director or International Director Candidate will receive up to 1,000 buttons on an annual basis.

HISTORY: Motion #106, State Council Meeting, 3/8/1981. Modified by Motions #110, State Council Meeting, 2/6/1983 and #138, State Council Meeting, 3/6/88. Allocation of 50 pins to International Manager deleted by Motion #78, State Council Meeting, 10/27/1990. Policy modified by Motion #151, State Council Meeting, 6/25/1992. Pin distribution clarified and stick-on distribution added by Motion # 65, State Council Meeting, 2/5/1994. Added allotment for stick-ons for International Director or International Director Candidate to 1,000 on an annual basis by Motion #130, State Council Meeting, 3/2/96. Motion #201 dated 7/2/2006 replace State Executive Secretary with Council Chair. Motion #91, State Council Meeting 6/19/16 to add Lioness and Leo's to first paragraph along with Add'l pins may be distributed. Second paragraph change to attendee pin distributed only to Lions attending the Int'l Convention. Quantity of pin distribution changed from 50 to either 25 or 15. Word Stick-ons changed to buttons.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 7/17/2004

POLICY K-3

TITLE: Prestige Pins

HISTORY: Policy formally adopted by Motion #41, State Council Meeting, 7/17/2004. Motion #92, 6/19/16, State Council Meeting, to delete Policy K-3 as these pins are no longer available.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 5/6/1982

POLICY L-1

TITLE: Statewide Fund-Raising Projects or Programs

The Multiple District 27 Constitution provides that all statewide fund-raising projects or programs must have the approval of the State Council.

In order to co-ordinate any such project or program, requests to become a statewide fundraising project or program shall first submit an application to the Council of Governors for approval. A copy of the application shall be forwarded to the Wisconsin Lions Foundation for a recommendation before Council action will be taken.

Once a project has been approved to be statewide, that project is subject to an annual review of its statewide status by the Council of Governors at the Multiple District 27 State Lions Convention Council Meeting held in May. The review shall include, but not be limited to such examples as number of dollars raised, number of clubs that participated, number of districts involved, number of people helped and any other additional information pertinent to renewal of statewide status.

All applications for review must be received in the State Office 30 days prior to the State Convention.

Approval of a project or program to become statewide by the Council of Governors does not mandate individual sub-districts to participate.

HISTORY: Reaffirmed by Motion #201, State Council Meeting, 5/6/1982. Policy has been in force for many years. Revised to include programs, application process and deadline and annual review at May Council meeting by Motion #184, State Council Meeting, 3/01/2003. Motion #117, 5/4/17 to remove Article IV, Section 7 and that all proceeds must go to the WLF. Add that all applications must be received in the State Ofc 30 days prior to the State Conv.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 1/12/2002

POLICY L-2

TITLE: Lions International Contests

All Sub-Districts in the State are invited to participate in the Lions Clubs International Contests like the Peace Poster Contest, Essay Contest, or any others approved by Lions Club International by encouraging clubs to sponsor the contest locally and forward winning entries for District-wide judging.

All winning Sub-District contest winners are to be forwarded to the Council Chair by the contest deadline date established by Lions Clubs International. District contest winners received after that date can only be included if the Council Chair feels it's appropriate to include them due to circumstances, and that they are received before the scheduled judging date for selecting the Multiple District winner.

The Council Chair will arrange for appropriate judging of the Sub-District entries following the contest guidelines and deadline dates. One winner from each contest will be forwarded from the Multiple District to Lions Clubs International for continued competition. In addition, a second and third place winner will be determined for the Multiple District contest. No District Governor shall be part of the judging committee.

The Council Chair will notify all the District Governors in which the first, second and third place come from.

The Council Chair will also notify the State Treasurer of the winners and authorize the State Treasurer to prepare the prize checks.

Prize money is budgeted for each winner as follows:

1st Place - \$100

2nd Place - \$ 75

3rd Place - \$ 50.

In the case where a tie should occur, those individuals who tie would both receive the same prize money (tie for first = \$ 100, \$100 and \$50; tie for second - \$100, \$75 and \$75; tie for third = \$ 100, \$75, \$50 and \$50).

The prize checks will be given to the respective District Governors to present in the District at some special event.

The entries and/or copies of them will be displayed at the state convention. The State office Secretary working with the Convention Committee will make appropriate arrangements.

HISTORY: Policy adopted by Motion #111, State Council Meeting, 1/12/2002. Motion #106, Council of Governors meeting 3/7/2015 to include changing the title to "Lions Int'l Contests" and add the Essay contest and Environmental contest and/or any other approved contest by Lions Int'l. Motion #118, 5/4/17 to remove Environmental Photo Contest as it is no longer available with LCI.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/10/1990

POLICY M-1

TITLE: Mailing Lists

Article XII of the Multiple District 27 By-Laws prohibits the furnishing of any list of members to any person for their personal advantage or gain.

In order to properly observe this provision, it shall be the policy of the Council to require any request for a mailing list to contain, at a minimum, the following information and enclosures:

1. Name and address of person requesting the list; if requested for use by an organization, the name and address of the organization.
2. Purpose for which the mailing list is to be used.

Written assurance that the list will not be given or sold to others, and will be used one-time only for the stated purpose.

An exact copy of the material being mailed shall accompany the request.

Requests for lists not conforming to the above minimum standards shall be returned to the author to obtain missing information before Council action is taken on the merits of the request.

The Council shall only supply mailing labels of the Multiple District Directory. Any approved requests for lists not obtainable from the Directory shall be referred to the organization that, in the Council's opinion, has the information available.

The Council may also authorize the purchase of mailing lists from Lions Clubs International, with the costs to be borne by the individual or organization requesting such lists. Mailing labels of Presidents or Secretaries shall be offered to clubs bidding for statewide events or individuals seeking International office at cost of \$50.00 per set. Mailing labels of Presidents or Secretaries may be offered to the Lions Eye Bank of Wisconsin, Inc. when requested at a cost of \$20.00 per set.

HISTORY: Motions #75 and #7, State Council Meeting, 2/7/1981. Final sentence added by Motion #94, State Council Meeting, 3/10/1990. Individuals for International office added on Motion #82, State Council Meeting, 11/1/1992. Lions Eye Bank added by Motion #55, State Council Meeting, 7/24/1999. Inclusion of one-time usage, specification of labels only and the requirement of exact materials being mailed added by Motion #181, State Council Meeting, 3/01/2003.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 10/27/1990

POLICY N-1

TITLE: Multiple District 27 Lions Affiliate Clubs
State Advisory Committee

While the Lioness program is recognized by Lions Clubs International as a Lions Club affiliate, rather than a District or Multiple District program, the need exists for coordination of the Lioness program on a Multiple District level.

In order to accomplish this coordination, the Council recognizes the need for a Lions Affiliate Clubs State Advisory Committee, which shall be composed of the Lions Affiliate Clubs District President or Lions Affiliate Clubs District Associate, and each Lions Affiliate Clubs District Chair in Multiple District 27. Others may be invited by the Committee to serve on the Committee.

The Multiple District Lions Affiliate Clubs Chair appointed by the State Council shall serve as Chair of this Committee. Any other officers shall be elected by the Committee. Copies of all correspondence shall be sent to the State Office Manager for distribution to the Council of Governors.

Meetings of the Committee shall be open to anyone interested in attending.

The goals and objectives of the State Lioness Advisory Committee shall be:

1. To promote the Lioness program in the State of Wisconsin, within each community, District and on a statewide basis.
2. To improve the relationships between the Lioness Clubs and Lions Clubs through better understanding of the role and responsibilities of each club to the other.
6. To keep the general public informed of the Lioness program and the activities of the individual clubs as well as District and State projects.
7. To promote and encourage cooperation among Lioness Clubs in Wisconsin through participation in District and State activities and fundraisers.

No funds for the operation of this Committee shall be provided by the Council. Any funds needed for the operation of the Committee shall be solicited directly from the Lioness Clubs or Lions Affiliate Clubs Districts. An accounting of all funds received and expended shall be made to the Council at least annually. The Council shall not be responsible for any deficits incurred by the Committee.

HISTORY: Adopted by Motion #145, State Council Meeting, 3/5/1989. Substantially revised by Motion #158, State Council Meeting, 6/22/1989. Terminology changed to "affiliate" by motion #76, State Council Meeting, 10/27/1990. Updated District and Multiple District Titles by Motion #104, State Council Meeting, 2/5/1995.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/2/1991

POLICY N-2

TITLE: Research and Long Range Planning Committee

Article IV, Section 11f of the By-Laws of Multiple District 27 provides that the duties of the Research and Long Range Planning Committee shall be "as directed by the Council".

In compliance with this provision, the goals, objectives and procedures of the Committee shall be:

1. To promote and improve the Lions program in the State of Wisconsin, on a state-wide basis.
2. To envision the future and find the best way to "Serve" economically, physically, psychologically and socially.
3. All suggested subjects to be presented to the Committee for consideration shall be presented from one of the following bodies:
 - a. The Council of Governors
 - b. A Multiple District (State) Committee
 - c. The District Governor on behalf of his District
 - d. At the discretion of the Committee.
4. All suggested subjects presented to the Committee shall be in writing.
5. All subjects addressed by the Committee shall be submitted to the Council for approval or their recommendation for further action.
6. The Committee shall report to the Council after every meeting.

HISTORY: Adopted by Motion #108, State Council Meeting, 2/2/1991

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 5/16/1991

POLICY N-3

TITLE: State Youth Exchange Committee

PAGE 1 of 2

The Multiple District Youth Exchange Committee is established by the Multiple District By-Laws. In order to establish controls consistent with the Multiple District Constitution and By-Laws, this policy shall govern the conduct and operation of the Youth Exchange Committee.

1. All funds pledged by each sub-district are to be received by the Wisconsin State Lions office to support the Youth Exchange Budget. Any funds forwarded directly by Lions, Lioness, or Leo clubs to the Wisconsin State Lions office shall be forwarded to the appropriate sub-district. An annual notification shall be made to the sub-districts in an amount set by the Council. Sub-districts shall be encouraged to establish budgets to support the Youth Exchange Committee's activities.
2. The Youth Exchange Committee shall prepare an annual budget and submit it to the Council no later than the week before the State Convention or at such earlier time as necessary to be included in the preparation of the state budget as called for in Policy B-8. This budget shall include rationale explaining receipts and expenses.
3. If it becomes apparent that expenses will exceed approved amounts, program cuts will need to be enforced. Changes to the budgeted amounts can only be approved by the Council of Governors prior to expenditure.
4. All funds raised by the Youth Exchange Committee shall be used for the operation of the Youth Exchange Camp, or for the benefit of the participating youth.
5. The Youth Exchange Committee is encouraged to raise funds from all sources, including those outside Lionism.
6. Participation in the Youth Exchange program shall include youths from other countries visiting Wisconsin as well as Wisconsin youths visiting other countries.
7. Reasonable efforts shall be made to provide Youth Exchange participants with materials that promote Wisconsin and Wisconsin Lionism. In this regard the State Lions shall provide up to 100 of the current state pins to the Committee.
8. The Youth Exchange Committee shall appoint one of its members as Treasurer. The duties of the Treasurer shall include:
 - a. Recommendation for approval of expenditures related to the Youth Exchange Camp submitted for payment to the State Office.
 - b. The State Office will provide the Youth Exchange Committee Chair an advance of \$3,500 in April to cover incidental costs related to the operation of the Youth Exchange Camp. Incidental costs are those that relate to the operation of the camp, such as food, materials and supplies. Expansion of the definition of incidental costs will not be allowed without the approval of the Council of Governors.
 - c. Provide a full accounting of expenditures, with receipts, to the Council of Governors Treasurer within thirty (30) days of the close of the Youth Exchange Camp.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 5/16/1991

POLICY N-3

TITLE: State Youth Exchange Committee

PAGE 2 of 2

9. The Youth Exchange Committee Chair or his/her designee shall report to the Council of Governors at their second regularly scheduled Council meeting. The report shall include all activities undertaken and a comparison of actual to budgeted expenditures.

HISTORY: Policy adopted by Motion #161, State Council Meeting, 5/16/1991. Revised by motion #124 State Council Meeting, 2/3/2001. Revised by motion #99 State Council Meeting 10/6/2007. Revised by motion #175, State Council Meeting 3/7/2009. Motion #123, State Convention Council Meeting 5/15/14, to YE donations will go to the district level and then the district will cut one check to the MD, removal of "other approved programs", and change to the method and amount to advance for expenses.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/6/1993

POLICY N-4

TITLE: Wisconsin Lions Youth Camp

PAGE 1 of 2

Camp Policy - General

Policy Applicable to: Unless otherwise stated, this policy applies to everyone attending the camp including, but not limited to: visitors, adults, counselors, campers and staff.

This policy applies to ALL camp activities.

Violation of Policy: Any violation of these policies will result in immediate dismissal.

Language: The official language shall be English. Foul language will not be tolerated.

Age Requirement: Campers will be between the ages of 17 to 21 inclusive. In special cases, the age limit can be waived by a majority vote of the State Youth Exchange committee.

Program Participation: ALL exchange youth shall be invited to attend camp, dependent upon availability.

Specific Rules

Pyrotechnic Devices: The use of pyrotechnic devices (fireworks, sparklers, etc.) is strictly forbidden.

Prescription Drugs: All prescription drugs must be registered with the camp nurse or Head Counselor if no nurse is present. The nurse or Head Counselor will control the administration of such drugs. A secured area shall be provided for the safekeeping of all drugs and medications.

Illegal Drugs: The use or possession of illegal drugs is strictly forbidden.

Hazing: Any form of hazing, harassment, abuse or humiliation is strictly forbidden.

Alcohol: The use of alcohol or other intoxicating beverages is strictly forbidden.

Driving: Driving of motorized vehicles is strictly forbidden.

Smoking/Tobacco Products: Smoking shall be confined to the designated area. Use of other tobacco products is prohibited. This is per Wisconsin Statute § 254.92 (2001).

Swimming: All camp attendees must pass a swimming test in order to swim beyond the roped shallow area. No one is allowed to swim unless a lifeguard is on duty.

Boating: The use of boats as diving platforms is prohibited. Life jackets or approved floatation devices must be used while boating. Non-swimmers must be accompanied by qualified swimmers with permission from an on-duty lifeguard.

Clothing: Appropriate attire must be worn at all times. String/throng bikinis, transparent swimwear or any attire deemed by the Camp Director to be inappropriate are prohibited.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/6/1993

POLICY N-4

TITLE: Wisconsin Lions Youth Camp

PAGE 2 of 2

Telephone: Use of the camp telephone must be authorized by a Lion Youth Exchange Camp Director. Long distance calls can only be made by credit/calling card or by calling collect.

Romance: Romantic involvement among any camp participants is strongly discouraged.

Housing: Separate housing quarters are provided for males and females. At no time are campers or counselors allowed to enter the quarters of the opposite sex.

Campgrounds: Campers and counselors are not allowed to leave the campgrounds except during scheduled activities.

Work Schedules/Camp Rules: These will be posted the first day at camp and will be adhered to as part of camp life.

Curfew: Camp shutdown will be at 12:30 AM unless superseded by a scheduled activity. Quiet time in sleeping quarters shall be at 10:00 PM. Consideration of those wanting to rest should be observed during quiet time.

Activities: All campers are required to participate in all scheduled activities unless excused for medical or personal reasons.

Medical Emergencies: The camp director and camp nurse shall determine when, if and how a camp attendee will be transported for medical emergencies.

Trips:

General: When away from camp on trips, unless otherwise instructed, campers and counselors are to wear youth exchange apparel issued at camp. Campers and counselor must stay with their assigned group.

Buses: Bus company and bus driver rules apply and must be conformed to.

HISTORY: Adopted by Motion #133, State Council Meeting 3/6/1993. Revised by Motion #121, State Council Meeting 9/1994. Revised by Youth Exchange N-4 Committee 10/9/2006 to be presented to State Council for approval. Approval by Motion #147, State Council Meeting 3/4/2007.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATED ADOPTED: 9/30/1995

POLICY N-5

TITLE: Multiple District Chairmen required by Lions Clubs International

Lions Clubs International requires that certain chairmen be appointed by the Multiple District. In order to clarify the status of chairmen appointed by the State Council and avoid unnecessary duplication and confusion, the following policy shall be followed for appointing the chairmen required by Lions Clubs International:

The Multiple District International Relations Chair shall be the current or most recent International Director.

The Multiple District Youth Exchange Chair/Co-Chairmen shall be the Chair/Co-Chairmen of the State Youth Exchange Committee.

HISTORY: Adopted by Motion #79, State Council Meeting 9/30/1995. SightFirst Chair added by Motion #173, State Council Meeting, 5/16/1996. SightFirst Chair deleted by Motion #106, State Council Meeting, 1/26/1997. Added Co-Chairmen to Youth Exchange Committee by Motion #44, State Council Meeting 7/25/1998. Reporting of State Executive Secretary to LCI added by Motion #85, State Council Meeting, 10/8/1999. Motion #202 dated 7/2/2006 eliminated any reference to State Executive Secretary.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 11/1/92

POLICY N-6

TITLE: State Convention Song Leader & Sergeant-at-Arms Chair

History: Adopted by Motion #93 State Council Meeting 11/1/92. Motion #77, 1/11/14 Council of Governors Meeting, to remove Policy N-6.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 1/4/2003

POLICY N-7

TITLE: MULTIPLE DISTRICT USA/CANADA LIONS
LEADERSHIP FORUM PUBLIC RELATIONS CHAIR

The USA/Canada Lions Leadership Forum Office has requested that each Multiple District appoint a Multiple District Public Relations Chair for the purpose of promoting the USA/Canada Lions Leadership Forum.

The State Council shall appoint a qualified Lion for this position at the July Council of Governors meeting.

HISTORY: Adopted by Motion #154, State Council meeting, 1/04/2003.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/01/2003

POLICY N-8

TITLE: Multiple District Public Relations Coordinator

The Multiple District Public Relations Coordinator shall be appointed by the State Council at their July Council Meeting.

The Multiple District Public Relations Coordinator shall plan programs that will assist in developing and maintaining good public relations between the districts within the Multiple District and the general public.

The Multiple District Public Relations Coordinator shall cooperate with the editor of the Wisconsin Lion newspaper in providing news articles and stories of activities as submitted by the District Public Relations Directors newspaper editors.

The Multiple District Public Relations Coordinator shall cooperate with the Multiple District Information Technology Chair to provide articles and stories as submitted by the District Public relations Directors committee to be placed on the Multiple District webpage.

The Multiple District Public Relations Coordinator shall stimulate and supervise publicity for the Multiple District. Multiple District Public Relations Coordinator He/she shall act to build good public relations between the Multiple District and the sub-districts.

The Multiple District Public Relations Coordinator shall be responsible for coordinating efforts and resolving conflicts of interest and cross interests between the Public Relations committee, the IT committee and the Wisconsin Lion Newspaper committee.

HISTORY: Policy adopted by Motion #183, State Council meeting, 3/01/2003. Motion #79, Council Meeting 1/11/14 to change wording of policy N-8 to read "the adhoc evolving communications cmte will now become the combination of newspaper, IT and public relations, and the public relations coordinator will now become the overseer of all these groups.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 10/4/2014

POLICY N-9

TITLE: GUIDELINES FOR AD HOC COMMITTEES

1. Ad Hoc Committees

Definition

An ad hoc committee is a special committee appointed by the Council of Governors to study a specific matter of interest to the State which (1) may not be within the jurisdiction of a standing committee, or (2) requires study which cannot be performed by a standing committee because of the time required for the study or the special expertise required of members of the ad hoc committee.

Mission

A clear mission statement shall be developed for each ad hoc committee. The mission statement shall include measurable objectives by which the committee's performance may be evaluated. These objectives shall include "interim" benchmarks by which periodic progress may be measured.

Term

The term of an ad hoc committee shall be no more than one year but can be extended by the COG.

Funding

Funding if necessary will be subject to budgetary constraints.

Reporting

The ad hoc committee shall give a status report directly to the Council of Governors.

HISTORY: Adopted by Motion #64, State Council Meeting, 10/4/2014.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/12/16

POLICY N-10

TITLE: MD27 STATE OPERATIONS COMMITTEE

The purpose of this committee is to assist the current Council in an advisory capacity only, in maintaining consistency, accuracy and historical perspective as it relates to the operations of the State Office.

The committee may provide guidance and information to the Council on the operation of the State Office when requested by the Council Chair. This may include, but not limited to, the areas of finances/budgeting/auditing, personnel/human resources and policies.

This committee shall be comprised of the current Council Chair, Immediate Past Council Chair, one Past International Director to provide historical perspective, one Lion (preferably Past District Governor) with personnel/human resources background, one Lion (preferably Past District Governor) with financial/accounting background and the current International Director when available.

The current Council Chair shall be the Chairperson of this committee. Committee members, other than the current Council Chair, IPCC and the current ID shall serve a three year term (past ID and two lions). Upon completion of the three year term, individuals must take one year off before applying again.

All applicants must submit their names to the Council Chair and be approved by the Council of Governors.

In order to get committee members on a rotating basis, the first day this policy becomes effective, the following will apply: the PID will serve a one year term; the PDG with the financial/accounting background will serve a two year term; and the PDG with the personnel/human resources background will serve a three year term.

If any individual leave the committee prior to completion of their term, the Council Chair shall solicit names for replacement and submit them to the Council of Governors to complete the term of the individual leaving.

This committee will meet on an as need basis as called by the current Council Chair. Primary communications will be done by phone, video conference or other communication system(s). If required, and with approval of the Council, a face to face meeting may take place. The location will be determined by the Council Chair and mileage will be reimbursed in conformance with LCI's general reimbursement policy.

History: Adopted 3/12/16. Motion #93, 6/19/19 State Council Meeting.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/2/1992

POLICY 0-1.1

TITLE: First Vice District Governor

PAGE 1 OF 2

QUALIFICATIONS:

Districts shall provide in their constitution and by-laws for the office of First Vice District Governor. Because the First Vice District Governor is the most likely successor to the office of District Governor, the qualifications for the two positions are similar.

As stated in Article IX, Section 6(b) of the By-Laws of the Lions Clubs International Constitution, a candidate for the office of First Vice District Governor shall:

- 1) Be an active member in good standing of a chartered Lions Club in good standing in their single or sub-district.
- 2) Secure the endorsement of their Club or a majority of the Clubs in their single or sub-district.
- 3) Currently be serving as the Second Vice District Governor within the district from which they are to be elected.
- 4) Only in the event the current Second Vice District Governor does not stand for election as First Vice District Governor, or if a vacancy in the position of Second Vice District Governor exists at the time of the district convention, any club member who fulfills the qualifications for the office of second vice district governor as set forth in the Lions Clubs International Constitution and By-Laws shall fulfill the requirements of subsection 3 of this policy.

ROLE AND RESPONSIBILITIES:

The First Vice District Governor, subject to the supervision and direction of the District Governor, shall be chief administrative assistant to the District Governor. The First Vice District Governor specific responsibilities as outlined in Article X, Section 2(b) of the By-Laws of the Lions Clubs International Constitution shall be to:

- i. Further the purposes of this association.
- ii. Play an active role in membership development including extension of new clubs and leadership development within the district.
- iii. Become familiar with the duties of the District Governor so in the event of a vacancy in the office of District Governor they will be better prepared to assume the duties and responsibilities of said office.
- iv. Perform such administrative duties as may be assigned by the District Governor.
- v. Perform such other functions and acts as may be required of him/her The First Vice District Governor by the International Board of Directors and other directives.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 2/2/1992

POLICY 0-1.1

TITLE: First Vice District Governor

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Role and Responsibilities continued:

- vi. Actively participate in all cabinet meetings and conduct all meetings in the absence of the District Governor.
- vii. Participate in Council of Governors Meetings as appropriate, if invited to do so.
- viii. Participate in the preparation of the district budget.
- ix. Engage actively in all matters to be continued into any subsequent Lionistic year(s).
- x. At the request of the District Governor, supervise appropriate district committees and participate in the review of strengths and weaknesses of the district.

Other related duties may include, but are not limited to:

- 1. Attend zone meetings.
- 2. At the direction of the District Governor, work with weak clubs.
- 3. Serve as liaison between District Governor and District Committee chairs.
- 4. Assist the District Governor in their official club visits as requested.
- 5. Assist with special problems as directed by the District Governor.

The First Vice District Governor, although an elected position, has no implied authority within the District other than that delegated to the First Vice District Governor by the District Governor or as provided for in the International Constitution and By-Laws.

HISTORY: Adopted by Motion #101, State Council Meeting, 2/2/1992. Title changed to Vice District Governor by Motion #105, State Council Meeting, 2/5/1995. Duties of MERLO Chair and attendance at Council meetings added by Motion #211, State Council meeting, 5/12/2005. Changed title to First Vice District Governor and duties brought into accordance with Lions Clubs International Constitution and By-Laws by Motion #176, State Council Meeting, 3/7/2009.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/7/2009

POLICY 0-1.2

TITLE: Second Vice District Governor

PAGE 1 OF 2

Qualifications:

Districts shall provide in their constitution and by-laws for the office of Second Vice District Governor. Because the Second Vice District Governor is the most likely successor to the office of First Vice District Governor, the qualifications for the two positions are similar.

As stated in Article IX, Section 6(c) of the By-Laws of the Lions Clubs International Constitution, a candidate for the office of Second Vice District Governor shall:

1. Be an active member in good standing of a chartered Lions Club in good standing in their single or sub-district.
2. Secure the endorsement of their Club or a majority of the Clubs in their single or sub-district.
3. Have served or will have served at the time they takes office as Second Vice District Governor:
 - a) As president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions Club for no less than two (2) additional years; and
 - b) As zone Chair or region Chair or cabinet secretary and/or treasurer for a full term or major portion thereof.
 - c) With none of the above being accomplished concurrently.

Role and Responsibilities

The Second Vice District Governor is subject to the supervision and direction of the District Governor. His/her specific responsibilities as outlined in Article X, Section 2(c) of the By-Laws of the Lions Clubs International Constitution shall be to:

1. Further the purposes of this association.
2. Actively participate and inspire other district officers to administer and promote effective membership growth and new club organization.
3. Perform such duties as assigned by the District Governor, including assisting the district GMT retention Chair.
4. Perform such other functions and acts as required by the policy of Lions Clubs International.
5. Actively participate in all cabinet meetings and conduct all meetings in the absence of the District Governor and the First Vice District Governor.
6. Participate in the preparation of the district budget.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/7/2009

POLICY 0-1.2

TITLE: Second Vice District Governor

PAGE 2 OF 2

Role and Responsibilities continued:

7. Actively engage in all matters to be continued in any subsequent Lionistic year(s).
8. At the request of the District Governor, supervise all appropriate district committees and participate in the review of strengths and weaknesses of the district.

Other related duties may include, but are not limited to:

- 1) Attend zone meetings.
- 2) At the direction of the District Governor, work with weak clubs.
- 3) Serve as liaison between District Governor and District Committee chairs.
- 4) Assist the District Governor in their official club visits as requested.
- 5) Assist with special problems as directed by the District Governor.

The Second Vice District Governor, although an elected position, has no implied authority within the District other than that delegated to him/her by the District Governor or as provided for in the International Constitution and By-Laws.

HISTORY: Adopted by Motion #177, State Council Meeting, 3/7/2009.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 10/24/1993

POLICY O-2

TITLE: DG Elect Orientation

The first or second Saturday in June is designated as the day for providing orientation to the District Governor Elects for the subsequent year. The orientation will be conducted by the Leadership Chairmen, WLF representatives and others who may be designated. A portion of the orientation will be held at the Wisconsin Lions Camp.

The orientation may include Friday evening before or Sunday morning after the first or second Saturday in June.

HISTORY: Adopted by Motion #48, State Council Meeting, 10/24/1993. Added second paragraph to read "The orientation may include Friday evening before or Sunday morning after the First Saturday in June" by Motion # 128, State Council meeting, 3/6/2010

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 7/26/1992

POLICY P-1

TITLE: Statement of Policy - Lioness Club Program

PAGE 1 of 4

STATEMENT OF POLICY OF COUNCIL OF GOVERNORS OFFICIALLY SANCTIONING AND IMPLEMENTING LIONESSE CLUB PROGRAM

1. A Lioness Club program is hereby established as an official program of Multiple District 27. It shall be affected and implemented solely in accordance with policy established from time to time by the Council of Governors of Multiple District 27.
2. Purpose: The purposes of this program are:
 - b. To enable individuals in communities in Wisconsin to cooperate with Lions clubs in carrying out their service programs and activities.
 - c. To provide community service opportunities for individuals.
 - d. To unite members of Lioness clubs in friendship, fellowship and mutual understanding.
3. Name and Emblem:
 - a. The name of this program shall be the Lioness Club Program and all clubs recognized there-under shall be known as Lioness clubs.
 - b. The emblem of the Lioness Club Program and of each club shall be a script form capital letter "L" with the association emblem in the center of the stem of the letter "L" and the phrase "Lioness Club" in print across the bottom leg of the letter "L".
 - c. The Lioness club name and emblem are the sole property of Lions Clubs International and all ownership rights in and all obligations with respect to protection and preservation thereof shall rest in and is retained by Lions Clubs International.
 - d. A Lioness club sponsored by one Lions club may take the name of its sponsoring Lions club or with the approval of the sponsoring Lions club may take a name reflecting the place area or region in which it is located, providing such name is not the name of another existing Lions or Lioness club.
 - e. A Lioness club sponsored by more than one Lions club may take a name reflecting the place, area or region in which it is located providing such name is not the name of another Lions or Lioness club.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 7/26/1992

POLICY P-1

TITLE: Statement of Policy - Lioness Club Program

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4. Jurisdiction: The Council of Governors of Multiple District 27 shall have and does hereby retain all authority, control and supervision over all aspects of the Lioness Club Program, including but not by way of limitation, establishment and implementation of constitutional, organizational, procedural and all other operating requirements of said program and methods for enforcement of the same.

- a. Constitution:

1. The Council of Governors of Multiple District 27 shall frame, and all Lioness clubs shall adopt and be governed by a Standard Lioness Club Constitution.
2. All Activities, projects and programs of Lioness clubs shall be conducted in harmony with the policies of the Council of Governors and the Standard Lioness Club Constitution, and all amendments thereto. The Council of Governors of Multiple District 27 only, shall have power to amend the Standard Lioness Club Constitution.
3. Each Lioness club may adopt bylaws which shall be consistent with the Standard Lioness Club Constitution. Such bylaws and any subsequent amendments thereto shall be subject to the approval of the sponsoring Lions club(s).

- b. Sponsorship:

1. No group or organization shall be recognized as a Lioness club by Multiple District 27 unless sponsored by a Lions club. No Lions club may sponsor a Lioness club except in accordance with the Lioness Club Program policies established from time to time by the Council of Governors of Multiple District 27.
2. The sponsoring Lions club is responsible for organization, supervision and guidance of the Lioness club, which club shall be recognized by Multiple District 27 so long as it operates within the policies established by Multiple District 27.
3. Two or more Lions clubs may jointly sponsor a Lioness club upon written approval of the Council of Governors provided that one Lions club is designated as the liaison for instruction, direction and mailing from Multiple District 27.
4. A Lions club may sponsor a Lioness club that meets the requirements of Lioness membership.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 7/26/1992

POLICY P-1

TITLE: Statement of Policy - Lioness Club Program

PAGE 3 of 4

c. Operating Procedures:

1. A Lions club may request recognition from Multiple District 27 of a Lioness club, upon submission to the District Governor of necessary forms containing names and addresses of members and officers elected, verification of adoption of the Standard Lioness Club Constitution by its members, and evidence that a license to use the Lioness emblem has been granted by Lions Clubs International.
2. Acknowledgment of recognition signed by the Council Chair shall be forwarded to the sponsoring Lions club president.
3. Thereafter, the Lioness club secretary shall submit to the District Governor an up to date membership report which includes Lioness club officers and members and the name of the current Lioness club liaison, with a copy to the sponsoring Lions club and the district Lioness club chair on or before the first day of July each year.
4. Each Lioness club may secure for its members items bearing the Lioness club emblem, other merchandise in the official supply catalog and club materials from the Lions Clubs International in accordance with procedures established from time to time by Lions Clubs International.
5. Financing the cost of the Lioness Club Program:
 - a. No part of the expenses of Lioness club officers or meetings of Lioness clubs or groups of Lioness clubs shall be paid by Multiple District 27.
 - b. It is the responsibility of the respective Lioness club membership to raise the funds necessary to carry out the program of the club.

e. Sanctions:

1. A member of a Lioness club shall relinquish all rights and privileges pertaining to membership therein, including the right to wear and display the Lioness club emblem when the individual's membership, or the existence of the club is terminated.
2. The existence of a Lioness club shall be terminated:
 - a. Upon vote of its membership, or
 - b. withdrawal of sponsorship by its sponsoring Lions club, or
 - c. withdrawal of recognition by Lions Clubs International or Multiple District 27 Council of Governors with or without the consent of the sponsoring Lions club.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATED ADOPTED: 7/26/1992

POLICY P-1

TITLE: Statement of Policy - Lioness Club Program

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ADDITIONAL STATEMENTS

1. Lions Affiliate Clubs District Chair

The position of district Lions Affiliate Clubs Chair, when established, may be filled only by a Lion whose primary function is to provide information on the Lioness Club Program and help, when requested, in the formation of new Lioness clubs. It should be pointed out district governors are not required to fill the position of Lions Affiliate Clubs District Chair unless at least one Lioness club is established in the district or efforts are being made to initiate this program in the district.

2. Lions Affiliate Clubs Associate District Chair

The position of Lions Affiliate Clubs Associate District Chair is an optional appointment made at the discretion of the district governor in those Lions districts where a Lions Affiliate Clubs district has not been formally established. The appointee to this position shall be a Lioness club member whose primary function is to assist the Lions Affiliate Clubs District Chair in promoting the Lioness Club Program and help when requested in the formation of new Lioness clubs. The name and address of the appointed Lions Affiliate Clubs Associate District Chair shall be reported to the State office annually.

3. Lioness Club Liaison

- a. Each Lions Club sponsoring a Lioness club shall appoint a Lion member after consultation with the said Lioness club as the club liaison.
- b. The name and address of the Lion appointed by the sponsoring Lions club as Lioness club liaison is to be reported to the State office annually. Provision should be made for reporting this appointment on the incoming officer form. Responsibilities of this position include details on the current membership of the Lioness Club. Copies of both reports are to be submitted to the district governor and Lions Affiliate Club District.

4. Certificate of Organization

The Lioness Club Certificate of Organization shall show the endorsements of the District Governor and the president of the sponsoring Lions club.

HISTORY: Adopted by Motion #39, State Council meeting 7/26/1992. Lioness Chair changed to Lions Affiliate Clubs Chair by Motion # 106, State Council meeting, 2/5/1995.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 6/25/1992

POLICY P-2

TITLE: Standard MD 27 Lioness Club Constitution

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STANDARD MD 27 LIONESS CLUB CONSTITUTION

ARTICLE I

Name

1. The name of this organization is the Lioness Club.

ARTICLE II

Purpose

1. The purposes of this club shall be:
 - a. To cooperate with the Lions Club(s) of _____ in carrying out its service programs and activities.
 - b. To provide community service opportunities for individuals.
 - c. To unite its members in friendship, fellowship and mutual understanding.

ARTICLE III

Sponsorship

1. This club is an affiliate of the sponsoring Lions Club(s) _____ and its operations shall be and are subject to the jurisdiction and supervision of said Lions club(s). Such jurisdiction and supervision shall be exercised in a manner which will promote the best interests of the Lioness Club Program.

ARTICLE IV

Projects

1. Subject to the provisions of Article III, this club may plan and implement service projects within its community in addition to those projects in which it lends support and cooperation to the Lions Club(s) of _____.
2. Community services of this club shall be financed primarily through public fund-raising projects. Direct costs of any such project may be paid from funds so raised, but no portion of the net income realized in any public fundraising project shall be used to finance any administrative expense of this club or to directly or indirectly benefit this club or any member thereof. All such net income shall be used exclusively for charitable purposes.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATED ADOPTED: 6/25/1992

POLICY P-2

TITLE: Standard MD 27 Lioness Club Constitution

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ARTICLE V

Membership

1. Membership in this club shall be granted to any person who is of legal majority, good moral character and good reputation in the community, and who, upon sponsorship by a member of this club and approval by the club and approval by the club's board of directors, receives and accepts a written invitation to join and pays the then required fees of this club.
2. Classes: Membership in this club shall be active and such other classes as the bylaws of this club may provide. Members of all classes shall be included in the total membership count for the purpose of determining the annual levy.
3. Termination - Membership in this club shall cease and terminate upon:
 - a. Acceptance by the club's board of directors of a written resignation. The board may withhold acceptance of any resignation until all in debtedness has been paid, all club funds and property have been returned, and all right to the use of the club name, emblem and other insignia has been surrendered.

OR
 - b. Termination of existence of this club as provided in Article XV.

OR
 - c. Vote therefore at a regular or special club meeting of no less than two-thirds of the entire membership of this club in good standing at the time of such vote.

OR
 - d. Vote therefore of no less than two-thirds of all members of this club's board of directors.
 - e. If a club wishes to terminate a member, the provisions of ROBERT'S RULES OF ORDER, NEWLY REVISED must be followed.

ARTICLE VI

Meetings

1. Club Meetings
 - a. Regular business meetings of this club shall be held at such times and places as set forth in the bylaws.
 - b. The club president may at any time call, and upon written request by no less than twenty-five (25%) percent of the members in good standing, shall call a special meeting of the club. Such call may be given verbally or in writing, but it shall be given to each member in good standing and shall designate a time and place reasonably convenient to a majority of the members in good standing and state, generally, the purpose of such meeting. Such notice, if written, shall be considered as given when deposited in the mails and addressed to a member at the address shown on the club records at the time of mailing.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 6/25/1992

POLICY P-2

TITLE: Standard MD 27 Lioness Club Constitution

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- c. Quorum: The presence in person of a majority of the members in good standing shall be necessary for a quorum at any regular or special meeting of this club, unless otherwise stated in the club bylaws.
 2. Board of Directors Meetings
 - a. Regular business meetings of the board of directors shall be held at times and places as provided in the bylaws.
 - b. The president may at any time call, and upon the written request of any three (3) members of the board shall call, a special meeting of the board. Such call may be given verbally or in writing, but it shall be given to every member thereof, and shall designate a time and place reasonably convenient to a majority of such members and set forth, generally the purpose of such meeting. Such notice, if written shall be considered as given when deposited in the mails and addressed to the member at the address shown on the club records at the time of mailing.
 - c. Quorum: The presence in person of the president or vice president and any three (3) other members of the board shall be necessary for a quorum at any regular or special meeting of the board.
 - c. Any member of this club in good standing shall have the right to attend any regular or special meeting of the board of directors, but no such member may speak at any board meeting except by consent of the board.
 3. Except as otherwise specifically provided, the act of a majority of the members present at any meeting shall be the act and decision of the entire club.

ARTICLE VII Officers

1. The officers of this club shall be a president, immediate past president, vice president, secretary, and treasurer and such other officer(s) as may be provided in the bylaws. Each officer shall be a member in good standing, and with the exception of the immediate past president, shall take office on July 1 following the election, and shall serve for a term of one (1) year or until a successor has been elected and qualified. No member may hold two (2) offices simultaneously.
2. Unless specifically provided otherwise in this constitution, the duties of the officers shall be those assigned to their respective offices under ROBERT'S RULES OF ORDER, NEWLY REVISED.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATED ADOPTED: 6/25/1992

POLICY P-2

TITLE: Standard MD 27 Lioness Club Constitution

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ARTICLE VIII
Board of Directors

Subject to the provisions of Article III:

1. The control and supervision of the business and affairs of this club shall rest in a board of directors composed of all officers of the club and three (3) directors elected from the members in good standing.
2. Unless rescinded or modified by the board itself decisions of the board of directors shall be effective for all purposes unless and until reversed or modified by a vote of two-thirds (2/3) of the members of this club in good standing at the time of the vote.
3. The board of directors shall have general control over all committees and officers, may override the decision or action of any officer, and for good cause, may declare any office vacant and appoint a member in good standing to fill any unexpired term thereof.
4. The board of directors shall present an annual report of its operations to the club membership and to the sponsoring Lions club.

ARTICLE IX
Elections

1. Elections of officers and directors shall be held annually, not later than April 15, at a meeting specified in the club bylaws. No more than a plurality of the votes cast for any office or directorship shall be necessary for election thereto.
2. New officers shall be reported to the District Governor within thirty (30) days following the elections.

ARTICLE X
Committees

1. The bylaws shall provide for constitution and bylaws, finance, project and such other standing committees as may be deemed necessary for administration of the club. The president, with the approval of the board, may appoint such special committees as necessary from time to time.

ARTICLE XI
Fees and Dues

1. This club shall charge such fees and dues as shall be necessary from time to time to meet the administrative costs of this club and as are specified in the bylaws.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE APPROVED: 6/25/1992

POLICY P-2

TITLE: Standard MD 27 Lioness Club Constitution

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2. Any member who shall owe this club any monetary obligation at the time of any vote at any regular or special meeting, or at any other time at which the question of good standing is raised, shall automatically forfeit the privilege of voting by virtue thereof and be considered for all purposes as not in good standing so long as said obligation remains unpaid.

ARTICLE XII

1. By accepting membership herein, each member of this club agrees to uphold and be bound by Lioness club policies of the Lions District Cabinet and the provisions of the constitution and bylaws of this club.

ARTICLE XIII

Bylaws

1. The board of directors of this club shall prepare and present, and a majority of the members in good standing of this club shall adopt, at a regular or special meeting, such bylaws as are deemed necessary to the efficient operation of this club; PROVIDED, however, that all such bylaws shall be consistent with the provisions of this constitution, any bylaws, or amendments thereto or repeal thereof, which shall contravene any provision of this constitution or any policy of The Lions District Cabinet shall be null and void and of no effect from inception.

ARTICLE XIV

Emblem

1. The emblem of this club shall be:
Such emblem shall be and remain the sole property of The International Association of Lions Clubs and shall be the emblem of the club and members thereof only so long as the special license has been obtained by your sponsoring Lions Club, and has not been revoked by the International Association of Lions Clubs.
2. Each member of this club shall be entitled to wear or otherwise display the same in a dignified and appropriate manner only during the period of Lioness membership. Such entitlement shall automatically cease upon termination of membership or the existence of this club.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE APPROVED: 6/25/1992

POLICY P-2

TITLE: Standard MD 27 Lioness Club Constitution

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ARTICLE XV

Duration

1. This club shall cease to exist upon the occurrence of any of the following:

a. Vote of this club to terminate.

1. If Lioness club members wish to terminate their Lioness club, upon submission of Lioness Club Cancellation Form to the Lions District Cabinet, the Lioness club will be canceled.

b. Receipt by any officer of this club of written notice of withdrawal of sponsorship by the Lions Club(s) of _____.

1. If a Lions club wishes to cancel its Lioness club without the mutual agreement of the Lioness members, the Lions club shall give the Lioness club ninety days' notice, along with a written report listing reasons for cancellation; a copy of this report shall be sent on the same date to the Lioness club liaison, district Lioness club chair and the district governor.

If the district officials are not able to resolve the differences between the Lions and Lioness clubs within a ninety day period, the Lions club shall then send notice in writing to all members of the Lions club, advising them that at one of the next regularly scheduled Lions club meetings, the Lions club members will vote on whether or not to terminate the Lioness club. This notice in writing must be mailed to each Lions club member at least twenty-one days before the meeting will take place. The meeting must be held at a regular time and at a regular meeting place, and fifty percent of the members in good standing must be present at this meeting. Along with the notice of this meeting shall be a copy of the written report listing reasons for cancellation which was sent to the Lioness club ninety days previously.

A copy of this meeting notice and reasons for cancellation must be sent to the president of the Lioness club, district Lioness club chair, Lioness district president _____ and the district governor for their information on the same date it is mailed to the Lions club members.

If two-thirds of the members in good standing at said meeting vote to cancel the Lioness club the Lions club must send a copy of the report listing reasons for cancellation, along with the Lioness Club Cancellation Form to the Lions District Cabinet. Copies of this should also be sent to the president of the Lioness club, the Lioness club liaison, District Lioness club chair and the District Governor. Upon receipt by the Lions District Cabinet of a copy of this report, the Lions District Cabinet shall then advise the Lioness club of its cancellation.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 6/25/1992

POLICY P-2

TITLE: Standard MD 27 Lioness Club Constitution

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- c. Receipt by any officer of this club of written notice of revocation of Certificate of Organization of this club by the Lions District Cabinet.
2. By virtue of termination under any provision in Section 1, and without the necessity of any other act, all rights and privileges of this club and each member thereof to use the Lioness club name and emblem shall thereon be automatically relinquished and surrendered.

ARTICLE XVI

Parliamentary Authority

Unless specifically provided otherwise in this constitution, all questions of parliamentary procedure in the operations of this club shall be governed by ROBERT'S RULES OF ORDER, NEWLY REVISED.

ARTICLE XVII

Amendments

This constitution may be amended only by action of the Lions District Cabinet and all amendments adopted by said cabinet shall automatically amend and become provisions of this constitution.

ARTICLE XVIII

The fiscal year of this club shall run from July 1st to June 30th.

HISTORY: Adopted by Motion #152, State Council Meeting 6/25/1992

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 6/25/1992

POLICY P-3

TITLE: STANDARD AFFILIATE DISTRICT CONSTITUTION

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STANDARD AFFILIATE DISTRICT CONSTITUTION

ARTICLE I

Name

1. This organization shall be known as Affiliate District 27-_____.

ARTICLE II

Objects

1. To provide an administrative structure with which to advance the Purposes of the Lioness Club Program in this District.

ARTICLE III

District Organization

1. The Affiliate District shall include all officially recognized Lioness Clubs within the territorial boundaries of the District.
2. The territorial boundaries of the Affiliate District shall coincide with the boundaries of the respective Lions District 27-_____.
3. The members of this organization shall be all officially recognized Lioness Clubs sponsored by Lions Clubs in said District.

ARTICLE IV

Affiliate District Officers

1. Affiliate District President: An election for the office of Affiliate District President shall be held at each annual Affiliate District Convention. No Affiliate District President may succeed themselves by election or appointment except with the approval of the Lions District 27-_____ Cabinet.
 - a. Qualifications
The qualifications for Affiliate District President shall be:
 1. Member in good standing of a recognized Lioness Club in the District.
 2. Have served as an elected President, Vice-President, Secretary or Treasurer of a Lioness Club in the respective District.
 3. Have received the endorsement of their Lioness club.
 - b. Election Procedure
 1. Nominations
Nominations to the office of Affiliate District President shall be by written nomination of any duly qualified member, such nomination to be in writing to reach the Affiliate District Secretary at least thirty days prior to the opening of the Affiliate District Convention. No nomination shall be in order which is not so made and received.

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Nominations for the office of Affiliate District President shall:

- a. be made by any recognized Lioness Club in good standing in the respective District,
- b. be endorsed by the Lioness Club of which the nominee is a member, and
- c. be acknowledged by the duly qualified nominee as evidence of assent to the nomination.
- d. In the event no written nominations are made or no duly nominated candidate stands for election at the date of the Affiliate District Convention, nominations of qualified Lioness for the Affiliate District President may be made by any delegate from the floor of the Affiliate District convention, provided the eligibility of the candidate(s) is confirmed.

Election

The election of the Affiliate District President shall be by secret ballot, the following provisions applying thereto:

- a. In the event there are only two nominees, the nominee obtaining the majority of votes cast shall be declared elected. In the event of a tie, a flip of a coin by the election committee chair with the candidates present shall decide.
 - b. In the event there are three or more nominees, the one receiving a majority of the votes cast shall be declared elected.
 - c. In the event there is but one nominee, then by majority vote the printed ballot rule may be suspended and a unanimous voice vote may be cast in favor of said single nominee.
2. Affiliate District Vice President, Secretary and Treasurer. An annual election for the offices of Affiliate District Vice President, Secretary and Treasurer shall be held at each Affiliate District convention. The qualifications for said offices and the procedure for nomination and election thereto shall be the same as prescribed for the office of Affiliate District President. The Affiliate District Secretary and Affiliate District Treasurer may be appointed by the Affiliate District President if the provisions of the District by-laws so state.

If the Affiliate District Secretary and Affiliate District Treasurer are appointed, in the event a vacancy shall occur in the office of Affiliate District President, the new District Affiliate President may appoint a new Affiliate District Secretary and Affiliate District Treasurer.

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3. Vacancies. In the event a vacancy shall occur in the office of Affiliate District President, the Affiliate District Vice-President shall automatically advance to and fill said office. In the event the Affiliate District Vice-President refuses to serve in the office of Affiliate District President for any reason, the Lions District Governor shall fill the vacancy created by such refusal by appointment for the unexpired term.
4. Other Affiliate District Offices. The Affiliate District President shall appoint, by the time office is taken, such other District Officers as may be proposed by an Affiliate District convention and as approved by the Lions District 27-_____ Cabinet.
5. Affiliate District Cabinet. There shall be an Affiliate District Cabinet composed of Affiliate District President, Affiliate District Vice-President, the Affiliate District Secretary, the Affiliate District Treasurer and such other Affiliate District Officers as may be provided for in accordance with Article IV, Section 4. Each Affiliate District Cabinet Officer shall have one vote. The Lion, appointed as District Affiliate Chair, shall serve as an advisory, nonvoting member.
6. Affiliate District Chair. Besides serving as an advisory, nonvoting member of the Affiliate District Cabinet, the Affiliate District Chair shall also serve as the official liaison between the Lions District Cabinet and the Affiliate District Cabinet. The Affiliate District Chair shall report to the Lions District Cabinet all resolutions of the Affiliate District Cabinet.

ARTICLE V

Affiliate District Cabinet Meetings

1. Meetings of the Affiliate District Cabinet shall be held at least twice annually at times and places fixed by the Affiliate District President and provided that one of such meetings shall be held at the time of the Affiliate District Convention.
2. Quorum and Vote. The attendance of a majority of the voting members of the Cabinet shall constitute a quorum for any meeting thereof.
3. Except where inconsistent with and contrary to the provisions of the Lions District Constitution and By-Laws, the District Affiliate Cabinet shall:
 - a. Have jurisdiction and control over all officers and agents when acting as such, of the Affiliate District Cabinet and all committees of the Affiliate District Convention.
 - b. Have management and control over property, business and funds of the Affiliate District.
 - c. Have jurisdiction, control and supervision over all phases of the Affiliate District Convention and all other meetings of said District.

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- (d) Have original jurisdiction, when authorized under policy of said Lions District 27- _____ Cabinet and under rules of procedure prescribed by said Cabinet, to hear and rule upon any complaint of a Constitutional nature raised by any Lioness Club or any member of a Lioness Club in the said Affiliate District. All such rulings of the Affiliate Cabinet shall be subject to review and decision of the Lions District Cabinet.
- (e) Have control and management of all budgetary matters of the Affiliate District and committees of the Affiliate District and Affiliate District Convention. All transactions shall be subject to approval of the Lions District Cabinet and no obligation may be approved or made which shall effect an unbalanced budget or deficit in any fiscal year.

ARTICLE VI

Affiliate District Convention

1. An Affiliate District Convention shall be held annually
2. The location of the annual Affiliate District Convention shall be determined at the previous annual Affiliate District Convention. The date and time of the Affiliate District Convention shall be determined by the current Affiliate District Cabinet. A Committee appointed by the Affiliate District Cabinet shall plan the Affiliate District Convention.
3. Each recognized Lioness Club in good standing in the Affiliate District shall be entitled to one voting delegate. Clubs with membership of over ten members will be entitled to additional delegates for each additional ten members of the club in good standing or major fraction thereof. The major fraction referred to in this section shall be five or more members. Each Affiliate Past District President, who is a member in good standing of a Lioness Club within the District, shall be entitled to one vote. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by rules of the respective Convention. A vote may be cast only by a delegate present in person at the time of voting and no delegate may cast more than one vote on any question.
4. A majority of the delegates present in person at any session shall constitute a quorum.
5. A two-thirds majority vote of delegates present in person at a session shall be sufficient for the adoption or rejection of any resolution before the Affiliate Convention.

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ARTICLE VII
Affiliate District Funds

1. To provide revenue to defray the administrative expenses of this District, an annual per capita tax shall be levied upon each member of each club in the Affiliate District.

The levy shall be collected and paid in advance by each Lioness Club to the Affiliate District Secretary. The frequency, amount and dates for such payments shall be determined by the respective Affiliate District Convention.

All taxes to be levied and collected shall be administered through an Affiliate District Administrative Fund. Expenditures therefrom shall be for such items only as are approved by the Affiliate District Cabinet. The Cabinet shall not incur any financial liability in excess of funds realized in the fiscal year in which it serves.

2. A banking account shall be opened for the purpose of receiving moneys and all checks and negotiable instruments drawn thereon shall be signed by the Affiliate District Treasurer and the Affiliate District President.
3. The Affiliate District Cabinet shall provide for an annual audit of the Affiliate District Accounts by an Auditor appointed by the Affiliate District Cabinet. An audit report of the Balance Sheets and Income and Expenditure Accounts for the previous fiscal year shall be submitted at each Annual Affiliate District Convention and to the Lions District Cabinet.
4. Any undeposited Affiliate District Administrative Fund collections remaining at the end of each fiscal year shall be turned over to the incoming Affiliate District Cabinet by the person or persons holding the same and such collections together with the Affiliate District Administration Fund Account balances then remaining shall be considered as funds realized by the incoming Affiliate District Cabinet.

ARTICLE VIII
Titles

Only the titles designated in this Constitution may be used by Affiliate District Officers. Titles such as District Governor, Region Chair, Zone Chair and any other terminology used by or appropriate to Lions District Officers shall not be used.

ARTICLE IX
By-Laws

The Affiliate District Cabinet shall present, and the Affiliate District Convention shall adopt, such By-Laws as are deemed necessary to the efficient operation of said Affiliate District PROVIDED however that all such By-Laws shall be consistent with the provisions of this Constitution, and shall be endorsed by the Lions District Cabinet. Any By-Laws or Amendments thereto, which shall contravene any provision of this Constitution, or action of said Lions District 27-_____ Cabinet shall be null and void and of no effect.

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ARTICLE X
Duration

1. The Affiliate District shall cease to exist upon the first to occurrence of any of the following:
 - a. Vote of said Affiliate District to terminate. If an Affiliate District wishes to terminate its Affiliate District status, upon submission of a letter requesting termination to the Lions District 27-__ Cabinet, the Affiliate District shall be canceled.
 - b. Receipt by the Affiliate District President of written notice of withdrawal of approval by the Lions District Cabinet.

1. If a Lions District Cabinet wishes to cancel its Affiliate District without the mutual agreement of the Lioness clubs within that District, the Lions District Cabinet shall give the Affiliate District Cabinet ninety days' notice, along with a written report listing reasons for the cancellation; a copy of this report shall be sent on the same date to the Affiliate District President, President of each Lioness Clubs in the District and the District Affiliate Club Chair.

If the District officials are not able to resolve the differences between the Lions and the Affiliate District within a 90 day period, the Lions District shall then send notice in writing to the Presidents of all the Lions Clubs in the District, advising them that at the next Lions District Convention a vote will be taken on whether or not to terminate the Affiliate District. Each certified delegate present in person shall be entitled to cast a vote. This notice of this meeting shall be a copy of the written report listing the reasons for cancellation which was sent to the Affiliate District Cabinet ninety (90) days previously. Presidents of all Lioness Clubs in the District, the Affiliate District Club Chair, and Affiliate District President on the same date it is mailed to the Lions Club Presidents.

If a vote is taken at the Lions District Convention to cancel the Affiliate District and is passed by two-thirds of the voting delegates, the Lions District Cabinet must send a copy of the report listing reasons for the cancellation to the Affiliate District Cabinet.

Copies of this report should also be sent to each Lioness Club President, the District Affiliate Club Chair and Affiliate District President.

2. By virtue of this termination, provided in Section 1, all monies on deposit to the credit of said Affiliate District shall be remitted to the Lions District Cabinet.

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ARTICLE XI
Amendments

1. This Constitution may be amended only by action of the Multiple District Council of Governors, upon the recommendation of the Affiliate Advisory Committee. All amendments when so adopted shall automatically amend and become provisions of this Constitution.

ARTICLE XII
Fiscal Year

The fiscal year of this Affiliate District shall run from July 1st to June 30th.

HISTORY Adopted by Motion, State Council meeting 6/25/1992; Amended by Motion #49, State Council meeting 7/25/1998; Adopted as a Multiple District Policy by Motion #100, State Council meeting, 10/11/2003.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/8/1996

POLICY Q-1

TITLE: Helmer Lecy Sight Service Award

PAGE 1 of 2

The "Helmer Lecy Sight Service Award" has been established to recognize a Lion, or a non-Lion, for outstanding volunteer service in the field of SIGHT, including Sight restoration, Sight saving, or any other special projects related to Sight problems.

There shall be two recipients of this award annually and they shall receive this award at the Multiple District Convention.

Each year on or about January 1st, the Council Chair shall request each District Governor to submit one application for this recognition.

Within sixty days a committee of three, consisting of the Council Chair, the Chair of the Wisconsin Lions Foundation Sight projects and the International Director or most recent available Past International Director, shall meet to select the two recipients, the Council Chair being the "Chair" of the committee.

A recipient of this award shall be a one time winner unless extraordinary circumstances permit.

This award shall be purchased from the interest generated by a Trust Fund set up by Helmer Lecy.

This award is a ribbon type medallion which will be accompanied by a proper certificate relating the significance of the award.

Application shall be made on the form shown on page two of this policy (which may be copied).

HISTORY: Adopted by Motion #154, State Council Meeting 3/3/1996. Amended paragraph 4 to read International Director or most recent available Past International Director by MOTION #109, State Council Meeting 10/7/2006.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/8/96

POLICY Q-1

TITLE: Helmer Lecy Sight Service Award

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HELMER LECY SIGHT SERVICE AWARD – Nomination Form

Nominee Name: _____

Address: _____

Phone: Area Code _____ Number _____

Club Name _____

Nominated by _____

Address: _____

Phone: Area Code _____ Number _____

GENERAL INFORMATION ABOUT THE NOMINEE:

Member for _____ Years

Offices held at Club, District and Multiple District Level

Present: _____

Past: _____

Sponsor of _____ New Members Extension Awards _____ (Name clubs)

Sight Service Activity: _____

Tell Why you feel the nominee should be awarded the "Helmer Lecy Sight Service Award", in 50 words or less. This award is in recognition of sight service at any level) Club, District, Multiple District or International). Please use separate sheet.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/5/2011

POLICY R-1

TITLE: Multiple District Committee Operating Procedures

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Section 1 – State Bowling and Curling Committees

- a. These Committees shall be composed of a member from each District. Members shall be appointed by the respective District Governors, each for two year terms. The term of office shall commence July 1st and end June 30th for each two year term.
- b. Districts A1, A2, C1, C2, E1 and E2 shall make their appointments in the even numbered years. Districts B1, B2, D1 and D2 shall make their appointments in the odd numbered years.
- c. Each Committee shall appoint a Wisconsin Lion in good standing as its Secretary-Treasurer. The Secretary-Treasurer does not need not be a member of the Committee.
- d. The Committee members from the District in which the next State Tournament is to be held shall be the Chair of the Committee.
- e. Under the supervision of the State Council, the committees shall be responsible for supervising the State Bowling and Curling Tournaments.
- f. Each Committee shall be responsible for establishing the rules and regulations for conducting its State Tournament, and shall establish the entry fee to be charged by the host club.
- g. Each Committee shall investigate all invitations received from Clubs interested in sponsoring the next State Tournament.
- h. All actions of the Committee shall be subject to review and approval by the State Council. (See Article XIII of the Constitution and Article VII of the By-Laws for additional requirements).
- i. Immediately upon being notified of a committee member's resignation or their inability to serve, their District Governor shall appoint another Lion member in good standing from their District to complete the unexpired term.
- j. All State Bowling Tournaments shall be conducted under the rules of the ABC and the WIBC.
- k. A portion of the entry fees collected from participants for the State Tournament by the host club shall be allocated to the State Bowling and Curling Committees in an amount determined by the respective State Committee for administrative expenses of such Committee. Administrative expenses shall be those as defined in Article IV, Section 15 a. herein. Committee members are to be reimbursed for their administrative expenses according to the Rules of Audit of Lions Clubs International.
- l. Minutes of each Committee meeting shall be submitted to each member of the Council of Governors within ten days following each meeting.

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TITLE: Multiple District Committee Operating Procedures

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- m. Each Committee Secretary shall make annual written reports to the State Council. Each Committee Treasurer shall submit an annual report of receipts and disbursements to the State Council. All such reports shall be submitted at least twenty days before the State Convention. The same reports shall also be presented to the State Convention by each Committee Secretary.

Section 2 – State Convention Sergeants-at-Arms Committee

- a. The Sergeant-At-Arms shall be responsible for the maintenance of proper order and decorum at the State Convention and all its functions; business sessions; District meetings; banquets, etc., and shall perform such other duties as are incident to the office, or which are assigned to them by the State Council.
- b. The Sergeants-At-Arms shall inspect the Convention Hall and see that everything is in readiness for the Convention sessions; assist the presiding Governor in keeping order during the sessions, in calling the sessions and Convention functions on time, and in closing the sessions. They shall cooperate with the Elections and Credentials Committees in keeping quiet and order while the voting is taking place. At the Convention sessions, the Sergeants-At-Arms are stationed at the doors to the Convention Hall to receive wires, messages, inquiries, etc., and to see that only those properly qualified are admitted to the Convention sessions and functions. It is also their duty to see that all ushers receive proper instructions and that they perform the duties assigned to them, such as properly seating the Delegates, Alternates, Visitors; distributing song sheets; etc.

Section 3 – State Convention Tailtwisters Committee

- a. The Tailtwister Committee shall see to it that special, adequate containers, clearly marked: "OFFICIAL TAILTWISTER", are provided each Committee member and that they are the only ones used throughout the State Convention.
- b. The Committee Chair or any one of the Tailtwisters assigned by Committee Chair shall notify the presiding Governor in advance of any State Convention function at which they will be at work so that they are properly recognized and introduced.
- c. All monies collected by the Convention Tailtwisters shall be turned over to the Wisconsin Lions Foundation, as per Article IV, Section 7 of the Multiple District By-Laws.

Section 4 – State Convention Parliamentarian Committee

- a. The appointed Parliamentarian of the Convention Delegates shall be accorded a seat on the dais immediately to the right of the presiding officer. The Parliamentarian shall retain this seat during all business sessions in order that all problems of a parliamentary nature may be referred to the State Convention Parliamentarian by the presiding officer for immediate adjudication.
- b. The Parliamentarian from each District shall serve during the time their District Governor is presiding at the Convention business session. In the event of a vacancy the Chair of the Parliamentarian Committee shall designate one of the members of their committee to fill the vacancy.

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POLICY R-1

TITLE: Multiple District Committee Operating Procedures

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Section 5 – International Convention Committee

- a. The Committee shall consist of the Council Chair and one member from each District appointed by the District Governor for a two year term.
- b. The current International Director and all Past International Directors shall serve as ex-officio members of the Committee.
- c. The State Council shall appoint the Chair of the International Convention Committee.
- d. Committee members shall not be allowed any reimbursement for expenses.
- e. Districts A1, B1, C1, D1 and E1 shall be make appointments to this Committee in odd numbered years and Districts A2, B2, C2, D2, and E2 shall make appointments in even numbered years.

Section 6 – Youth Exchange Committee

- a. This Committee shall be composed of a member from each District. Members shall be appointed by the respective District Governors, each for three year terms. The term of office shall commence July 1st and end June 30th for each three year term.
- b. This Committee Chair shall be appointed by the State Council for the three year term with an annual renewal. The term of office shall commence July 1st and end June 30th for the three year term.
- c. The Youth Exchange Committee shall be responsible for arranging and coordinating the visits of foreign youth to Wisconsin and Wisconsin youth to foreign countries in conjunction with the program conducted by Lions Clubs International.
- d. This Committee shall be responsible for the Wisconsin Lions Youth Exchange Camp.

Section 7 – State Pin Committee

- a. This Committee shall be appointed by the State Council and shall consist of five members. Each member shall be appointed for a term of three years from each of the lettered Districts in the following manner:
 - 1990-91 A1, B1, C1, D1, E1
 - 1991-92 A2, B1, C1, D2, E1
 - 1992-93 A2, B2, C1, D2, E2
 - 1993-94 A2, B2, C2, D2, E2
 - 1994-95 A1, B2, C2, D1, E2
 - 1995-96 A1, B1, C2, D1, E1
- b. The Committee shall name its own Chair.
- c. The Committee shall select, with the assistance of the State Office, a Wisconsin trading pin or set not to exceed four annual pins in accordance with policies determined by the State Council.

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POLICY R-1

TITLE: Multiple District Committee Operating Procedures

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- d. No reimbursement for expenses shall be allowed any member of the Committee.
- e. The Committee shall report to the Council at least twice each year.
- f. Any Wisconsin Lion may submit proposed pin designs to the Committee.

Section 8 – Lions Affiliate Convention Committee

- a. This committee shall be appointed by the Council of Governors and shall be composed of one member from each District and serve a two year term.
- b. The committee shall perform such duties as may be assigned to them by the Council of Governors.

Section 9 – Multiple District Lions Affiliate Chair and Advisory Committee

- a. This committee shall be comprised of the Lions Affiliate District President or Lions Affiliate District Associate and the Lions Affiliate District Chair of each District and the Multiple District Affiliate Chair.
- b. The Multiple District Lions Affiliate Chair shall be appointed by the Council of Governors for a period of three years.
- c. The committee shall perform such duties as may be assigned to them by the Council of Governors.

Section 10 – International Relations Committee

- a. This individual shall be appointed by the Council of Governors.
- b. The individual shall perform such duties as may be assigned to them by the Council of Governors.

Section 11 – Multiple District Leadership Co-Chair

- a. This committee shall be appointed by the Council of Governors and shall be composed of two members from the Multiple District to serve a three year term.
- b. The committee shall perform such duties as may be assigned to them by the Council of Governors and Lions Clubs International.

Section 12 – LCIF Multiple District Chair and Committee

- a. This individual shall be appointed by the Council of Governors for a term of three years.
- b. This individual shall perform such duties as may be assigned by the Council of Governors and Lions Clubs International.

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Section 13 – Multiple District Leo Chair and Committee, Multiple District Lions Youth Outreach/Quest Chair and Committee

- a. This individual shall be appointed by the Council of Governors.
- b. The individual shall perform such duties as may be assigned by the Council of Governors and Lions Clubs International.

Section 14 – Multiple District Membership Chair

- a. This individual shall be appointed by the Council of Governors to serve a three year term.
- b. The individual shall perform such duties as may be assigned by the Council of Governors and Lions Clubs International.

Section 15 – Multiple District Extension Chair

- a. This individual shall be appointed by the Council of Governors to serve a term of three years.
- b. The individual shall perform such duties as may be assigned by the Council of Governors and Lions Clubs International.

Section 16 – Multiple District Protocol Chair

- a. This individual shall be appointed by the Council of Governors.
- b. The individual shall perform such duties as may be assigned by the Council of Governors and Lions Clubs International.

Section 17 – State Bowling and Curling Tournament Host Club Qualification Requirements

Any club desiring to be host to the State Bowling or Curling Tournament shall submit a written invitation to the respective Committee Secretary of the State Bowling and State Curling Committees by December 15 of the year prior to the year the State Convention votes on the host club for such tournaments, disclosing the following information and more if considered pertinent:

- a. Number of bowling lanes as specified in Article XIII, Sec. 2 of the Constitution.
- b. A written invitation by the mayor or city manager of the interested city.

Section 18 – Multiple District Publication

A. Authority

The State Council shall have the power to designate the official publication for the Multiple District and to negotiate and enter into a written contract for a period not exceeding three years for supervision, printing, and editorial policy of the publication.

B. Budget

The State Council shall make provisions in its recommended budget at the State Convention for an amount to defray some of the publication expenses.

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POLICY R-1

TITLE: Multiple District Committee Operating Procedures

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C. Fund Balance

Any balance in the State Lions Publication Fund at the close of the fiscal year, as shown by the audit report, shall be transferred by the retiring State Council to a Reserve Account.

Section 19 – IT Committee

The Council of Governors wishes to give formal structure to the current IT Committee, so in furtherance of this objective, the IT Committee shall:

1. Facilitate the transfer of the information among Lions in the Multiple District, taking advantage of the latest technology available.
2. Be composed of one person from each District who currently serves as that Districts IT chair; if the District has no chair, or that person chooses not to serve, the District Governor of that District shall appoint a representative.
3. Meet at least once per year as a committee.
4. Give a written report to the Council of Governors at least once per year

Section 20 – Multiple District Public Relations Committee

The Council of Governors wishes to give a formal structure to how promotional information of the Multiple District is managed and distributed to the public. The PR Committee shall:

1. Facilitate the transfer of the promotional information among Lions in the Multiple District, taking advantage of the latest public relations techniques available.
2. Be composed of one person from each District who currently serves as that Districts PR chair;
If the District has no chair, or that person chooses not to serve, the District Governor of that District shall appoint a representative.
3. Meet at least once per year as a committee.
4. Give a written report to the Council of Governors at least once per year.

Section 21 – Open positions for next Lionistic year.

Those Multiple District Chair positions that are appointed by the Council of Governors (COG) and are up at the end of the Lionistic year are to be published by the COG either in the State Newspaper or by electronic communications. Notification to the Lions of MD-27 must be by the November COG meeting of all positions opening for the next Lionistic year. Responses are required to be back before the January COG Meeting to the Council Chairperson and to be acted on at the January COG Meeting. They must indicate they are willing to serve the term of that position.

HISTORY: Policy adopted by Motion #106, State Council Meeting, 3/5/2011. Policy revised to add Section 19-IT Committee, by Motion #50, Council Meeting, 10/8/2011. Motion #78, Council Meeting 1/11/13, add section 20 as requested by the current Council. Motion #130, Council Meeting 5/14/2015 to add section 21.

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POLICY S-1

TITLE: District Operating Procedures

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Section 1 - DISTRICT GOVERNOR (see Constitution, Article V)

- a. The District Governor shall be the chief executive officer of the District and shall preside at all meetings of the District Governor's Cabinet. They shall act under the direction of the Board of Directors of Lions Clubs International and shall have general supervision of all clubs in their District.
- b. If possible, They shall visit each club in their District at least once during his/her term of office and shall receive reports from the secretary of each Club in his/her District on forms available from the office of Lions Clubs International.
- c. No elected District Governor shall be permitted to succeed themselves.
- d. The District Governor shall have authority to remove from office, for good and sufficient cause, any Region Chair, Zone Chair, or any other District Officer or Committee member.
- e. When a vacancy occurs in the office of District Governor, the Cabinet Secretary-Treasurer shall call a meeting of the Cabinet within twenty days for the purpose of recommending a successor. The recommendation shall be submitted to the President and Board of Directors of Lions Clubs International.

Section 2 – Cabinet Secretary-Treasurer

- a. Shall keep a true and complete record of the proceedings of all meetings of the Cabinet and shall forward copies of such proceedings within ten days after each meeting to all members of the Cabinet and the office of Lions Clubs International.
- b. Shall collect from the clubs in the District all the per capita taxes authorized by Article X of the Multiple District Constitution. They shall deposit the monies in such depositories as are designated by the Cabinet. They shall disburse these funds only as authorized by the Cabinet and in accordance with Article X.
- c. Shall give bond for the faithful discharge of their duties in an amount set by the Cabinet and shall submit to the Cabinet a semi-annual financial report and such other special reports as may be called for by the Cabinet. They shall submit the books and accounts for audit whenever required by the Cabinet. At the end of the fiscal year they shall place in the hands of their successor all monies and records, financial and otherwise, which pertain to the office within not more than fifteen days following the close of their term of office.
- d. Shall also perform such other duties as ordinarily pertain to the office of Secretary-Treasurer and are delegated to the Secretary-Treasurer from time to time by the District and the Cabinet.
- e. The official actions of the Cabinet Secretary-Treasurer shall be under the supervision of the District Governor and the Cabinet.

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- f. In the event the Cabinet Secretary-Treasurer for any reason cannot or does not efficiently perform the duties of their office to the best interest of Lionism, or in the event the office for any reason is vacated, the District Governor shall appoint a successor to serve for the unexpired term.

Section 3 – Vice District Governor

Each District shall provide for the elected office of Vice District Governors. Duties of this office shall be as established by the International Board of Directors and the District Governor.

Section 4 – Region Chair

- a. (If the position is utilized during the District Governor's term.) The Region Chair shall be a member of the Cabinet and shall attend all regular and special meetings and deliberations of that Cabinet. They shall assist the District Governor in the promotion of Lionism in their Region by performing such other duties as may be delegated to the Region Chair from time to time by the District Governor and the Cabinet.
- b. When called upon to do so they shall recommend to the District Governor Lions qualified to serve as Zone Chair in their Region.
- c. It shall be their duty to see that every club in their Region is efficiently operating under the Lions Clubs International Constitution and By-Laws and the Multiple District Constitution and By-Laws.
- d. It shall be their duty to promote the annual State and International Convention among the clubs in their Region and to have them represented at each of the Conventions by at least the full quota of delegates to which they are entitled.
- e. Shall supervise and assist the Zone Chairmen of their Region in the performance of their official duties. They shall cooperate with them in holding regularly scheduled meetings of the District Governor's Advisory Committees and they may attend such meetings when called upon. They shall further cooperate with their Zone Chairmen in promoting attendance at charter nights of newly organized clubs.
- f. In order to further develop good fellowship in their Region, they shall cooperate with their Zone Chairmen in promoting such activities as golf, bowling, curling, and softball tournaments; banquets; anniversary celebrations; special functions such as meetings in observance of District Governor Month and Past District Governor Month; honoring Key Members, Old Monarchs, etc.; installation of officers; induction of new members; spouses nights; outings; and other similar functions.
- g. The official actions of the Region Chair shall be under the supervision of the District Governor.

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Section 5 – Zone Chair

- a. The Zone Chair shall be a member and the Chair of the District Governor's Advisory Committee composed of Club Presidents, First Vice-Presidents, Membership Chairs and Secretaries of their Zone.
- b. The Zone Chair shall hold regularly scheduled Advisory Committee Meetings, as provided in Article VIII, Section 2, of the Multiple District Constitution. They shall be the presiding officer of such meetings.
- c. The Zone Chair shall make a report of each Advisory Committee meeting and shall send copies within five days thereafter to their Region Chair, their District Governor, and the office of Lions Clubs International.
- f. It shall be their duty to see that every club within their Zone is efficiently operating under the Lions Clubs International Constitution and By-Laws and the Multiple District Constitution and By-Laws.
- e. With the cooperation of their Region Chair, they shall arrange regularly scheduled District Governor's Advisory Committee meetings.
- g. Shall encourage the clubs in their Zone to hold inter-club meetings and such other social activities as golf, bowling, curling, and softball tournaments; banquets, anniversary celebrations; special functions such as meetings in observance of District Governor Month and Past District Governor Month, honoring Key Members, Old Monarchs, etc.; installation of officers; induction of new members; spouses nights; outings; and other similar functions.
- h. Shall promote attendance at charter nights of newly organized clubs.
- i. It shall be their duty to promote the annual State and International Conventions among the clubs in their Zone and to have their clubs represented at each of the Conventions by the full quota of delegates to which they are entitled.
- i. The official action of the Zone Chair shall be under the supervision of the District Governor and the Region Chair of the Region of which their Zone is a part.

Section 6 – District Governor's Cabinet (See Constitution, Article VII)

- a. The District Governor's Cabinet is the deliberative and administrative body of the District Governor. It formulates plans and policies affecting the welfare of Lionism in the District.
- b. The District Governor's Cabinet shall be composed of the District Governor, who shall be the executive head; the Immediate Past District Governor; the Vice District Governors; the Region Chairs–(if utilized); the Zone Chairs; the Cabinet Secretary-Treasurer; the Directors of the Wisconsin Lions Foundation; and Committee Chairs, as appointed by the District Governor. All the District Officers listed in this sub-section shall have voting privileges.

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- c. At the discretion of the District Governor, ex-officio non-voting members may be appointed.
- d. The Past District Governors in the District may be invited to attend the meetings of the Cabinet at the discretion of the District Governor. Their participation in business matters of the Cabinet shall be advisory only, and they shall have no voting privileges except when appointed per section a above.
- e. The District Governor shall call at least one regular meeting of the Cabinet each quarter during the year, and the Cabinet Secretary-Treasurer shall give each member of the Cabinet at least ten days written notice of all regular meetings.
- f. At its first meeting, the new Cabinet shall agree upon a definite schedule of Cabinet meetings to be held during the year, including if possible, definite dates and places of such meetings.
- g. Through the Region Chairmen and Zone Chairmen, the Cabinet shall receive reports and recommendations from the Clubs and Zones.
- h. It shall assist in the collection by the Cabinet Secretary-Treasurer of all per capita taxes. It shall designate a depository for all funds.
- i. The Cabinet shall authorize the payment from the District Treasury of all legitimate expenses pertaining to the administration of the District. The Cabinet shall give authorization to the Cabinet Secretary-Treasurer to transfer to the State Council Treasurer all monies collected in the District for Multiple District and State Convention administrative funds.
- j. When deemed necessary, it shall make recommendations to the State Council covering changes which should be made in the amount of the Multiple District per capita taxes collected to cover the administrative and other legitimate expenses of the District.
- k. It shall set the amount of corporate surety bond for the Cabinet Secretary-Treasurer and shall approve the surety company in which they shall be bonded.
- l. It shall demand and receive from the Cabinet Secretary- Treasurer financial reports semi-annually or more frequently if necessary. (See the Constitution, Article X, Section 5)
- m. It shall make provisions for an audit at the close of each fiscal year of the books and records of the Cabinet Secretary-Treasurer by a competent auditor or by an auditing committee. (See the Constitution, Article X, Section 10)
- n. The Cabinet shall receive such other reports from the Cabinet Secretary-Treasurer as are found necessary from time to time.
- o. Any vacancy in any District Cabinet position, except that of the District Governor and Vice District Governors, shall be filled by appointment of the District Governor for the unexpired term.

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- p. In the absence of the District Governor at a Cabinet meeting, the Vice District Governors in order of their position shall perform the duties of the District Governor at the meeting.
- q. The District Governor may call special meetings of the Cabinet. Special meetings may also be called upon the written request of a majority of members of the Cabinet to either the District Governor or the Cabinet Secretary-Treasurer, and the Cabinet Secretary-Treasurer shall give at least five days and not more than ten days written notice of any special meeting.
- r. A majority of the District Governor's Cabinet shall constitute a quorum.

Section 7 – District Governor's Advisory Committee (See Constitution, Article VIII)

- a. The Committee shall be an advisory body from its Zone to the District Governor and their Cabinet. It shall represent all of the clubs in the Zone in that capacity. It serves in an advisory capacity only. It shall be composed of the Zone Chair, the President, First Vice-President, Membership Chair and the Secretary of each Club in the Zone. The Zone Chair shall be the Chair of the Advisory Committee.
- b. It shall convey information and recommendations for the good of Lionism in the Zone, Region, or District to the District Governor and their Cabinet through its Zone Chair or Region Chair.
- c. The Zone Chair in each Zone shall call at least three meetings, and preferably four, of the District Governor's Advisory Committee during the year. The first meeting shall be held within sixty days after the adjournment of the preceding International Convention. The second meeting shall be held not later than November; the third in February or March, and the fourth approximately thirty days prior to the State Convention.
- d. The time and place of the Advisory Committee meetings shall be decided by the Zone Chair. All such meetings shall be scheduled and arranged for the convenience of the President, First Vice-President, and Secretary of each club, who shall attend such meetings.
- e. It shall assist the Zone Chair in their endeavor to have every club within the zone operating efficiently under the Lions Clubs International Club Standard Constitution and By-Laws and the Multiple District Constitution and By-Laws.
- f. It shall promote attendance from the Clubs in the Zone at the annual State and International Conventions.
- g. It shall assist the Zone Chair in promoting attendance at charter nights of newly organized clubs.

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- h. It shall assist the Zone Chair in arranging among the clubs of the Zone, inter-club meetings and such other social activities as golf, bowling, curling and softball tournaments; banquets; anniversary celebrations; special functions such as meetings in observance of District Governor Month and Past District Governor Month; honoring Key Members, Old Monarchs, etc.; installation of officers; induction of new members; spouses nights; outings; and other similar functions.

Section 8 – District Governor’s Honorary Committee (See Constitution, Article IX)

- a. The principal purpose of this Committee, if utilized, shall be to promote harmony throughout the District.
- b. The membership of the Committee shall consist chiefly of Past International Officers and Past District Governors within the District.
- c. The committee shall be appointed by the District Governor, who shall also designate its Chair. The official actions of this committee or of its individual members shall be under the supervision of the District Governor.
- d. The Chair of this committee shall attend Cabinet meetings when called upon by the District Governor. The Chair may be designated an ex-officio member of the Cabinet at the discretion of the District Governor.
- e. The committee shall meet at the call of the District Governor.

Section 9 – District Public Relations Director

- a. The District Public Relations Director shall be appointed by the District Governor and shall be an ex-officio member of the Cabinet. They shall work under the direction and supervision of the District Governor.
- b. Shall plan programs that will assist in developing and maintaining good public relations between the clubs in the District and the general public. With the approval of the District Governor, they may appoint a Public Relations Committee from the clubs within the District (usually from two to five members) to assist District Public Relations Chair in carrying out a public relations program.
- c. Shall cooperate with the editor of the Wisconsin Lions Publication in providing news articles and stories of activities in the District.
- d. The Director or the Committee shall stimulate and supervise publicity for the District. Each member of the committee shall act to build good public relations between the clubs and their communities in their respective area.
- e. The Director shall arrange basic training in publicity for all Club Public Relations Committee Chairmen.
- f. Shall perform such other duties pertaining to public relations programs and activities as requested by the District Governor.

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Section 10 – District Membership Development and Retention Director

- a. The District Membership Development and Retention Director shall be appointed by the District Governor and shall be an ex-officio member of the Cabinet. They shall be a Lion in good standing (preferably a Past District Governor) who has demonstrated special interest, talent, and qualifications in this particular type of work. They shall perform their duties under the direction and supervision of the District Governor.
- b. The Director shall cooperate with the District Governor in the work of strengthening weak clubs. They shall cooperate and work with Membership Committee Chairmen and Lions Information Committee Chairmen of all clubs in their District and arrange meetings of those Chairmen for the purpose of planning programs that will re-educate and re-indoctrinate all members in their respective clubs. They shall work with clubs on the induction of new members and installation of officers.
- c. Shall adopt a plan for membership development that can be used by all clubs in the District.
- d. Shall encourage Club Membership Committees to use care in screening prospective members.
- e. Shall remind all Lions Club Information Committees of their duties concerning the indoctrination of all new members and urge those committees to make reports at every club meeting.

Section 11 – District Extension Director

- a. The District Extension Director (preferably a Past District Governor) shall be appointed by the District Governor and shall be an ex-officio member of the Cabinet. They shall perform their assigned responsibilities under the direction and supervision of the District Governor.
- b. Primary responsibility shall be the promotion and formation of new clubs in the District with the cooperation and help of the District Governor, the sponsoring club, and the Region Chairmen and Zone Chairmen.
- c. Shall help newly organized clubs plan and promote their charter nights in cooperation with the sponsoring club. They shall see to it that newly organized clubs and their members are thoroughly indoctrinated with the fundamentals of Lionism. They shall continue to visit those new clubs from time to time to make sure they are progressing satisfactorily, and keep the District Governor fully advised.

Section 12 – District Photographer

- a. A District Photographer may be appointed by the District Governor. They may be designated an ex-officio member of the Cabinet. They shall perform their duties under the direction and supervision of the District Governor.
- b. Shall arrange for photo coverage of outstanding newsworthy activities, events, or programs within the District. They shall cooperate with the District Public Relations Director and the editor of the Wisconsin Lions Publication by providing prints of any photos that they may be able to use for publicity purposes.

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Section 13 – District Historian

A District Historian may be appointed by the District Governor. The appointee is usually a Past District Governor. They shall be under the supervision of the District Governor. They may be designated an ex-officio member of the Cabinet.

Section 14 – District Governor’s Committee Appointments

- a. The District Governor may appoint such special committees from time to time as may be necessary in their judgment.
- b. Each District Governor shall designate the Chair of each Committee and the Chair shall have power to fill all vacancies on any committee so appointed.

Section 15 – District Elections Committee

- a. The District Governor of each District shall appoint a District Elections Committee composed of 3 members. Two of the members shall be appointed from among the members of the District Cabinet and one shall be appointed from any club in good standing in the District.
- b. Appointments shall be made by the District Governor before October 1st of each year.
- c. The Committee shall send to each club in the District an official notice before December 1st that shall include:
 1. The names, addresses and phone numbers of the District Elections Committee.
 2. Information on the District offices for which nominations will be received, the qualifications required of candidates, and the procedure to be followed for filing a candidate's nomination.
- d. The District Governor, Vice District Governor and Wisconsin Lions Foundation Director(s) shall be elected under procedures provided by the provisions of the respective (Sub) District Constitution & By-Laws. The results of the elections for District Governor and Vice District Governor shall be reported to the International Office by the current District Governor.
- e. The Committee may, if it deems it necessary or desirable, seek and encourage Lions members from clubs in the District to become candidates for District offices.

HISTORY: Policy adopted by Motion #106, State Council Meeting, 3/5/2011

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DATE ADOPTED: 3/5/2011

POLICY S-2

TITLE: District Operating Procedures - Officers

Section 1

The District Governor-Elect shall assume the responsibilities of their office immediately upon adjournment of the International Convention which follows their election. They shall serve until adjournment of the next following International Convention.

Section 2

Each officer appointed by the District Governor shall be a member in good standing of a Lions Club in good standing in the District.

Section 3

Removed by Motion #107, COG meeting 3/7/2015.

Section 4

REGION/ZONE CHAIRPERSON QUALIFICATIONS. Each region and zone chairperson shall : (a) Be an active member in good standing in his/her respective region or zone; and (b) have served or will have served at the time of taking office as region or zone chairperson 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.

HISTORY: Policy adopted by Motion #106, State Council Meeting, 3/5/2011. Motion #107, COG meeting 3/7/2015 deleted section 3, reworded section 4 region/zone chairperson qualifications.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/5/2011

POLICY S-3

TITLE: District Operating Procedures – Geographic Breakdown

Section 1

Each District shall be apportioned by the District Governor into Regions.

Section 2

Each Region shall be apportioned by the District Governor into Zones.

Section 3

Regions and Zones shall be subject to change by the District Governor if deemed necessary for the best interests of the District and the individual Lions Clubs.

HISTORY: Policy adopted by Motion #106, State Council Meeting, 3/5/2011

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 3/5/2011

POLICY S-4

TITLE: District Operating Procedures – Candidates for Office

Section 1 – District Governor Candidates

Any Lion member in the District may be nominated and approved by their club for the office of District Governor provided they meet the qualifications set forth in the Lions Clubs International Constitution and By-Laws.

Section 2 – Vice District Governor Candidates

- a. Any Lion member in the District may be nominated and approved by their club for the office of First or Second Vice District Governor provided they meet the qualifications set forth in the Lions Clubs International Constitution and By-Laws.
- b. In filling any vacancy arising in the Office of a Vice District Governor, the District shall convene a meeting of the members of the existing cabinet as provided in the Lions Clubs International Constitution and By-Laws and all Past International Officers who are members in good standing in the District. It shall be the duty of the attendees at this meeting to appoint a qualified Club member as the Vice District Governor for the remainder of the term. In filling such a vacancy, it shall be the duty of the District Governor, or if not available, the most recent Past District Governor who is available to send out notices to attend said meeting and it should also be their responsibility to preside as Chair of the meeting. The Chair shall convey the results to the International Office within seven days together with evidence of notice sent and meeting attendance. Each cabinet member who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote.

Section 3 – Candidates for Director of Wisconsin Lions Foundation

- a. Any Lion member in the District may be nominated by their club for the office of Director, Wisconsin Lions Foundation, provided that they meet the following qualifications:
 1. Is an active member in good standing of a chartered club in good standing in their District.
 2. Shall have served as President or Secretary of a Lions Club for a full term or major portion thereof, or shall have served as a member of the Club's Board of Directors for no less than three years, or
 3. Shall have served as Zone Chair, Region Chair, or Cabinet Secretary-Treasurer for a full term or major portion thereof.
 4. Shall have the support of the majority of the members of their club. As evidence thereof, the Secretary of their club shall submit with the club's written nomination, a certified copy of the resolution adopted by the club.

HISTORY: Policy adopted by Motion #106, State Council Meeting, 3/5/2011.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED: 7/21/2012

POLICY S-5

TITLE: Women in MD27 Lions Clubs

HISTORY: Policy adopted by Motion #42, State Council Meeting, 7/21/2012. Policy removed by Motion #63, State Council Meeting, 10/4/2014.

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DATE ADOPTED: 10/4/2014

POLICY S-6

TITLE: Non-Discrimination Policy

As Lions Clubs International affirms a policy of non-discrimination in all programs and activities without regard to race, color, religion, creed, national origin, ancestry, gender, marital status, age, disability, veteran status, or any other legally protected status.

HISTORY: Policy adopted 10/4/2014, by Motion #63.

MULTIPLE DISTRICT 27 POLICY MANUAL

DATE ADOPTED:

POLICY

TITLE:

HISTORY: