

MD27 STATE Policy & Procedure Manual



Last Revised January 15, 2024



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INTRODUCTION

LIONS CLUBS INTERNATIONAL MULTIPLE DISTRICT 27 POLICY & PROCEDURE MANUAL

PURPOSE

This Policy & Procedure Manual was developed as a written reference to provide guidance and consistency in the conduct of Multiple District 27 affairs. Additionally, these policies and procedures are intended to help Multiple District 27 operate effectively and efficiently by documenting norms and preventing confusion and conflict.

SUBORDINATION

These policies and procedures are supplementary to the Constitution and Bylaws of both Multiple District 27 and Lions Clubs International. Should a conflict occur, the Multiple District 27 or Lions Clubs International Constitution will overrule the applicable policy or procedure.

Newer versions of these policies and procedures supersede all previous versions.

APPLICATION

These policies and procedures apply to all Multiple District 27 Lions, employees, and attendees at Council of Governor meetings unless otherwise noted. Where specified, some policies also apply to spouses/companions of Lions.

Every effort has been made to be clear when positions are named. For example, District Governor refers to a current District Governor, not a District Governor-Elect.

EXCEPTIONS TO POLICIES OR PROCEDURES

Exceptions to policies or procedures may be granted by the current Council of Governors by a majority vote of those District Governors in attendance at a meeting called by the Council Chairperson. This meeting may be of any acceptable format described in this document.

Should exceptions to policies and procedures become frequent, the applicable policy or procedure should be reviewed for potential revision.

FAILURE TO COMPLY

The Council of Governors is responsible to take appropriate action in the event these policies and procedures are not complied with.

DUTY TO REPORT

Infractions of these policies and procedures should be reported to a current District Governor and/or the current Council Chairperson.

ACRONYMS

To conserve space many acronyms familiar to Lions, along with some new acronyms, are used throughout this Manual. A Glossary of all acronyms used follows this Introduction.



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FORMS

Forms that are commonly used by Wisconsin Lions are located in a separate appendix near the end of this Manual.

POLICY HISTORIES

A Policy History Archive has been created at the end of this Manual to document in a brief form the histories behind changes that were made to these policies.

Some of the policies that were developed from 1984-2018 were eliminated; the histories were included in the archives.

Histories are listed alphabetically by their titles, not by policy number as all numbers were revised in 2018.

The 1984-85 Council of Governors authorized the creation of this Manual; the first edition was completed during the term of the 1985-86 Council of Governors. Both Councils should be given credit for their foresight creating this document.

In order to improve usability, a major reworking (format, content and numbering) of this Policy & Procedure Manual was implemented by the 2017-18 Council of Governors.



TERMS/ACRONYMS

LIONS POSITIONS

CC – Council Chair
CC-E – Council Chair Elect
CS/T – Cabinet Secretary/Treasurer
DG – District Governor
DG-E – District Governor–Elect
ID – International Director
IP – International President
IPDG – Immediate Past District Governor
IPID – Immediate Past International Director
IPIP – Immediate Past International President
VP – International Vice President – 1st, 2nd & 3rd
PCC – Past Council Chair
PDG – Past District Governor
PID – Past International Director
PIP – Past International President
RC – Region Chair
VCC – Vice Council Chair
VDG – Vice District Governor – 1st & 2nd
VDG-E – Vice District Governor–Elect
WLF Dir. – Wisconsin Lions Foundation Director
ZC – Zone Chair

ORGANIZATION/PROGRAMS

COG – Council of Governors
DFG – Diabetes Focus Group
GAT – Global Action Team
GLT – Global Leadership Team
GMT – Global Membership Team

GST – Global Service Team
LCI – Lions Clubs International
LCIF – Lions Clubs International Foundation
LEBW – Lions Eye Bank of Wisconsin
LEHP – Lions Eye Health Program
LPEF – Lions Pride Endowment Fund
MD – Multiple District
PDGO – Past District Governors Organization
WLF – Wisconsin Lions Foundation
YE – Youth Exchange

AWARDS & RECOGNITIONS

BSF – Birch–Sturm Fellowship
KOSF – Knight of Sight Fellowship
MJF – Melvin Jones Fellowship
RHF – Ray Hempel Fellowship
HLSSA – Helmer Lecy Sight Service Award

MISCELLANEOUS

C&BL – Constitution & Bylaws
P&PM – Policy & Procedure Manual



POLICY 1 – POLICY & PROCEDURE MANUAL REVISIONS

Section 1: Submission Guidelines

- A. Any proposed MD27 P&PM additions, changes or updates must be submitted electronically to the COG Policy Committee no later than 45 days prior to the next scheduled COG Meeting.
- B. The COG Policy Committee will work with the MD27 C&BL Committee to ensure that the proposed policy submissions are not in conflict with either the LCI or MD27 C&BL.
- C. No later than 35 days prior to COG, the Policy Committee will send report to State Office who will in turn will forward to CC, DG, 1st and 2nd VDG, PID and current ID (if applicable).

ADOPTED: 7/21/2012 - former Policy G-2

LATEST UPDATE: 7/1/2018

POLICY 1 – POLICY & PROCEDURE MANUAL REVISIONS

Section 2: Housekeeping Changes

All housekeeping changes (e.g. spelling, grammar, punctuation, spacing, lettering/numbering) must be approved by the Policy Committee before being made by the State Office Staff. Housekeeping changes may be made at any time without having to record the changes in the specific policy history.

ADOPTED: 7/1/2018

UPDATED: 01/13/2024

END OF POLICY 1



POLICY 2 – MD27 OPERATIONS

Section 1: Whistle Blower

LCI and MD27 expect all Wisconsin Lions, employees, volunteers and contractors to uphold high standards and personal ethics in the conduct of their duties and responsibilities including complying with all applicable laws and regulations.

- A. Reporting Responsibility - It is everyone's responsibility to report concerns about violations of LCI and MD27 Code of Ethics or suspected violations of the law or regulations that govern MD27's operations.
- B. No Retaliation - It is contrary to the MD27 values for anyone to retaliate against any whistleblower who, in good faith, reports an ethics violation or a suspected violation of law, such as a complaint of discrimination, suspected fraud, or suspected violation of any regulation governing MD27 operations.
- C. Reporting Procedure - MD27 has an open door policy and suggests that Lions, employees, volunteers and contractors share their questions, concerns, suggestions or complaints by either:
 - 1. Contacting a DG: Those not comfortable speaking with a DG, or who are not satisfied with the DG's response, are encouraged to speak with the CC.
 - 2. Submitting their concerns in writing directly to the CC, VCC or entire COG.
 - 3. Lions and DGs are required to report complaints or concerns about suspected ethical and legal violations in writing to the CC, VCC or COG, who has the responsibility to investigate all reported complaints.
 - 4. The COG is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The DG or CC will advise the COG of all complaints and their resolution, and will report to the COG Treasurer on compliance activity relating to accounting or alleged financial improprieties, at least annually.
- D. Accounting and Auditing Matters - The MD27 COG will 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.

ADOPTED: 05/16/2013 – former Policy A-18

LATEST UPDATE: 7/1/2018

POLICY 2 – MD27 OPERATIONS

Section 2: Conflict Of Interest

In order to protect MD27's interests when contemplating entering into a transaction/arrangement that might benefit the private interest of any Lion 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 nonprofit and charitable organization conflict of interest.



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

A. Financial Interest

1. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. Ownership or investment interest in any entity with which MD27 has a transaction or arrangement
 - b. Compensation arrangement with MD27 or with any entity or individual with which MD27 has a transaction or arrangement ,
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which MD27 is negotiating a transaction or arrangement
2. Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.
3. A financial interest is not necessarily a conflict of interest. It is up to the COG to determine if a conflict of interest exists.

B. Conflict of Interest Disclosure & Determination

1. An interested person must disclose the existence of any actual or possible financial conflict of interest and disclose all material facts to the COG.

C. Procedures for Addressing the Conflict of Interest

1. An interested person may make a presentation at the COG Meeting. After the presentation, they will leave the meeting during the COG discussion and the vote on the possible conflict of interest.
2. If appropriate, the CC will appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the COG will determine whether MD27 can obtain, with reasonable efforts, a more advantageous transaction/arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction/arrangement is not reasonably possible under circumstances not producing a conflict of interest, the COG will determine by a majority vote of the disinterested DGs whether the transaction/arrangement is in MD27's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it will make its decision as to whether to enter into transaction/arrangement.

D. Records of Proceedings for COG Meetings and all committees with COG delegated powers will contain:

1. 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.



2. The names of the persons who were present for discussions and votes relating to the transaction/arrangement, the content of the discussion, including any alternatives to the proposed transaction/arrangement, and a record of any votes taken in connection with the proceedings.
- E. Multiple Offices
1. In order to assure that LCI Officers, MD Officers and Committee members are able to focus on their duties and to ensure that there is no potential conflict of interest, any LCI Officer, MD27 Officer or Committee member may not serve on the Board of Directors of any Statewide Project or Program, including but not limited to WLF, Birch-Sturm Memorial Fund, LPEF, LEBW. Current list of Statewide Projects and Programs can be found elsewhere in this Manual.
 - a. The exception to this Policy is DGs serving as COG Representatives to Statewide project or Program Boards during their term.
 - i. A DG may not serve on the Board of two Statewide Projects or Programs.
- F. Nepotism – MD27 welcomes the opportunity to hire and retain qualified employees and volunteers who are related to one another by blood or marriage. However, since such relationships sometimes can create suspicions of favoritism if the related volunteers are in a supervisor-subordinate relationship, it is the policy of MD27 that:
1. Any MD27 employee or volunteer who has or acquires a familial relationship (as defined below) with another employee or volunteer will not have any direct or indirect administrative or operational authority over the other person. This prohibition means not only that a person cannot supervise a family member, but also that the family member cannot be in that person's chain of command; for example, a family member cannot work on a committee in which a family member is the Chair.
 2. A MD27 employee or volunteer cannot use his/her authority or position to benefit or to disadvantage another employee in a familial relationship. Although all such potential misuses of authority cannot be listed here, examples include an employee or volunteer signing an evaluation for a family member or signing/approving a check payable to a family member.
 3. Employees and volunteers are required to notify the COG of
 - a. Any existing familial relationships
 - b. Any familial relationships that are created among employees (for example, by the marriage of two employees
 - c. The potential employment by MD27 of a family member
 4. MD27 will refuse to hire a job applicant or assign a volunteer who is in a familial relationship with a current employee if the applicant would be in a supervisory or subordinate position to the existing employee/volunteer. MD27 employees/volunteers who marry one another during their employment/term of office will be allowed to remain in their position unless they are in a superior-subordinate relationship and there is no open position to which one of them may be moved.
 5. “Familial relationship” within the meaning of this policy means two employees or volunteers (or an employee/volunteer and a job applicant) in the relationship of husband, wife, father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandfather, grandmother, grandson or granddaughter, or any of those relationships arising as a result of marriage/civil union (for example, brother-in-law).
- G. Annual statements will be signed by each COG member which affirms that he/she has:
- Received a copy of the Conflict of Interest Policy
 - Read and understands the Policy
 - Agreed to comply with the Policy



- Signed statements will be stored at the State Office for one year following the term of the COG.

ADOPTED: 05/16/2013 – former Policy A-19

LATEST UPDATE: 7/1/2018

POLICY 2 – MD27 OPERATIONS

Section 3: Non-Discrimination

LCI & MD27 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.

ADOPTED: 10/4/2014 – former Policy S-6

LATEST UPDATE: 7/1/2018

POLICY 2 – MD27 OPERATIONS

Section 4: Document Retention & Destruction

The COG, State Office Staff, MD27 Committees, volunteers, and contractors are required to honor the following requirements related to the maintaining, storage and destruction of MD27 documents and records.

Paper or electronic documents indicated for retention in the following descriptions will be maintained by State Office Staff:

Type of Document	Minimum Requirement
Accounts Payable Ledgers & Schedules	7 years
Audit Reports	Permanently
Bank Reconciliations	2 years
Bank Statements	3 years
Checks (for important payments & purchases)	Permanently
Constitution and Bylaws	Current version and a watermarked “out of date” version
Conflict of Interest – signed COG documents	1 year after term of COG
Correspondence (general)	2 years
Correspondence (legal & important matters)	Permanently
Correspondence (with vendors)	2 years
Depreciation Schedules	Permanently
Documents Evidencing Terms Of Gifts	Permanently
Duplicate Deposit Slips	2 years
Emails	See below
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 & Charter	Permanently
Payroll Records & Summaries	7 years
Personnel Files (including terminated employees)	10 years after termination
Policies & Procedures Manual	Current version and a watermarked “out of date” version
Tax Returns & Worksheets	Permanently
Timesheets	7 years
Withholding Tax Statements	7 years

A. Additional considerations for paper and electronic documents, excluding emails

1. Other paper documents will be destroyed after three years.
2. Other electronically stored documents will be destroyed after two years.
3. Electronically stored documents comprising or relating to a particular document otherwise addressed in this Policy should be retained for the same period as the document which they comprise or they relate to, but may be retained in hard copy form (unless the electronic aspect is of significance).
4. Electronically stored documents considered important to the organization or of lasting significance should be retained and stored in a file permanently, subject to review.
5. Documents pertinent to ongoing or anticipated government investigation or proceeding or private litigation will not be destroyed or deleted.
 - a. Consult with CC/State Operations Committee for any current or foreseen litigation.
6. Documents required to comply with government auditing standards (Single Audit Act) will not be destroyed or deleted.
7. Documents will be destroyed using a secure disposal method (e.g., shredding, secure disposal service).

B. MD27 Emails

1. Emails relating to a particular document otherwise addressed in this Policy should be retained for the same period as the document they are related to. Emails may be retained in electronic or hard copy form with the document they are related to.
2. Emails considered important to the organization or of lasting significance should be printed and stored with the file. Permanently, subject to review.



- 3. Emails not included in either of the above categories: will be destroyed after one year.

ADOPTED: 05/16/2013 – former Policy A-20

LATEST UPDATE: 7/1/2018

POLICY 2 – MD27 OPERATIONS

Section 5: MD27 Per Capita Billings

The LCI C&BL provides that a Lions Club may be placed in Status Quo for failure to meet any obligation to LCI. Clubs in Status Quo forfeit all rights and privileges and will not be counted when billing MD27 per capita dues.

The State Office Staff will check with LCI for clubs in Status Quo before billing.

ADOPTED: 2/6/1988 – formerly Policy B-2

LATEST UPDATE: 7/1/2018

POLICY 2 – MD27 OPERATIONS

Section 6: District Dues Limitations

To provide a consistent membership fee structure within MD27, the maximum dues a district may charge is \$10.00 per member, per year. The districts are not required to offer membership discounts for family units, Leos to Lions or other discounts offered by other levels of LCI.

ADOPTED: 1/11/2013 – former Policy B-9

LATEST UPDATE: 7/1/2018

POLICY 2 – MD27 OPERATIONS

Section 7: Operations Committee

- A. Operations Committee advises the COG on issues related to maintaining consistency, accuracy and historical perspective in MD27 Office operations. This may include, but is not limited to, the areas of finances/budgeting/auditing, personnel/human resources and policies.

Committee Members

Committee Rotation

CC –Chair & call meetings – 1 year term

IPCC – 1 year term

CC-E – once elected



ID, when available – 2 year term

(1) PID – 3 year term	2016-17, 2017-20, 2020-23, 2023-26, 2026-29, 2029-32, 2032-35, 2035-38
Lion with personnel/human resources background (preferably a PDG) – 3 year term	2016-2018, 2018-21, 2021-24, 2024-27, 2027-30, 2030-33, 2033-36, 2036-39
Lion with financial/accounting background (preferably a PDG) – 3 year term	2016-2019, 2019-22, 2022-25, 2025-28, 2028-31, 2031-34, 2034-37, 2037-40
Current COG Representative – 1 year term	

1. Potential Committee members must submit their names to the CC by December 15th for approval by the COG at the January COG Meeting.
2. Upon completion of the three year term, individuals must take one year off before applying again.
3. In the event that a Committee Member is unable to complete their term, the CC will solicit names for a replacement to complete the term. The CC will present potential replacements to the COG for appointment of the replacement.
4. The Committee will meet on an as needed basis via phone, video conference or other communication system(s).
 - a. Face-to-face meetings must be approved by the COG and will be coordinated by the CC. Mileage will be reimbursed in conformance with the LCI General Reimbursement Policy.

ADOPTED: 3/12/16 – former Policy N-10

LATEST UPDATE: 10/6/2018

END OF POLICY 2



POLICY 3 – COG POSITIONS & MD27 COMMITTEES

Section 1: COG Offices, Committees and Representatives

The MD27 C&BL provides that the DG-Es/1st VDGs will elect, a CC and other COG Officers, and Committees Chairs/Representatives.

Other than the offices of COG Secretary and COG Treasurer, the MD27 C&BL provides no guidance on the timing of selecting COG Officers and Committees.

In order to provide for a smooth transition between COGs, it is important that incoming 1st VDGs/DG-Es discuss the positions/roles/responsibilities in July and then make their selection for each position in October. The exception to this is the CC who is selected in January.

The COG positions listed below will be selected in the order listed:

- COG Officers
 - CC
 - VCC
 - Secretary
 - Treasurer
 - Chaplain
 - Song Leader
 - Tail Twister
- COG Committees
 - Finance (3 members, including the COG treasurer)
 - Merchandise
 - State Operations
 - Policy
 - Editorial Board (refer to Policy on Editorial Board Composition)
- COG Representative to:
 - WLF
 - Birch-Sturm Memorial Fund
 - LPEF
 - LEBW
 - Restoring Hope Transplant House
 - Leader Dogs for the Blind
 - MD27 Convention
 - YE

ADOPTED: 5/22/1983 – former Policy A-6

LATEST UPDATE: 7/1/2018

POLICY 3 – COG POSITIONS & MD27 COMMITTEES

Section 2: CC Duties and Responsibilities

The CC is responsible for carrying out all duties/responsibilities as defined in the LCI C&BL, the LCI CC Manual, the MD27 C&BL and the MD27 P&PM. They will also carry out additional duties as assigned by the COG, provided they are not in conflict with either the LCI of MD27 C&BL.

The following are additional CC duties/responsibilities specific to MD27:



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- A. Communications
 - 1. Inform the COG of all relevant developments occurring between COG Meetings
 - 2. Consult regularly with MD27 Office Staff, MD27 GAT and other MD27 Committees to ensure that the MD27 affairs are being handled in an efficient manner and report these observations at COG Meetings.
- B. Manage MD27 Office Staff and Chair the MD27 Operations Committee.
- C. COG Meetings
 - 1. Set the agenda for and preside at all COG Meetings
 - 2. Vote or abstain on all questions and motions; if CC does vote, he/she will be the last to vote on roll call votes
 - 3. Special COG Meetings
 - a. Call any special COG Meetings required by unforeseen developments.
 - b. A special COG Meeting must be called within 10 working days of the CC receiving written requests for a special COG Meeting from four or more DGs.
- D. MD27 Convention
 - 1. Work with the ID/IPID to secure an International Speaker for the MD27 Convention.
 - 2. Preside at MD27 Convention meal functions and the Business Meeting.

ADOPTED: 2/2/1986 – former Policy A-5

LATEST UPDATE: 7/1/2018

POLICY 3 – COG POSITIONS & MD27 COMMITTEES

Section 3: CC Application Process

- A. MD27 Office Staff will email a request for CC applicants to the previous four and current COG by November 1st.
- B. Applicants must submit a Letter of Intent and a MD27 CC Candidate Resume (shown in P&PM Appendix) to the MD27 Office and CC no later than December 15th.
- C. MD27 Office Staff will provide the list of candidates, their Letter(s) of Intent, and CC Candidate Resume(s) to the DG-Es/1st VDGs, and the ID/PIDs no later than 10 days prior to the January COG Meeting.
- D. MD27 Office Staff will provide the list of all candidates to each of the CC candidates no later than 10 days prior to the January COG Meeting.
- E. CC Candidates must be present at the January COG Meeting and be prepared to be interviewed by the DG-Es/1st VDGs on that date.
 - 1. Any candidate not present will no longer be considered a CC Candidate for that year.
- F. If no candidates apply by the December 15th deadline, the MD GLT will immediately begin a recruiting



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campaign to secure candidates to submit the appropriate paperwork by the January COG meeting.

ADOPTED: 1/15/2005 - former Policy A-6.1

LATEST UPDATE: 5/17/19

POLICY 3 – COG POSITIONS & MD27 COMMITTEES

Section 4: Method of Selection

- A. Election Facilitator - ID or the most recent PID in attendance and/or MD27 GLT Coordinator.
- B. Candidates
 1. CC candidates must meet all criteria listed in the MD27 C&BL.
 2. COG Office/Committee candidates must state if they are a candidate for the position being voted upon.
 3. Voting ProcessThe facilitator will count all ballots and announce the winner.
 - a. All ballots will be available for immediate recount until the next ballot is taken.
 4. If there is only one candidate the ballot will be a yes/no vote to elect.
 - a. CC candidates
 - i. If there is not a majority yes vote for the CC candidate, the MD GLT will immediately begin a recruiting campaign to secure candidates to submit the appropriate paperwork.
 - ii. The interview/voting process for the CC-E will take place at or before the March COG meeting weekend.
 5. If there are no more than two candidates for a position, a ballot will be taken. The candidate receiving the largest number of votes will be declared the winner.
 6. If there are more than two candidates for a position:
 - a. If a candidate receives the majority of the votes, he/she will be declared the winner.
 - b. If no candidate receives a majority of votes, then the candidate with the least number of votes will be dropped on the next ballot.
 - c. Subsequent ballots will be voted until one candidate receives a majority.
 - d. If a vote count indicates a tie between two candidates, up to two more ballots will be voted until a majority is reached.
 - e. Upon a tie vote on the third ballot, a coin toss will determine the winner. The facilitator will ask one candidate to call heads or tails. He/She will then toss the coin in full view of all DG-Es/1st VDGs. The facilitator will announce the face of the coin showing and the winner.
 7. All ballots will be destroyed by the Election Facilitator immediately following the meeting using a secure disposal method.

ADOPTED: 5/22/1983 – portion of former Policy A-6

LATEST UPDATE: 5/17/19



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POLICY 3 – COG POSITIONS & MD27 COMMITTEES

Section 5: GAT Application Process

- A. MD27 Office Staff will email a request for GMT, GLT, GST applicants to previous four and current COG by January 1st.
- B. Applicants must submit letter of intent and candidate resume to MD27 office and CC no later than February 15th.
- C. MD27 office staff will provide list of candidates, their letter of intent and candidate resume to the DG-Es/1st VDGs, CC and CCE no later than 10 days prior to the March COG meeting.
- D. GMT, GST, GLT candidates must be present at the March COG meeting and be prepared to be interviewed by the DG-Es/1st VDGs on that date.
 1. If a candidate cannot be physically present due to extenuating circumstances, they can use a zoom meeting or similar video conference application for the interview.
 2. The candidate must make arrangements in advance with MD27 office staff and CC/CCE prior to this at least 5 days in advance or the candidate will no longer be considered for the GMT, GST or GLT role for that year.
- E. If not candidates apply by the February 15th deadline, the current MD27 GLT, GMT or GST will immediately begin recruiting campaign to secure candidates to submit the appropriate paperwork by the March COG for the position that has no candidate.

POLICY 3 – COG POSITIONS & MD27 COMMITTEES

Section 6: Method of Selection

- A. Election Facilitator – Current CC and CCE
- B. Candidates
 1. GMT, GLT, GST candidates must meet all criteria listed in MD27 C&BL or policy.
- C. Timing of Interview and Voting
 1. During the March COG meeting, a motion will be made and approved to have the interview/election of following years GMT, GLT, GST to be held after the adjournment of the March COG meeting.
- D. Voting Facility
 1. A separate room away from where March COG was held will be set up to allow for the interview/election process of the GMT, GLT, GST.
- E. Interview Process
 1. The CC or CCE will bring in candidates for interviews individually.
 2. The 1VDG/DGE will be required to ask the same questions to each candidate in the particular position (example: if there are 3 candidates for GLT, each candidate must be asked all same questions).
 - a. Clarification of answer questions maybe asked but no additional questions can be asked



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POLICY 3 – COG POSITIONS & MD27 COMMITTEES

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Section 7: COG Budget Committee

- A. Committee Members:
- Current COG Treasurer - will chair the Committee & call meetings
 - CC or designated member of the State Operations Committee
 - CC-E
 - State Office Manager
 - One sitting DG selected by the current COG
 - Incoming COG Treasurer
 - One DG-E/1st VDG selected by the incoming COG
 - One 2VDG as selected by the current COG
- B. The Budget Committee will provide a draft budget for the ensuing fiscal year to the incoming COG prior to the MD27 Convention. This draft budget will use data as of April 1st.
- C. Committee will formulate a more precise proposed budget with a final version to be submitted to the COG one month prior to the July COG Meeting.
- D. A budget review shall be accomplished for inclusion at the January COG meeting to identify any budgetary shortfalls.

ADOPTED: 2/26/2005 – former Policy B-8

LATEST UPDATE: 7/22/2023

POLICY 3 – COG POSITIONS & MD27 COMMITTEES

Section 8: District Governor Elect Orientation

Orientation for DGEs with an emphasis on MD27 related topics will be conducted annually to help encourage a smooth transition from one COG to the next.

- A. DGE Orientation will take place the first or second Saturday of June and may include the Friday evening before or Sunday morning after depending on the curriculum/schedule of events.
- B. Some or all of the orientation will take place at the Wisconsin Lions Camp.
- C. Orientation will be conducted by the MD27 State GLT Coordinator, WLF representatives, and others who may be designated to speak

ADOPTED: 2/26/2005 – former Policy O-2

LATEST UPDATE: 07/22/2023

END OF POLICY 3



MD27 POLICY & PROCEDURE MANUAL

POLICY 4 – COUNCIL OF GOVERNORS MEETINGS

01/15/2024

Section 1: Time

- A. Meetings will be held at the following times and places:
1. International Convention - at a time that does not conflict with Convention Plenary Sessions.
 2. Third or fourth weekend in July - to be held within 30 days of the close of the International Convention - per the MD27 C&BL.
 3. First or second weekend of October.
 4. Second or third weekend of January
 5. First or second weekend in March - to be held no more than 90 days before the MD27 State Convention, to permit COG action on all resolutions submitted - per the MD27 C&BL.
 6. Immediately preceding or during the MD27 State Convention.
- B. Additional special meetings may be held as provided in the MD27 C&BL. The COG may further provide for an e-mail ballot on specific questions, and in an emergency the COG may meet via telephone conference call or electronically.

ADOPTED: 2/5/1995 – former Policy A-3

LATEST UPDATE: 3/17/22

POLICY 4 – COUNCIL OF GOVERNORS MEETINGS

Section 2: Accommodations

- A. By September 1, MD27 GLT Coordinator will work with CC to set the next year's COG Meeting dates.
- B. Under the supervision of the CC, the State Office Staff is responsible for locating hotel &/or meeting space needed for all COG Meetings and other State-called meetings. These duties include negotiating and reserving room blocks with area hotels/motels as far in advance as possible to ensure the best rates and availability. 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.
- C. Accommodation details will be sent out by the CC/State Office no later than 30 days prior to the COG Meeting. It will be the responsibility of each individual Lion to make their own hotel reservations.

ADOPTED: 1/12/2002 – former Policy A-14

LATEST UPDATE: 7/1/2018

POLICY 4 – COUNCIL OF GOVERNORS MEETINGS

Section 3: Invitees

- A. COG Meetings are open to all Lions. In order that the COG may efficiently transact the business of MD27, the CC/State Office Staff will send specific invitations to the Lions listed below:
- COG
 - Current and Past International Officers residing in Wisconsin



- VDGs
- MD27 GAT Coordinators
- Required MD27 Committee Chairpersons
- WLF President
- LEBW President
- PDGO President
- MD27 endorsed candidates for International office
- Guests as determined by the CC

B. Except as provided by the MD27 C&BL, all invitees will attend COG Meetings at their own expense.

ADOPTED: 2/6/1982 – former Policy A-2

LATEST UPDATE: 7/1/2018

POLICY 4 – COUNCIL OF GOVERNORS MEETINGS

Section 4: Agendas

In general, COG Meetings follow a Standard Agenda with variations based on decisions required at specific times of the year. The following Standard Agenda will be the basis for preparing detailed agendas for each COG Meeting. Suggested variations in the Standard Agenda by meeting date follow.

- A. Standard Agenda
1. Call to Order
 2. Pledge of Allegiance
 3. Invocation
 4. Song
 5. Introductions & Opening Remarks
 6. Approval of Minutes
 7. Correspondence
 8. LCI Committees & Reports(including ID or IPID)
 9. MD27 State Committee Reports
 10. MD27 State Projects – WLF
 11. MD27 State Programs
 12. MD27 State Convention
 13. Miscellaneous Reports
 14. Finances
 15. Personnel
 16. Other Business
 17. COG Travel
 18. Announcements / Deadlines
 19. Guest Comments
 20. Tail Twister
 21. Adjournment



B. Variations By Meeting

1. International Convention
 - a. ID or PID Report
 - b. Destruction of MD27 State Convention ballots
 - c. Announcements
 - d. Other Business
 - e. Adjournment
2. July
 - a. Ratification of Previous Actions & Minutes
 - b. MD27 Committee Chairperson Appointments
 - c. Review MD27 Initiatives for annual approval to solicit
 - d. Review permission to solicit funds causes
3. October
 - a. MD27 Committee Chairperson Appointments - if needed
 - b. MD27 Convention cost approvals – meals, advertising, golf, exhibitor tables
 - c. MD27 Curling Committee
4. January
 - a. MD27 State Convention approvals for any items not finalized in October
 - b. Resolutions, C&BL Report
 - c. International Convention
 - d. MD27 Bowling Committee
 - e. State pin supplier approval
 - f. Presentation of WLF Project budgets
5. March
 - a. MD27 State Convention Detailed Agenda & future Convention Sites
 - b. Approval of State Publication Editor and Printer requests for proposal
 - c. Decide on Lions cause(s) to receive \$1.50 per registrant from MD27
8. May
 - a. Remarks from visiting International Guest
 - b. GAT Budget presentation
 - c. Review and annual approval to solicit
 - i. MD27 Projects
 - ii. MD27 Programs
 - d. COG Recognition
 - e. Incoming COG Business
 - i. Selection of depository for incoming COG funds
 - ii. Designation of persons authorized to sign checks
 - f. Selection of the State Publication Editor and Printer
9. Taittwister

COG has options to distribute taittwister money/collected funds at each COG meeting or hold and disperse as a whole at anytime. All money/funds must be dispersed by end of May COG meeting.

ADOPTED: 1987 – former Policy A-1

LATEST UPDATE: 1/13/2024



POLICY 4 – COUNCIL OF GOVERNORS MEETINGS

Section 5: Reports

In order to provide adequate time for the review of reports and supporting materials by the COG, the following guidelines will be adhered to for agenda items and requests for action at COG Meetings.

- A. All reports and supporting materials for items to be included on the COG Meeting Agenda will be submitted to the CC and State Office Staff no later than one week prior to the COG Meeting. The State Office Staff will provide the agenda, submitted reports and supporting materials to the following no later than five working days before the COG Meeting:
 - CC
 - DGs
 - VDGs
 - MD27 ID & PIDs
- B. The CC and/or a majority of the COGs may waive the above requirements for unexpected and emergency circumstances.
- C. Submissions not meeting the above guidelines may be put off until the next COG Meeting.

ADOPTED: 1/12/2002 – former Policy A-13

LATEST UPDATE: 7/1/2018

POLICY 4 – COUNCIL OF GOVERNORS MEETINGS

Section 6: Non Face-to-face Meetings and/or Voting

At times, the COG must meet by means other than physical face-to-face meetings, (i.e. telephone/internet conference, electronic and/or email).

This procedure is to be used for a limited number of topics requiring an urgent decision that cannot wait until the next COG Meeting, either a regular meeting or a specially called meeting. The use of this procedure should be the exception and not the norm.

- A. General Guidelines
 - 1. All votes on the topic must be cast via the same method (e.g. all via email, all via telephone/internet conference).
 - 2. Votes will be recorded in roll call format by the chair to allow for later review.
 - 3. Participants
 - a. Meeting participants will typically be the COG.
 - b. Quorum must be maintained throughout the meeting (with the exception of email communications).
 - c. Other subject matter experts may be included at the discretion of the chair, but will not be voting participants.
 - 4. Notification: The chair will notify appropriate affected parties of the outcome of the vote within 48 hours.
 - 5. Ratification:



- a. At the next regular COG Meeting, all motions and votes resulting from these non-face-to-face COG Meetings will be duly ratified and included in the Meeting minutes.
 - b. The chair will maintain printed copies of vote responses and any roll call vote tally until ratification at the next COG Meeting. The copies will be destroyed after ratification.
- B. Specific Method Guidelines
1. Telephone/Internet Conference
 - a. Meeting will be chaired by the CC, VCC, or their designee.
 - b. Meeting invitation, participant details and supporting documents will be emailed to the COG at least 24 hours in advance of the conference.
 - c. Chair will confirm that all COG have been notified of the meeting before it starts.
 - i. It is suggested the chair request a reply email from participants indicating they have received the invitation.
 - ii. If the chair does not hear back from an invitee, a phone call follow up would be in order.
 2. Email
 - a. A topic needing urgent discussion/decision may be brought to the CC's attention by any Lion.
 - b. Discussion/voting will be chaired by the CC, VCC or their designee.
 - c. Chair will be the "gatekeeper" of all information that is distributed/shared between the COG and other participants.
 - i. Create a document or email that:
 - a. Describes the general topic for the email discussion/vote being brought up.
 - b. Describes the rationale for the topic needing the urgent attention.
 - c. Provides any backup documentation relevant to the topic.
 - d. Provides a summary of the pros and cons on the topic, if known.
 - e. Provides any recommendation by an appropriate committee or subject matter expert on the topic.
 - ii. Chair requests a motion be made via email by a DG who has knowledge of the topic.
 - a. The motion will be submitted to the Chair, not the entire COG.
 - iii. Chair publishes the motion to all participants and requests a second.
 - a. The first COG member to reply with a second will be listed for the official record.
 - d. Discussion
 - i. Chair will email the motion and second to the COG and ask for discussion to be shared between all COG members.
 - ii. Chair will set a time limit for responses to the discussion of a minimum of 24 hours (note the specific time for closing discussion).
 - a. If discussion is still taking place at the original deadline, the discussion period may be extended at the discretion of the Chair.
 - iii. If discussion is heavy or numerous questions are raised, the Chair may change the discussion to a telephone/internet conference.



- a. The telephone/internet conference procedure would then be followed, but the same motion would remain in place.
- e. Close of Discussion and Voting
 - i. Chair will notify the COG of the close of discussion and ask each COG member to vote yes or no on the motion by **replying only to the Chair**.
 - ii. The voting process is deemed complete when a simple majority of responses have been received by the Chair.
 - iii. The Chair will immediately notify the COG of the voting results.

ADOPTED: 5/4/2017 – former Policy A-22

LATEST UPDATE: 7/1/2018

POLICY 4 – COUNCIL OF GOVERNORS MEETINGS

Section 7: Meeting Minutes

To provide permanent records of the COG Meeting, minutes will be taken by the State Office Staff for regular meetings or the COG Secretary during meetings where State Office Staff is not available.

- A. Minutes will include but not be limited to:
 - Location, date, and time
 - Attendees
 - Recording of all agenda items
 - All motions, who made and seconded, and the vote result
 - Any submitted reports or supporting materials from presentations
- B. Minutes will be recorded electronically during the meeting with supporting notes being taken as a backup to assist with the transcribing to a permanent document.
- C. Minutes will be delivered to the CC within five business days of the meeting date for review.
- D. CC approved minutes will be distributed by email to the following MD27 individuals within 10 business days of the meeting.
 - COG
 - ID and all PIDs
 - 1st and 2nd VDGs
 - Chairs of all state committees
 - Presidents/Chairs of the state programs and projects
 - Others approved by the COG
- E. Minutes will be posted on the state website within 30 days of the meeting.

ADOPTED: 10/6/2018

LATEST UPDATE: 10/6/2018

END OF POLICY 4



POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 1: Financial Records Inspection

- A. MD27 Financial records will be open to inspection by any Wisconsin Lion.
- B. Any Lion desiring to inspect the MD27 financial records will do so only at the State Office during normal business hours.
- C. No Lion will be permitted to inspect the MD27 financial records unless a written request has been received by the State Office at least 10 days in advance, specifying the Lion(s) who desire to inspect the record(s), and the date desired.
- D. The State Office will inform the COG at each meeting of the names of those Lions who have inspected the MD27 financial records since the date of the last meeting.
- E. Because some MD27 records (such as personnel records) are confidential, and others are protected by the MD27 C&BL, access will be limited to financial records, unless approval is granted in advance by the COG.

ADOPTED: 2/6/1988 – Former Policy B-3

LATEST UPDATE: 7/1/2018

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 2: Purchase Authorization

Note: This policy will be moved to the yet to be created Operations Manual

MD27 maintains an account with LCI, which is used from time to time to purchase necessary items and supplies for MD27. In order to maintain budgetary control no one other than the State Office Staff and the CC will be authorized to make purchases from LCI which are charged to the MD27 account.

ADOPTED: 2/5/1989 – Former Policy B-4

LATEST UPDATE: 7/1/2018

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 3: State Bowling and Curling Committee Audits

The MD27 C&BL requires the State Bowling and Curling Committees secretaries to submit an annual report of receipts and disbursements to the COG. In order for the COG to discharge these responsibilities:

- A. The COG Finance Committee will conduct the audit no later than the September 1st following the end of the Lionistic year. The Committee will report, in writing, at the next COG Meeting.
- B. Materials to be submitted to the COG, no later than the opening of the MD27 State Convention by the respective committee are as follows:



1. BOWLING:
 - a. A financial statement reflecting all receipts and disbursements for the current year’s Tournament
 - b. Number of teams, singles and doubles
 - c. Report of entry fee
 - d. Report of prize monies per event
 - e. Checkbook
 - f. Canceled checks
 - g. Bank statements
2. CURLING:
 - a. A financial statement reflecting all receipts and disbursements for the current year’s Bonspiel
 - b. Number of teams
 - c. Report of entry fee
 - d. Report of prize monies
 - e. Checkbook
 - f. Canceled checks
 - g. Bank statements

ADOPTED: 3/6/1994 – Former Policy B-7

LATEST UPDATE: 7/1/2018

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 4: Council of Governors Meetings – District Governor Expenses

LCI reimburses DGs for three Multiple District COG Meetings a year. The MD27 C&BL requires a minimum of five COG meetings per year. MD27 will reimburse DGs for expenses incurred at all COG Meetings not covered by LCI. All reimbursements will be based on LCI General Expense Reimbursement Policy.

Under no circumstances are reimbursement claims to be requested from multiple sources (District, MD27, LCI, etc).

ADOPTED: 2/5/1995 – Former Policy A-10

LATEST UPDATE: 7/1/2018

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 5: Council Chair

The CC will be reimbursed for the following events per the LCI General Expense Reimbursement Policy; limits as noted:

- International Convention
- Trip to LCI Headquarters in Oak Brook, IL – one meal, one night lodging and mileage



- COG Meetings – one night lodging and mileage
- All 10 District Conventions - one night lodging and mileage
- MD27 Convention – three nights lodging and mileage
- CC-Elect Orientation
- PDGO Meetings

Expense Reimbursement:

- A. CC expenses will be paid per the MD27 C&BL. These expenses include:
 - Airfare
 - Lodging
 - Meals
 - Mileage
- B. CC reimbursement will be made upon proper submission of all documentation, including receipts and invoices for services rendered, and approval by the COG Treasurer.

ADOPTED: 2/2/1986 – Formerly part of Policy A-5

LATEST UPDATE: 7/1/2018

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 6: Council of Governors and CC-E - International Convention

NOTE: The actual monetary reimbursement amount for the sitting COG is defined in the MD27 C&BL as of 1/12/19 and supersedes the stipend described in this policy, but the requirements to receive the reimbursement/stipend described below are in effect per this policy..

While LCI makes provision for the expenses of the DG-Es to attend the annual International Convention, there is no similar provision for the current COG whose term of office is about to expire or for the CC-E.

Because the support and experience of the current COG and the CC-E is beneficial at the International Convention, MD27 will provide a budgeted stipend to the outgoing COG and CC-E for assistance with expenses in connection with their attendance at the International Convention. This stipend is not intended to “make whole” the attendee, but to provide assistance with their incurred expenses.

- A. The stipend for the current COG and the CC-E will be budgeted and approved at the first meeting of the COG year.
 - 1. The stipend amount will be per eligible person.
 - 2. If a COG member or CC-E is not attending the International Convention, their budgeted stipend will not be divided among those who are attending.
 - 3. The stipend amount will be:
 - a. \$1,000 for International Conventions held in mainland North America
 - b. \$1,500 for International Conventions held outside mainland North America
- B. COG may approve advances not to exceed 50% of the amount of the stipend.
- C. Payment of the balance of the stipend will be made after the close of the International Convention. No payment will be made until all merchandise consigned to a DG has been paid for or returned.



- D. No stipend for International Convention will be provided unless the COG member or CC-E does the following, unless waived by the CC or his/her designee:
- Attended any COG Meeting held in conjunction with the International Convention
 - Marched in the International Parade, if physically able
 - Voted in the International election (except the CC-E)
 - Attended the Candidate Forum
 - Attended all scheduled Plenary Sessions
- E. Any COG member or CC-E who does not meet the requirements above will be required to return any advance payment that was made.

ADOPTED: 7/23/1989 - former Policy D-1

LATEST UPDATE: 1/12/2019

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 7: Council of Governors – Annual LCI Headquarters Visit

The COG and their spouses/companions may visit LCI Headquarters in Oak Brook, Illinois as a group.

MD27 will reimburse the COG for travel to and from LCI Headquarters, one night of lodging, one meal for COG and spouses/companions, according to LCI General Expense Reimbursement Policy.

ADOPTED: 5/13/1984 - former Policy A-7

LATEST UPDATE: 7/1/2018

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 8: Council of Governors – Annual Lions Youth Exchange Camp Visit

Each year, the MD27 YE Committee invites the COG and their spouses/companions to visit the MD27 YE Camp at Dundee, Wisconsin, usually during July or August.

The COG will be reimbursed for mileage to and from the MD27 YE Camp visitation according to LCI General Expense Reimbursement Policy.

ADOPTED: 2/26/2005 – former Policy A-16

LATEST UPDATE: 7/1/2018



POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 9: District Governor Representatives – COG Assigned Organizations

DGs hold representative positions in various organizations within the State as part of their duties. These positions include:

- WLF
- LEBW
- Restoring Hope Transplant House
- LPEF
- Birch-Sturm Memorial Fund
- VCC
- COG Treasurer
- Finance Committee
- Members of special committees as assigned by the COG

MD27 will reimburse the appointed DG for one meal and mileage expenses per obligation, incurred in connection with his/her duties, according to LCI General Expense Reimbursement Policy.

ADOPTED: 10/10/1981 – former Policy A-8

LATEST UPDATE: 7/1/2018

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 10: MD27 Committee and District Governor Reimbursement Submissions

The COG recognizes that good financial management requires expense claims be submitted and paid promptly. Delay in submission of claims makes it difficult for the COG to know the amount of funds which have been committed, but unexpended. This is further complicated by the fact that some Lions, while entitled to reimbursement, choose not to submit expenses without notifying the COG that they have elected to donate their expenses for the good of MD27.

In order to improve procedures for expense reimbursements:

- A. All expense claims will be in accordance with the MD27 C&BL.
- B. Documented expense claims will be submitted within 60 days of the date they are incurred; in no case later than July 15th of the following Lionistic year.
- C. Documented expense claims submitted beyond the 60 day and July 15th timeframe will not be reimbursed.
- D. No expenses will be paid in excess of budgeted amounts without specific COG approval.

ADOPTED: 2/4/1990 – former Policy B-6

LATEST UPDATE: 7/1/2018



POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 11: International Director Endorsed Candidates

- A. A MD27 Endorsed ID Candidate will be reimbursed for:
 - 1. Campaign materials and related shipping costs for materials distributed/used at International Conventions during candidate’s endorsement period. Every effort should be made to reduce shipping costs by any means available. Materials may include:
 - a. Literature, posters, promotional items (e.g. buttons, caps, combs, etc.).
 - b. Parade banner, if different than the candidate’s district of MD Convention banner.
 - 2. Accommodations/Meals for three days/nights for the candidate and up to three members of the Candidate’s Advisory Committee allowing them to arrive early for campaign purposes. To be reimbursed per the LCI General Reimbursement Policy.
 - 3. Campaign meeting room at the Wisconsin delegation headquarters hotel, if separate from the Wisconsin hospitality room.
- B. All expenses and supporting receipts must be submitted within 60 days of the close of the International Convention to be reimbursed.
- C. The International Officer Campaign Fund will be budgeted \$2,000 each year and these monies will be set aside in the International Director Candidate Reserve Account.
 - 1. The total costs of the above expenses each year will not exceed the balance in the MD International Director Candidate Reserve Account without COG approval.

ADOPTED: 2/26/2005 – former Policy D-2

LATEST UPDATE: 7/1/2018

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 12: MD27 State Convention Coordinator

- A. Expenses will be reimbursed per LCI General Expense Reimbursement Policy for:
 - Attendance at all Convention Host Committee meetings for mileage and one meal
 - Attendance at all COG Meetings
- B. Attendance at the MD27 State Convention including reimbursement as per LCI General Reimbursement Policy for lodging up to four nights (in a standard room), mileage, registration, all Convention sponsored meals.

ADOPTED: 1/7/2012 – formerly part of Policy F-10

LATEST UPDATE: 10/15/2023



POLICY 5 FINANCIAL AND EXPENSE REIMBURSEMENT

Section 13: Multiple District Global Action Team

The GLT, GMT, and GST MD State Coordinators will each manage a team that consists of the State Coordinator, the CC, and up to four Wisconsin Lions appointed by each State Coordinator to serve as members of the respective State Team for one year. These are referred to as the MD State GATs.

The COG recognizes that the duties of the State GATs are such that it would not be possible to fill the positions unless provisions were made for reimbursement of some expenses. For this purpose, an amount will be included annually in the administrative budget of the MD for each State Team.

- A. Each fiscal year the GLT, GMT, and GST State Coordinators will submit a detailed budget to the current COG prior to the May COG meeting. These will be used by the Budget Committee as they create the next year’s proposed MD budget.

- B. Expenses will be authorized to be incurred by the MD State GATs according to the LCI General Expense Reimbursement Policy.
 - a. MD State GAT members will only be reimbursed for expenses incurred at District and MD State Conventions if they are doing a presentation on behalf of their respective GAT.
 - b. In the event that a member of a MD State GAT is also a District GAT Coordinator, expenses incurred in the team member’s home District will be submitted to the District of the team member. In the event expenses are incurred in a second District supported by the team member, the expenses will be submitted to the respective MD State GAT Coordinator for approval and submission for payment, and approved by the MD Treasurer.
 - c. The following are allowable budgeted expenses for the MD State GAT members as required for meetings, events, and training related to GAT responsibilities.
 - i. Travel
 - ii. Meals
 - iii. Lodging
 - iv. Postage
 - v. Printing
 - vi. Telephone
 - vii. Meeting facility charges
 - viii. Equipment (including software)
 - ix. Other supplies related to GAT responsibilities
 - d. Expenses incurred by the MD State GATs will be limited by the amount provided for in the MD Budget.

ADOPTED: 2/5/1989 – former Policy B-5

LATEST UPDATE: 5/17/2019

END OF POLICY 5



POLICY 6 – COMMUNICATIONS

Section 1: MD27 State Office

- A. Death Notices – As soon as possible after being notified, State Office Staff will email PDG/spouse and PID/spouse death notifications along with the known Lionistic history, funeral arrangements and memorial information to the following:
- COG
 - 1st & 2nd VDGs
 - PDGs
 - ID
 - PIDs
 - Spouses of deceased PDGs & PIDs
1. Any Lion listed above who is no longer a member of LCI will be removed from all mailing and email lists.
 2. It is the DG's responsibility to notify PDGs or spouses within their District without emails addresses of these deaths or to designate a District Lion to do so.
 - a. State Office Staff will advise incoming DGs of any PDGs/spouses or PIDs/spouses that do not have an email address by July 1st.
- B. MD27 Convention Headquarters Reservations - By December 31st, State Office Staff will email MD27 Convention Headquarter Hotel reservation information and deposit requirements to:
- COG
 - 1st & 2nd VDGs
 - Cabinet Secretary-Treasurers
 - PDGs
 - ID
 - PIDs
 - WLF Directors
 - other invited guests
1. 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.
- C. PDGO Mailings - At the PDGO's request State Office Staff will mail/email information from the PDGO to its members. The cost for these communications will be billed to the PDGO including postage, labels, paper, copies, and clerical labor (hourly rate).

ADOPTED: 2/5/1994 – former Policy C-4

ADOPTED: 2/5/1994 – former Policy C-5

ADOPTED: 2/5/1994 – former Policy C-6



LATEST UPDATE: 5/17/2019

POLICY 6 – COMMUNICATIONS

Section 2: Mailing Lists

MD27 C&BL prohibits furnishing any list of Lions' contact information to any person/organization for personal advantage or gain.

COG will review requests from organizations and allow the furnishing of mailing lists by the State Office to individuals or groups using the lists for approved fundraising or informational purposes.

A. List Requests

1. Must include the following:
 - Name, address, phone number and email of person or organization requesting the list
 - Purpose for which the mailing list is to be used
 - Written assurance that the list will be used one-time only for the stated purpose and will not be given or sold to others
 - An exact copy of the material being mailed
2. Requests for lists not conforming to the above minimum standards will be returned to the submitter noting that COG action will not be taken on incomplete requests.
3. The following do not require COG approval to receive available contact information for Club Presidents and Secretaries:
 - Clubs bidding for statewide events
 - Individuals seeking International office
 - State Projects or Programs
 - MD27 State Convention

B. Available Information - Only contact information listed in the MD27 Directory is available and will only be provided electronically. Any approved requests for lists not obtainable from the MD27 Directory will be referred to the organization that, in the COG opinion, has the information available.

C. Request Fulfillment - State Office Staff will download the most recent contact information from LCI and supply it electronically to the requestor within 15 days of the request being approved.

ADOPTED: 3/10/1990 – former Policy M-1

LATEST UPDATE: 7/1/2018



POLICY 6 – COMMUNICATIONS

Section 3: MD27 Publication

- A. Authority - The COG has the power to designate the official MD27 publication and to negotiate and enter into a written contract for a period not exceeding three years for supervision, printing, design and editing of the publication.
- B. Budget - The COG will make provisions in its recommended budget at the MD27 State Convention for an amount to defray some of the publication expenses.
- C. Fund Balance - Any balance in the State Lions Publication Fund at the close of the fiscal year, (except pre-payment to the US Postal Service) as shown by the Audit Report, shall be transferred by the retiring COG to the MD27 Reserve Account.
- D. Publication Purpose - The *Wisconsin Lion* is a 6-issue publication designed to inform and educate the Lions of Wisconsin about projects/programs, events and topics of interest.
- E. Publication Schedule- The Editor will create the email for the WI Lions State Office Manager to send out after each edition is complete and sent to the Printer.

Month	Online	Materials due to <i>WI Lion</i> Editor*
Jul/Aug	x	Jun 1
Sep/Oct	x	Aug 1
Nov/Dec	x	Oct 1
Jan/Feb	x	Dec 1
Mar/Apr	x	Feb 1
May/Jun	x	Apr 1

** Note each District has its own deadline of when materials are due to your District Editor... it is usually 5-10 days prior to the full publication deadline.*

- F. DG Responsibilities:
 1. Assign a District Editor.
 2. Promote article submissions from Lions and clubs throughout their District.
 3. By published deadlines, either provide a column for publication on their District page or informing their District Editor that they will not have a column in that issue.
- G. District Editor Responsibilities:
 1. Coordinate monthly District page editorial content with the DG.



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2. Submit District page content on or before the published deadline.
 3. Provide feature story ideas, photos, and contacts.
- H. Editorial Board is responsible for overall editorial direction, promotion, cost control and logistics, with oversight from the COG. The Editorial Board will meet at least quarterly to discuss issues related to the publication, and at other times as necessary.
1. Composition - The Editorial Board will be chaired by the COG Editorial Board Chair and will include representatives from the following:
 - COG (2) – Editorial Board Chair & it is recommended that the second COG member be a 1st VDG who would move into the Chair the following year
 - One of each from WLF and LEBW
 - One of each from MD27 GLT, MD27 GMT and MD27 GST.
 - One Lion At-Large, 3-year term.
 2. All Editorial Board Members to be confirmed by the COG.
 3. Editorial Board responsibilities include:
 - Participate in regular Editorial Board meetings
 - Help determine monthly editorial content / annual calendar
 - Help establish publication direction
 - Proof monthly publication in set time frame
 - Promote article submission from clubs and individuals
 - Assist Editor trainings/sessions at district conventions as able
 - Assist Editor training session/manning a booth at the MD27 State Convention
 - Recommend advertising rates & guidelines
 - Recommend story submission guidelines
 - Solicit annual printer and editor/designer bids in time to review and make recommendations for the May COG Meeting.
 4. Editorial Board will review article submissions by freelance writers and approve payment upon acceptance.

I. Editorial Content

1. Size -The *Wisconsin Lion* is a 6 issue letter-size newspaper, not to exceed 32 pages. Any increase in the number of pages must be approved by the Editorial Board or the COG.
2. Space Allotment + -
 - a. 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	Space Allotment
Districts (10)	6	2-pg. spread each
WLF *	6	1-pg.
LEBW*	6	½ -pg.



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LPEF	6	½-pg
ID or IPID	6	¼-pg
CC	6 (space available basis)	¼-pg.
Pin Traders	2	¼-pg.
Wisconsin Lions Missions	3 (recommended Oct, Mar, Jun)	¼-pg.
USA/Canada Forum	2 (recommended Mar, Jun)	¼-pg.

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

- b. 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 this Policy, except for information published as feature articles.

J. Submissions

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. Late submissions may be subject to run in the next issue.
2. Submission Guidelines
 - a. 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*.
 - b. The COG encourages Lions 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.
 - c. 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 MD27 PID or current ID. It is recommended that this story be placed on the front page whenever possible.
 - At the discretion of the DG, 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.
 - Stories about deceased Lions are permitted as feature stories of human interest.
3. Religious References - As per LCI's Purpose, Lions is a non-religious, non-political Association; therefore, the *Wisconsin Lion* does not publish any references to religion or politics.



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K. Advertising Guidelines & Rate Eligibility are as follows and are governed by the policies included herein; complete advertising guidelines are to be posted on the *Wisconsin Lion* section of www.wisconsinlions.org.

1. Display Advertising

- a. No more than two pages of any *Wisconsin Lion* will be devoted to paid advertising. Advertising will be accepted to the limit on a first come first run basis. MD27 Convention promotion does not count against this total.
- b. The following are eligible to purchase advertising at 1/2 the 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 MD27 State Convention
 - v. All Wisconsin Lions and Leo Clubs.
- c. State Curling & Bowling Committees will each be allowed up to a full-page promotional advertisement (including registration form) in one issue per year at a cost of \$100.

2. Recognitions

- a. Melvin Jones, Birch-Sturm, Knight of Sight and Ray Hempel Fellows will be listed in this order by district than by last name with a photo at no charge.
- b. 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.

L. Advertising Rates

1. Display Advertising

Page Space	Size	1 Year Advertising		2 Year Advertising Rates			Eligible Lions & Lions Related Events
		Regular Rates 1-3 Issue(s)	Regular Rate 4-6 Issues 15% discount	Regular Rate 7-9 Issues 20% Discount	Regular Rate 10-12 Issues 25% Discount	Half Price	
1/8 page	Horizontal 3.8125" x 2.125"	\$106	\$90	\$84	\$79	\$53	
1/4 page	Vertical 3.8125" x 4.875"	\$156	\$132	\$124	\$117	\$78	
1/4 page	Horizontal 7.875" x 2.3125"	\$156	\$132	\$124	\$117	\$78	
1/2 Page	Vertical 3.8125" x 10"	\$312	\$265	\$250	\$234	\$156	
1/2 Page	Horizontal 7.875" x 4.875"	\$312	\$265	\$250	\$234	\$156	
Full Page	7.875" x 10"	\$624	\$530	\$499	\$468	\$312	

All listed ad rates are per issue. Example: 4-6 issues for 1/8 page is \$90 x 6 issues + \$540 total for 6 issues.

All sizes are width x height.

Ads should be supplied in color and black and white format in print resolution pdf format.

M. Complimentary Copies –MD27 will provide complimentary copies of the *Wisconsin Lion* publication to the following:



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1. Leader Dogs for the Blind – one copy
2. WLF – one copy
3. LEBW – one copy
4. Wisconsin Historical Society – one copy
5. DGs – five copies to be used at their discretion
6. CC- five copies to be used at their direction
7. State Editor – 1
 - i. Overrun copies will be sent to the MD27 Office.
 - ii. In addition, the State Office Staff will be authorized to forward one copy to each Multiple District which sends a copy of their publication to Wisconsin.

ADOPTED: 7/2/1997 – former Policy J-3

ADOPTED: 3/3/1988 – former Policy J-4

ADOPTED: 7/27/1980 – former Policy J-5

ADOPTED: 3/7/1982 – former Policy J-6

ADOPTED: 3/3/1988 – former Policy J-7

LATEST UPDATE: 01/13/2024

END OF POLICY 6



POLICY 7 – SUPPORT OF STATEWIDE LIONS CAUSES

Section 1: MD27 Projects, Programs, and Initiatives

MD27 C&BL provides that all statewide causes (projects, programs and initiatives) must have COG approval.

Approval of a statewide cause by the COG does not mandate individual District participation.

Statewide fundraising falls into one of the following categories and must follow the requirements listed.

- A. MD27 Project - A statewide fundraiser, service activity, or cause that is undertaken by the Wisconsin Lions and Leos and is overseen by WLF.
 1. WLF will create and present an annual budget for each MD27 Project at the January COG Meeting. WLF controls the collection and disbursement of all funds raised.
 2. An annual report on each MD27 Project will be prepared by WLF and presented to the COG at the May COG Meeting.
 3. Current MD27 State Projects:
 - Diabetes Awareness
 - Eyeglass Recycling
 - Hearing
 - Vision Screening
 - Wisconsin Lions Camp

- B. MD27 Program - A fundraiser, service activity, or cause that is undertaken for an undetermined period of time by Wisconsin Lions and Leos on a statewide basis that is overseen by a District, club or organization/foundation. All funds raised will go directly to the District, club or organization/foundation.
 1. MD27 Programs will be reviewed annually at the May COG Meeting to solicit funds as a MD27 Program. Programs not reporting as described below will not be approved as a MD27 Program. The review will include, but is not to be limited to:
 - Report of funds raised
 - Number of participating clubs
 - Number of participating Districts
 - Number of people impacted/served
 - Any other information pertinent to the renewal of MD27 Program status
 2. Current MD27 State Programs:
 - Birch-Sturm Memorial Fund
 - Leader Dogs For The Blind
 - LEBW
 - LPEF
 - Lions YE
 - Stuff The Bus
 - Wisconsin Lions Missions
 - Restoring Hope Transplant House

- C. MD27 Initiative – A fundraiser, service activity, or cause that is undertaken for a set period of time by Wisconsin Lions and Leos and is overseen by a District, club, or organization/foundation.



1. A MD27 Initiative proposal must be received 30 days in advance of the COG Meeting it will be considered at.
2. A MD27 Initiative must receive annual approval by the COG to solicit funds for just that Lionistic year.
3. MD27 Initiatives must submit a report annually at the first COG Meeting of the Lions year. The review will include but not be limited to:
 - a. Report of funds raised
 - b. Number of participating clubs
 - c. Number of participating Districts
 - d. Number of people impacted/served
 - e. Any other information pertinent to the renewal of state-wide Initiative status
 - f. Written verification the requester/requesting organization is a 501(c)3 organization

ADOPTED: 5/6/1982 – former Policy L-1

LATEST UPDATE: 05/02/2020

POLICY 7 – SUPPORT OF STATEWIDE LIONS CAUSES

Section 2: MD27 Permission To Solicit Funds:

The COG may grant permission for a District, club, individual or organization/foundation to solicit funds from Wisconsin Lions and Leos for that Lion's year.

- A. A written request for permission to solicit funds must be received 30 days in advance of the COG Meeting it will be considered at and must include:
 - Information about the cause, who it benefits, and who is in charge
 - Description of what the requester/requesting organization intends to accomplish with their solicitation
 - Verification that the requester/requesting organization is a 501(c)3 organization
 - Verification of the accounting procedures that will be used to report funds raised
- B. Permission to solicit funds will be reviewed annually at the July COG Meeting:
- C. If the requester is also requesting a mailing list/name list, those requirements are covered elsewhere in this P&PM.

ADOPTED: NEW POLICY

LATEST UPDATE: 7/1/2018

POLICY 7 – SUPPORT OF STATEWIDE LIONS CAUSES

Section 3: Lions Clubs International Contests

All Wisconsin Lions Clubs are encouraged to participate in/sponsor local contests for LCI Contests, such as the Peace Poster and Essay Contests, and must follow the rules as set forth by LCI. Individual Districts and MD27 must also adhere to those rules.



- A. For each official Contest, the CC will arrange for appropriate judging to determine a first, second and third place MD27 winner. No DG will be part of the MD27 judging panel.
- B. The CC will notify all the DGs of the first, second and third place winners.
- C. The CC will notify and authorize the State Treasurer to prepare the winner's prize checks.
 1. Prize money is budgeted for each winner as follows:
 - a. 1st Place - \$100
 - b. 2nd Place - \$75
 - c. 3rd Place - \$50
 2. In the case of a tie for second or third place, those individuals who tie would both receive the same prize money (tie for second - \$100, \$75 and \$75; tie for third - \$ 100, \$75, \$50 and \$50).
- D. Prize checks will be given to the respective DGs for presentation at an event of their choice.
- E. All MD27 level entries and/or copies will be displayed at the MD27 Convention.
 1. State Office Staff working with the Convention Committee will make appropriate arrangements for this display.
- F. For each official contest, the CC will arrange for the placement of the winning entries on the MD27 web site/social media.

ADOPTED: 1/12/2002 – former Policy L-2

LATEST UPDATE: 7/1/2018

POLICY 7 – SUPPORT OF STATEWIDE LIONS CAUSES

Section 4: Wisconsin Lions Youth Exchange Camp

- A. YE Camp General Policy
 1. Unless otherwise stated, this Policy applies to everyone attending the camp including, but not limited to:
 - Adults
 - Campers
 - Counselors
 - Staff
 - Visitors
 2. This Policy applies to all camp activities.
 3. Any violation of this policy will result in immediate dismissal.
 4. Language:
 - a. The official language will be English.
 - b. Foul language will not be tolerated.
 5. Age Requirement:
 - a. Campers will be between the ages of 17 to 20 inclusive.
 - b. In special cases, the age limit can be waived by a majority vote of the State YE committee.
 6. Program Participation:
 - a. ALL exchange youth will be invited to attend camp, dependent upon availability.
- B. Specific Rules:



1. Pyrotechnic Devices: The use of pyrotechnic devices (fireworks, sparklers, etc.) is strictly forbidden.
2. Prescription Medications: All prescription medications must be registered with the camp nurse or Head Counselor if no nurse is present. The nurse/Head Counselor will control the administration of said medications. A secured area will be provided for the safekeeping of all medications.
3. Illegal Drugs: The use or possession of illegal drugs is strictly forbidden.
4. Hazing: Any form of hazing, harassment, abuse or humiliation is strictly forbidden.
5. Alcohol: The use of alcohol or other intoxicating beverages is strictly forbidden.
6. Driving: Driving of motorized vehicles is strictly forbidden.
7. Smoking/Tobacco Products: Smoking will be confined to the designated area. Use of other tobacco products is prohibited. This is per Wisconsin Statute § 254.92 (2001).
8. 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.
9. 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.
10. 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.
11. Telephone: Use of the camp telephone must be authorized by a Lion YE Camp Director. Long distance calls can only be made by credit/calling card or by calling collect.
12. Romance: Romantic involvement among any camp participants is strongly discouraged.
13. 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.
14. Campgrounds: Campers and counselors are not allowed to leave the campgrounds except during scheduled activities.
15. Work Schedules/Camp Rules: These will be posted the first day at camp and will be adhered to as part of camp life.
16. Curfew: Camp shutdown will be at 12:30 am unless superseded by a scheduled activity. Quiet time in sleeping quarters will be at 10:00 pm. Consideration of those wanting to rest should be observed during quiet time.
17. Activities: All campers are required to participate in all scheduled activities unless excused for medical or personal reasons.
18. Medical Emergencies: The Camp Director and camp nurse will determine when, if and how a camp attendee will be transported for medical emergencies.

C. Trips:

1. When away from camp on trips, unless otherwise instructed, campers and counselors are to wear YE apparel issued at camp. Campers and counselors must stay with their assigned group.
2. Bus company and bus driver rules apply and must be conformed to.

ADOPTED: 3/6/1993 – former Policy N-4

LATEST UPDATE: 7/1/2018

LATEST UPDATE: 3/06/2021

END OF POLICY 7



POLICY 8 – MD27 STATE CONVENTION

Section 1: Host Committee & Facility Requirements

A. Host Committee

1. The Convention Host Committee will be comprised of any of the following organizations:
 - Multiple District
 - District
 - Lions Club
 - Combination of Lions Clubs
2. Responsibilities:
 - a. Reserve a block of rooms sufficient to provide housing, at the attendee's expense, during the Convention for Dignitary Housing as set forth in this P&PM. This block of rooms will be open to all convention attendees on February 1st 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 this P&PM.
 - 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 name badges and meal tickets, and other registration related activities as required by the COG and this P&PM.
 - e. Prepare a name badge for all registrants that includes, at a minimum, the Lions emblem; designation as Lion and Leo or guest; the registrants name and any current office title beyond the club level; the name of the club they belong to.
 - f. Prepare a Convention Program Booklet for distribution to registrants. Content of the Convention Program Booklet provided by the State Convention Coordinator to include:
 - i. Pictures of DGs and CC Biography of ID plus picture
 - ii. Welcome from the host convention chair
 - iii. Welcome from the CC
 - iv. Convention Rules and Procedures
 - v. Keynote Speaker biography and picture
 - vi. Picture of PIDs
 - vii. Resolutions to vote on
 - viii. Incoming DGs and CC at end of program booklet.
 - g. Arrange for all Convention meals.
 - h. Host a Dignitary Reception prior to the Governors' Honor Banquet or equivalent event.
 - i. Select and employ the services of a Keynote Speaker for one of the luncheons.
 - j. Arrange and plan all seminars presented during the Convention.
 - k. Sponsor Friday evening hospitality for all Conventions registrants.
 - l. Provide a display area for exhibitors to inform registrants of their products/services.
 - i. State recognized Lions Projects and Programs will be provided reasonable space at no charge.
 - m. Provide facilities for voting in accordance with this P&PM.
 - n. Coordinate with the MD27 State Convention Sergeant-At-Arms Committee to determine manpower needs for policing the Convention and provide additional manpower as needed.



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- o. Provide adequate signage for all Convention events.
- p. Provide a display area for pin traders in accordance with this P&PM.
- q. Arrange and host an annual MD27 State Convention Golf Outing preceding the start of the Convention.
- r. Design and procure a MD27 State Convention Pin.

B. Convention Host Committee Revenue

1. All fees/charges imposed must be approved by the Convention Committee host and reported to COG, including:
 - Registration
 - Meals
 - Convention pin sales
 - Golf registration
 - Convention Program Book advertising
 - Friday hospitality co-sponsoring
 - Exhibitor space sales
2. The following raffles are allowed:
 - a. Convention Host Committee:
 - One Convention Class A raffle
 - Friday Luncheon – up to five Class B raffles.
 - Friday Hospitality – up to four Class B raffles
 - Saturday Luncheon – up to 2 Class B raffles.
 - Annual MD27 State Convention Golf Outing – up to four Class B raffles

C. Bidding

1. The Convention Host Committee will submit a bid to host the annual MD27 State Convention in conjunction with a headquarters hotel and/or convention facility to the Lions State Office no later than 30 days prior to the January COG meeting of the third year immediately preceding the year of the Convention to be hosted (i.e. January 2019 to host the 2022 MD27 State Convention).
2. The bid will contain all pertinent information necessary to judge the adequacy of the headquarters hotel and/or convention facility against the requirements set forth in this P&PM.
 - a. The bid will contain a letter of support from the headquarters hotel, along with applicable room rates for the convention period.

D. Host Hotel and Space Requirements

A Convention Host Committee wishing to host the annual State Lions Convention, will 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 and transportation, if required.

1. Accommodations:
 - a. The Headquarters hotel will 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.
 - c. Must be ADA accessible.



2. Meal facilities:
 - a. Luncheons – seating for 600
 - b. Breakfast – seating for 350
 - c. Evening banquet – seating for 350
3. Additional space requirements:
 - a. Seminar Breakout rooms – three rooms with seating capacity of no less than 100.
 - b. District meeting rooms – must be available simultaneously
 - Three rooms with a seating capacity of 100 (breakout rooms may be used)
 - Three rooms with a seating capacity of 75
 - Four rooms with a seating capacity of 50
 - c. Voting area – room with at least 800 square feet and a separate entrance and exit.
 - d. Display area – an area for 30, six- or eight- foot tables available on a continuous basis during the Convention.
 - e. Registration area – an area for four, six- or eight- foot tables.
 - f. Secure room to store registration materials.

E. Oversight

1. The COG will have sole and complete control over Convention activities. Any deviation from this or any other MD27 Policy must be submitted to the COG for approval.

ADOPTED: 7/21/2012 – former Policy F-11

ADOPTED: 5/15/2014 – former Policy F-14

LATEST UPDATE: 1/13/2024

POLICY 8 – MD27 STATE CONVENTION

Section 2: Site Inspection Committee

- A. The State Convention Coordinator shall select up to 5 people to serve on the Site Inspection Committee.
- B. This Committee will investigate all bids received from groups interested in hosting the MD27 State Convention.
- C. Committee decisions will be subject to COG review and approval at the January COG meeting. Approved sites will be on the ballot at MD27 Convention.

Mileage reimbursements to inspect potential sites will be made in conformance with LCI General Expense Reimbursement Policy.

ADOPTED: 1/8/2011 – former Policy F-12

LATEST UPDATE: 03/04/2023



POLICY 8 – MD27 STATE CONVENTION

Section 3: Funds and Fees

- A. MD27 C&BL provides that the COG will have complete charge of the MD27 State Convention Fund and will approve all expenditures.
- B. Convention Registration Fee
 - 1. The regular registration fee charged to each attendee will be determined by the State Convention Committee with direct approval from the Council of Governors.
 - 2. To encourage early registration and to assist in estimating the needs of the State Convention attendees, an additional fee determined by the State Convention Committee and the Council of Governors may be added to the registration and other individual fees a maximum of 30 days before the start of the State Convention.
 - 3. A “No Refunds After” date may be set a maximum of 15 days before the start of the Convention.
- C. Dignitary Fee Coverage

MD27 will provide for the registration and fees for all Convention sponsored meals for the following and their spouse/companion:

 - LCI guest
 - ID and PIDs
 - Current DGs
 - Current CC
 - WLF President
 - PDGO President

ADOPTED: 3/10/1985 – former Policy B-1

ADOPTED: 2/7/1981 – former Policy F-1

ADOPTED: 7/22/1989 – former Policy F-5

LATEST UPDATE: 3/06/2021

POLICY 8 – MD27 STATE CONVENTION

Section 4: MD27 State Convention Coordinator

The MD27 State Convention Coordinator will be appointed by the COG for a term subject to reconfirmation of each succeeding COG.

- A. Coordinator Duties:
 - 1. Act as the duly authorized COG representative in all matters related to the MD27 State Convention and seek COG approval of all issues requiring their approval or not covered by Policy.



2. Serve as the MD27 State Convention Site Inspection Committee Chair, ensuring compliance with MD27 C&BL and this P&PM.
3. Solicit bids for future conventions.
4. Review all bids for future convention sites and arrange for timely site visits by the MD27 State Convention Site Inspection Committee.
5. Report MD27 State Convention Site Inspection Committee recommendations to the COG for inclusion of future sites on the ballot at the MD27 State Convention.
6. Prepare and negotiate the contract between COG and the MD27 State Convention Host Committee.
7. Attend Convention Host Committee meetings and report to the COG on the progress of MD27 State Convention arrangements and all actions that require COG approval.
8. Prepare the communication regarding Dignitary room reservations called for by this P&PM and ensure that it is sent to the required individuals.
9. Complete the registration form and request payment of such for the individuals identified in the Dignitary Fee Coverage section of this P&PM.
10. Develop a plan of publicizing the Convention in the *Wisconsin Lion* Publication and on MD27 social media.
11. Ensure that all necessary and appropriate materials are posted to the State website under the Conventions section.
12. Communicate with the following MD27 State Convention Committees regarding their MD27 State Convention responsibilities:
 - State Elections
 - Credentials
 - Parliamentarian
 - Sergeant-At-Arms
 - Tail Twisters
 - Affiliate Clubs MD27 State Convention Representative
13. Cooperate with the CC regarding the preparation of the programs for the luncheons, banquets and business meetings held during the Convention.
14. File an annual report with the COG, prior to June 30 of each year, setting forth all essential information regarding the activities and statistics of the MD27 State Convention, as well as any issues that require action prior to the next Convention.

ADOPTED: 1/7/2012 – former Policy F-10

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION

Section 5: International Guest/Speaker

- A. As covered in the CC duties in this P&PM, the CC will work with the ID/IPID to secure an International Guest/Speaker for the MD27 State Convention. This Guest/Speaker should be IP , IVP, IPIP or as recent as possible.



B. The following exception to the Policy will apply:

1. When the IPIP is from another geographical area outside North America, the COG will have two options:
 - a. Invite the IPIP and pay all related expenses. (Officer expenses from outside our geographical area are not paid by LCI).
 - b. Invite another International Officer (past or present) as the Convention speaker.

ADOPTED: 2/2/1991 – former Policy F-6

LATEST UPDATE: 3/04/2023

POLICY 8 – MD27 STATE CONVENTION

Section 6: Speaker Merchandise Sales

It has become common to contract a guest speaker for one of the luncheons and/or a seminar at the MD27 State Convention for a reasonable cost. Some guest speakers have requested to be allowed to sell their books and similar merchandise to offset their expenses.

Guest speakers will be allowed to sell their merchandise, immediately following their presentation, at a location and for a set period of time as determined by the Convention Host Committee.

ADOPTED: 3/1/2003 – former Policy F-8

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION

Section 7: Sale of Lions State Merchandise

Due to the fact that the State Office no longer maintains Wisconsin Lions clothing merchandise in inventory, the COG recommends that the State authorized vendor be at the MD27 State Convention.

ADOPTED: 2/7/1981 – former Policy F-2

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION

Section 8: Pin Trading

In order to provide for the orderly management of areas established for the trading of Lions friendship pins:



- A. An adequate area with tables and chairs for pin trading will be provided by the Convention Host Committee. Tables need to be reserved by published deadline and appropriate form prior to convention.
 - 1. Tables need to be reserved by the published deadline and on the appropriate form prior to the Convention.
- B. Hours for pin trading will be established by the COG as part of the Convention schedule.
- C. Each pin trader desiring to use a table or space within the pin trading area will adhere to the LCI 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.
- D. The selling of pins by districts, clubs and members will be permitted in accordance with the above philosophy.
- E. Anyone violating these rules may be removed from the pin trading area by the Sergeant-at-Arms.

ADOPTED: 1/26/1997 – former Policy F-7

LATEST UPDATE: 1/13/2024

POLICY 8 – MD27 STATE CONVENTION

Section 9: Campaign/Promotion Materials

Meal functions are reserved for fellowship, guest speaker presentations and other special events, therefore no distribution of campaign materials, flyers, or any promotional materials will be allowed at or during meal functions.

The MD27 Sergeant-at-Arms will be responsible for the enforcement of this Policy.

ADOPTED: 4/22/2005 – former Policy F-9

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION

Section 10: State Election Committee

- A. All voting at the MD27 State Convention will be in accordance with the LCI and MD27 C&BLs.
- B. The location and time will be designated by the State Election Committee Chair. The State Election Committee will supervise the voting at the MD27 State Convention.
- C. After voting closes and during tabulation, only members of the Election Committee and those other Lions specifically designated by the State Election Committee Chair will be allowed in the room while the votes are being tallied.



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ADOPTED: 1/7/2012 – former Policy F-13

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION

Section 11: Elections – Ballots

- A. In the event that there is more than one candidate for any office voted on at the MD27 State Convention, candidates will be listed on the ballot in alphabetical order.
- B. A spoiled ballot (i.e. a ballot the voter knows they have mismarked) will be returned to the appropriate District member of the Election Committee to receive a new ballot. The spoiled ballot will be accounted for by the Elections Committee and stored with the used ballots for future destruction.
- C. Any vote results within a five percent margin of victory will automatically be recounted prior to the results being made known to the parties involved.
- D. All completed ballots will be returned to the State Office at the completion of the Convention by the State Elections Chair for temporary storage. The ballots will be destroyed upon affirmative vote of the COG at the next COG Meeting.

ADOPTED: 10/10/2981 – former Policy H-1

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION

Section 12: Elections – Multiple Vacancies

In the case of multiple vacancies to be filled for the same office, the following procedure will apply:

- A. Names of all candidates will be listed in one section of the ballot, which will clearly indicate that the Delegate is to "VOTE FOR TWO".
- B. Ballots which are clearly marked for one candidate or for two candidates, will be counted as valid ballots. Ballots which are marked for more than two candidates will be invalid.
- C. The candidate receiving the largest number of votes will be declared the winner of the office which has the longest term he/she is qualified to serve; the candidate with the next highest number of votes will be declared the winner of the office not filled by the first candidate.
- D. Tie votes will be decided in accordance with the MD27 C&BL.

ADOPTED: 3/7/1981 – former Policy H-2

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION

Section 13: Sergeants-at-Arms Committee

- A. The Sergeant-At-Arms Committee will work with the MD27 State Convention Coordinator and the



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Convention Host Committee to assure proper order and decorum at the MD27 State Convention and all its functions, and will perform such other duties as are assigned to them by the COG.

- B. The Sergeants-At-Arms Committee will cooperate with the Elections and Credentials Committees in keeping quiet and order while voting is taking place, and to see that only those properly certified and/or registered are admitted to the voting area and Convention sessions and functions.

ADOPTED: 3/5/2011 – former Policy R-1 Sec 2

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION

Section 14: Tailtwister Committee

- A. The Tailtwister Committee will work with the MD27 State Convention Coordinator to determine the times and locations that tailtwisting will be conducted.
- B. Official Tailtwister containers and stickers will be made available by WLF and will be the only containers used throughout the MD27 State Convention.
- C. All funds collected by the Convention Tailtwisters will be turned over to WLF and the amount announced at the Closing Banquet/Event.
- D. All Tailtwister fines are limited to \$1.00.

ADOPTED: 3/5/2011 – former Policy R-1 Sec 3

LATEST UPDATE: 1/13/2024

POLICY 8 – MD27 STATE CONVENTION

Section 15: Parliamentarian

- A. The Parliamentarian for the MD27 State Convention business sessions will be recommended by the CC and appointed by the COG at the July COG Meeting.
- B. If the appointed Parliamentarian is not available for any business session, the CC will appoint someone to fill the role.

Section 16: Tables

- A. For profit organisations shall be charged a fee determined by the convention host committee.
- B. For non profit organisations (including pin traders) no fee will be charged for the first table.
- C. Host convention committee has authority to approve all tables based on space limitations.

ADOPTED: 3/5/2011 – former Policy R-1 Sec 4

LATEST UPDATE: 1/13/2024

END OF POLICY 8



POLICY 9 – INTERNATIONAL CONVENTION

Section 1: International Convention Committee

- A. The Committee will consist of the CC and one member from each District appointed by the DG for a two-year term.
 - 1. Districts A1, B1, C1, D1 and E1 will make appointments at the start of odd numbered Lionistic years. Districts A2, B2, C2, D2, and E2 will make appointments at the start of even numbered Lionistic years.
 - 2. The current ID and all PIDs will serve as ex-officio Committee members.
- B. The COG will appoint the International Convention Committee Chair.
- C. Committee members will not receive any reimbursement for expenses.

ADOPTED: 3/5/2011 – former Policy R-1 sec 5

LATEST UPDATE: 7/1/2018

POLICY 9 – INTERNATIONAL CONVENTION

Section 2: Parade Entries

The COG recognizes that it has been the policy for many years to enter units in the International Convention Parade. The International Convention Committee will be responsible for all activities related to the parade.

- A. In order to avoid confusion, unless otherwise determined by the COG, the order of line-up will be as follows:
 - 1. US and State flags
 - 2. “WISCONSIN” banner, carried by the DGEs immediately followed by their spouses/companions.
 - 3. CC-E and spouse/companion
 - 4. Dignitaries
 - a. Current COG and spouses/companions
 - b. Current ID and spouse/companion, if any
 - c. International Candidate(s) and spouse/companion, if any
 - d. PIDs and spouses/companions
 - 5. Band, if authorized by the COG.
 - 6. Uniformed marching delegation (see below)
 - 7. Other units
- B. The official Wisconsin parade uniform consists of a red Wisconsin Lions shirt (current design); black slacks, skirts, or below the knee capris, black shoes; and an approved hat.
 - 1. An optional red jacket, of similar design and bearing the same lettering as the official Wisconsin Lions shirt, may be worn.
 - 2. The uniform for children consists of any red shirt and black slacks or skirt.
 - 3. Persons not wearing the Wisconsin parade uniform as described in this Policy will not be permitted to participate as members of the marching delegation. The wearing of Lions vests or jackets, other than the approved jacket, by members of the marching delegation is specifically prohibited.



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

ADOPTED: 10/27/1990 – former Policy D-4

LATEST UPDATE: 7/1/2018

POLICY 9 – INTERNATIONAL CONVENTION

Section 3: Hospitality Room

The COG will have the International Convention Committee arrange for a hospitality room at International Conventions unless such costs are exceedingly prohibitive.

This room is to be used as a gathering point for Wisconsin Lions, as an information center and potentially, to organize Candidate campaign efforts.

ADOPTED: 10/12/1980 – former Policy D-3

LATEST UPDATE: 7/1/2018

POLICY 9 – INTERNATIONAL CONVENTION

Section 4: Midwest Breakfast

The COG encourages attendance at the Midwest Breakfast by all Wisconsin Lions and spouses/companions who are attending the International Convention.

ADOPTED: 10/12/1980 – former Policy D-6

LATEST UPDATE: 7/1/2018

END OF POLICY 9



POLICY 10 – CANDIDATES FOR ENDORSEMENT FOR INTERNATIONAL OFFICE

The CC will arrange for International Office Candidates to present a maximum five minute address at a COG Meeting. If possible, all candidates for an office will be heard at the same COG Meeting.

Candidates for endorsement will attend the COG Meeting at their own expense.

The COG will take no position favoring one candidate for endorsement over another. Individual DGs will be free to support the candidate of their choice.

ADOPTED: 10/12/1980 – former Policy A-9

LATEST UPDATE: 7/1/2018

END OF POLICY 10



POLICY 11 – DISTRICT OFFICER ATTIRE

Section 1: District Governor Uniform

DGs and spouses/companions will wear distinctive uniforms while representing themselves and the Wisconsin Lions at official Lions functions. Cost of all clothing will be the responsibility of the individual DG, unless specifically noted.

A. DG Formal Uniform

1. The formal uniform will be a Red blazer in accordance with section 3, with black slacks/skirt, black socks/hosiery, black shoes, white shirt and agreed upon matching tie/scarf.
2. A distinctive crest, to be worn on the coat over the left upper pocket, will be provided for each DG at MD expense. The State Office will order crests to be delivered to the DG-Es by the date of the MD27 Convention.

B. Casual Uniform

1. An optional casual uniform, chosen by the future COG during their 2nd VDG year, will consist of a golf-style shirt with collar and appropriate slacks and shoes. The shirt will be available for the spouse/companion if desired. It will not be the same color as the preceding COG shirt. The shirt will have a Lions emblem on the front and may be lettered to meet the needs of the COG.
2. Examples of appropriate events for wearing this casual uniform could be DG-E Seminar when permitted, YE Camp visit, Leader Dogs For The Blind visit and other non-formal occasions.

C. Spouse/Companion Uniform

A spouse/companion of the DG will wear a comparable “formal uniform” when accompanying the DG. An approximately 4” dia. deluxe Lions emblem will be worn on the coat over the left upper pocket. The State Office will order the deluxe Lions emblem to be delivered to the DG-Es by the date of the MD27 convention.

D. CC Uniform Decision:

1. .

ADOPTED: 7/13/1990 – former Policy A-4

LATEST UPDATE: 10/15/2023

POLICY 11 – DISTRICT OFFICER ATTIRE

Section 2: Vice District Governor Uniform

VDGs will wear distinctive uniforms while representing themselves and the Wisconsin Lions at official Lions functions. Cost of all clothing will be the responsibility of the individual VDG

A. VDG Formal Uniform



1. The formal uniform will be a Hunter Green blazer with black slacks/skirt, black socks/hosiery, black shoes, and white shirt.
 2. A distinctive crest, to be worn on the coat over the left upper pocket, will be provided for each VDG at MD expense. The State Office will order crests to be delivered to the VDGs by the date of the MD27 Convention.
- B. Casual Uniform
1. An optional casual uniform, chosen by the future COG during their 2nd VDG year will consist of a golf-style shirt with collar and appropriate slacks and shoes. The shirt will be available for the spouse/companion if desired. It will not be the same color as the preceding COG shirt. The shirt will have a Lions emblem on the front and may be lettered to meet the needs of the COG.
 2. Examples of appropriate events for wearing this casual uniform could be DG-E Seminar when permitted, YE Camp visit, Leader Dogs For The Blind visit, and other non-formal occasions.
- C. Spouse/Companion Uniform
- A comparable formal uniform for the spouse/companion of the VDG is optional.
- D. CC Uniform Decision Prerogative
- The final decision for which uniform to wear will be determined by the CC or CC designee.

ADOPTED: 3/6/1999 – former Policy A-12

LATEST UPDATE: 7/1/2018

POLICY 11 – DISTRICT OFFICER ATTIRE

Section 3: Uniform Blazer Sourcing Procedure

- A. DG Blazer - MD27 has adopted a policy of a distinctive uniform for each COG member and their spouse/companion.
1. Since it is important that the main component of the uniform, the blazer, be consistent among all COG members of the same year, the incoming COG will vote by the end of the October COG weekend, on one source for the Artillery Red blazer. The blazer may be purchased from the same supplier as the previous year's COG, from a newly sourced supplier, or from a reputable on line/mail order supplier.
 - a. If a supplier being considered is different from the previous year's supplier, the current COG merchandise chair will assist the incoming COG with finding a new supplier.
 - b. If a supplier being considered is different from the previous year's supplier, it is recommended samples be reviewed to assure a quality blazer will be selected.
 2. There may also be a stock of previously owned DG blazers in various sizes stored at the State Office. If desired, a DG may use one of these blazers during their DG year provided it is a good color match with the rest of the DGs.



B. VDG Blazer

1. MD27 has adopted a policy of a distinctive uniform for each VDG.
1. The Hunter Green blazer may be purchased from the same supplier as the previous year's VDGs, from a newly sourced supplier, or from a reputable on-line/mail order supplier.
2. If a supplier being considered is different from the previous year's supplier, it is recommended samples be reviewed to assure a quality blazer in the appropriate color will be selected.
3. There may also be a stock of previously owned VDG blazers in various sizes stored at the State Office. If desired, a VDG may use one of these blazers during their VDG years.

C. PDG

1. PDG uniform will be a dark blue blazer. No standardized source is used.

ADOPTED: 10/31/1998 – former Policy A-11

LATEST UPDATE: 7/1/2018

END OF POLICY 11



POLICY 12 – MD27 STATE PINS

Section 1: Design Contest and Supplier Selection

MD27 will hold a contest, during the Lionistic year before the current pin series ends, for the purpose of obtaining designs for the annual Wisconsin Lion trading pin. The contest will run from May 1st to August 31st and will be publicized in the State publication in the March/April, May/June and July/August issues.

- A. Trading Pin Design Criteria: To establish a quality and uniform trading pin, the following criteria will be used in the design and production of the Wisconsin Lion trading pin:
 - 1. Designs will feature a series of up to five pins, with one pin dedicated for each year of the series.
 - 2. The theme of the series will be a topic representing the State.
 - 3. Each pin in the series will include 'Wisconsin', the year, LCI logo, and the series theme.
 - 4. For the first pin in a series, the deadline is August 31 so the MD27 Pin committee can have it for their October meeting each year.

- B. Trading Pin Design Selection: The State Pin Committee will select a pin series and recommend the series to the COG for final approval.

- C. In the event of a special year in Lion's history, a special commemorative pin may be inserted into an agreed upon series of pins upon final approval from the COG.

- D. Supplier Selection and Ordering Instructions – The State Pin Chair will:
 - 1. Prepare the number of drawings necessary for submission to a licensed LCI agent.
 - 2. Submit the drawings to the supplier(s) determined by the State Pin Committee to obtain quotes and supplier artwork for the pin series.
 - 3. Have the State Pin Committee review the quotes and supplier artwork and recommend a supplier to the COG at the January COG meeting.
 - 4. Order the agreed upon quantity of pins to be shipped to the State Office for distribution.

- E. If for economic or other reasons a change of supplier is required by the COG or the State Pin Committee, the supplier selection process will be repeated by the State Pin Committee.

ADOPTED: 7/24/1983 – former Policy K-1

LATEST UPDATE: 7/1/2018

POLICY 12 – MD27 STATE PINS

Section 2: Distribution of Pins and State Buttons

Each year, MD27 authorizes and purchases a distinctive State Lions pin. These pins are available for sale to the Lions and Leos of MD27 at a price determined by the COG. Additional pins may be distributed without charge to International Convention attendees.

- A. International Convention
 - 1. International Convention attendee pins will be distributed only to Lions attending the International Convention.



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- a. All unsold current pins will be turned in to state office manager by close of MARCH COG meeting.
 - b. Annual distribution of current and/or older pins for dignitaries to trade at the International Convention will be as follows, depending upon the number of surplus pins available: DG-E have priority to current pins.
 - DG-E – 50 if surplus
 - DG – 50 if surplus
 - PIDs who attend the International Convention – 30 if surplus
 - CC – 30 if surplus
 - CC-E – 30 if surplus
 - ID or Endorsed ID Candidate – 75 if surplus
 - c. Those Lions not listed above, will receive 25 if surplus pins without charge. Pins will be distributed of the oldest pin stock first remaining at the State Office.
2. These pins will be distributed at the MD27 State Convention only to those Lions who are registered for the International Convention at that time.
 - a. Those Lions who do not attend the MD27 State Convention must make arrangements with the State Office to receive their pin allotment.
 3. The MD27 International Convention Committee Chair will coordinate with the State Office Staff to arrange for the distribution of the pins at the MD27 State Convention.
- B. DG Consigned Pins**
1. A quantity of pins agreed upon by the CC, the DG, and the State Office Staff will be given to each DG on a consignment basis for each DG to be able to sell during their DG year at a COG determined price.
 - a. It is suggested the average number of pins sold by the three previous DGs (rounded up to next 25) be used as the number of pins offered to the DG to sell.
 2. The State Office Staff will keep track of the pins consigned to each DG using a form the DG will sign upon receiving their initial supply of pins.
 - a. During the year additional consigned pins will be tracked by the State Office Staff.
 3. Funds collected will be turned in by the DG as the year progresses and a receipt will be issued by the State Office.
 4. All accounts for each DG must be reconciled with the State Office by the end of the Lionistic year either by paying for the consigned pins, or by returning unsold pins.
 5. Any DG account amount not reconciled at the end of the year will be charged to the respective District for payment.
- C. Wisconsin State Buttons**
1. The ID or Endorsed ID Candidate will receive up to 1,500 Wisconsin buttons on an annual basis.

ADOPTED: 10/27/1990 – former Policy K-2

LATEST UPDATE: 7/1/2018



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POLICY 12 – MD27 STATE PINS

Section 3: Price of Non-Current Year State Pins

To encourage the reduction of quantities of non-current year State pins stored by the State Office:

- A. The price of non-current year State pins will be set at 50% of the previous year's regular pins (ex: on July 1, 2018, all remaining 2017-2018 State pins will be set at 50% of the 2017-2018 selling price)
- B. If a special State pin (ex: LCI Centennial Pin) had a special selling price, the reduced price will be set at 50% of the original price.
- C. The cost for shipment of non-current year State pins ordered from the State Office will be the same as the current year State pins.

ADOPTED: 10/6/2018

LATEST UPDATE: 3/17/22

END OF POLICY 12



POLICY 13 - AWARDS AND RECOGNITION

Section 1: Helmer Lecy Sight Service Award

The Helmer Lecy Sight Service Award recognizes up to two Lions and/or non-Lions each year for outstanding volunteer service in the field of sight (restoration, saving or any other sight-related projects).

DGs wishing to nominate someone for this Award, must submit their nominee to the CC by January 1st. A maximum of one nomination per District per year is allowed.

Nominations must be submitted on the form found in the appendix of this P&PM.

Previous Helmer Lecy Sight Service Award recipients are not eligible, unless extraordinary circumstances permit.

Award recipients will be chosen within 60 days by a committee consisting of the:

- CC – (chairman)
- WLF Sight Project Chair
- ID or IPID

The Helmer Lecy Sight Service Awards will be presented at the MD27 Convention.

The Award is a ribbon type medallion, accompanied by a proper certificate relating the significance of the Award. All Award costs will be paid by the interest generated by a trust fund set up by PID Helmer Lecy.

ADOPTED: 3/8/1996 – former Policy Q-1

LATEST UPDATE: 7/1/2018

END OF POLICY 13



POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

In MD27 there are many committees and individual positions that are filled each year either by COG appointments, or as standing committees/appointments that are filled in some other way.

This policy attempts to capture as many of these committees and individual positions as possible and categorize them as:

- LCI mandated committees or positions
- MD27 mandated committees or positions
- Other Committees or positions

A brief overview of the purpose, membership, operating procedures, and meetings of each committee or position will be included if they are defined.

Further information regarding the various committees or positions may also be found in other sources including but not limited to: LCI C&BL or other LCI documents, MD27 C&BL or other parts of this MD27 P&PM.

If a history statement existed for the committee or position it is included in the P&PM History Archives.

- A. Open positions for the next Lionistic year: Those Multiple District Chair/committee positions that are appointed by the COG and expire 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 MD27 must be made by the March COG meeting of all positions opening for the next Lionistic year. Interested Lion’s responses are required to be submitted to the CC before the May COG meeting Interested Lions must indicate they are willing to serve the term of the respective position.

A. LCI MANDATED COMMITTEES OR INDIVIDUAL POSITIONS

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section A1: Credentials Committee

- A. Purpose: Committee is responsible for handling delegate certification at the MD27 State Convention
- B. Members: Each DG will appoint one representative from his/her District, preferably the Cabinet Secretary-Treasurer, to the State Credentials Committee
- C. Chairperson Selection: Appointed by the COG and is typically the Chairperson of the MD27 State Convention Elections Committee
- D. Operating Procedures: Follow the MD27 C&BL regarding certification and voting
- E. Meetings: One meeting held at the MD27 State Convention
- F. Other: Recommended that the members of the Credential Committee not be the same as the members of the Elections Committee as they have simultaneous duties and it reduces the manpower available to conduct the elections.



POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section A2: Global Action Team (GAT)

- A. Purpose: The GAT will ensure the MD’s GLT, GMT, and GST coordinators are collaborating and implementing plans to develop skilled leaders, strengthen membership, and expand the district’s humanitarian service. The GAT is the driving force that ensures your multiple district is strong, stable and focused.
- B. Members: MD GLT, GMT, & GST Coordinators
- C. Chairperson Selection: The CC is the GAT Chair
- D. Operating Procedures: LCI has published documents to define and help the GAT perform their duties
- E. Meetings: As called by the GAT Chair

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section A3: Global Leadership Team (GLT) MD Coordinator

- A. Purpose: The GLT MD Coordinator is the leadership development expert ensuring districts achieve their goals. The Coordinator will educate, coach and mentor the District Coordinators, while removing barriers that impede progress.
The GLT MD Coordinator will also coordinate the training of the DGE/VDG-1s and VDG-2s and assist with training for other leadership positions within the MD.
- B. Members: The GLT District Coordinators report to the GLT MD Coordinator.
- C. Chairperson Selection: Appointed to a 1-year term by the COG per the MD C&BL, and may serve multiple terms. GLT MD Coordinator must also be approved by LCI.
- D. Operating Procedures: LCI has published documents to define and help the GLT perform their duties
- E. Meetings: Meetings are called by the MD GLT Coordinator on an as-needed basis, but also keeps in contact with the GLT District Coordinators.
- F. Other: The GLT MD Coordinator is part of the MD GAT and reports to:
 - a. The MD GAT Chair (the CC)
 - b. The GLT area leader/advisor

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section A4: Global Membership Team (GMT) MD Coordinator

- A. Purpose: The GMT MD Coordinator is the membership expert ensuring districts achieve their goals. The Coordinator will educate, coach and mentor the District Coordinators, while removing barriers that impede progress.
- B. Members: The GMT District Coordinators report to the GMT MD Coordinator.
- C. Chairperson Selection: Appointed to a 1-year term by the COG per the MD C&BL, and may serve multiple terms. GMT MD Coordinator must also be approved by LCI.
- D. Operating Procedures: LCI has published documents to define and help the GMT perform their duties
- E. Meetings: Meetings are called by the MD GMT Coordinator on an as-needed basis, but also keeps in contact with the GMT District Coordinators.
- F. Other: The GMT MD Coordinator is part of the MD GAT and reports to:
 - a. The MD GAT Chair (the CC)
 - b. The GMT area leader/advisor



POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section A5: Global Service Team (GST) MD Coordinator

- A. Purpose: The GST MD Coordinator is the service program expert ensuring districts achieve the goals of their area. The Coordinator will educate, coach and mentor the District Coordinators while removing barriers that impede progress.
- B. Members: The GST District Coordinators report to the GST MD Coordinator.
- C. Chairperson Selection: Appointed to a 1-year term by the COG, and may serve multiple terms. GST MD Coordinator must also be approved by LCI.
- D. Operating Procedures: LCI has published documents to define and help the GST perform their duties
- E. Meetings: Meetings are called by the MD GST Coordinator on an as-needed basis, but also keeps in contact with the GST District Coordinators.
- F. Other: The GST MD Coordinator is part of the MD GAT and reports to:
 - a. The MD GAT Chair (the CC)
 - b. The GST area leader/advisor

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section A6: LCIF MD Coordinator

- A. Purpose: Serve as an ambassador for LCIF in the MD, educate Lions in the MD about the mission and successes of LCIF, lead the team of LCIF District coordinators, and assist with all aspects of LCIF fundraising and grants in the MD.
- B. Members: MD Coordinator is an individual position but he/she works with the LCIF District Coordinators
- C. Chairperson Selection: Appointed by the COG for a 3-year term and approved by LCIF
- D. Operating Procedures: LCI/LCIF has published documents to define and help the LCIF MD Coordinator perform their duties
- E. Meetings: Provide a written report at each COG meeting on items from LCIF that are of interest or a benefit to the Lions of MD27

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section A7: MD Protocol Chair

- A. Purpose: To insure that LCI and State protocol is being followed at the MD State Convention and any other activities involving MD or International Officers
- B. Members: This is an individual position appointed by the COG for a 1-year term
- C. Operating Procedures: LCI has published documents to define and help the MD Protocol Chair perform their duties
- D. Meetings: The MD Protocol Chair should be involved in the planning of the MD State Convention



POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section A8: MD State Convention Committees

- **Resolutions/C&BL**
 - A. Purpose:
 - a. Review submitted resolutions for recommendation to the COG and potential placement on the ballot at the MD27 State Convention.
 - b. Review policy changes for potential conflict with the MD27 C&BL.
 - c. Recommend changes to the MD27 C&BL via proposed resolutions
 - B. Members: MD Chair and 10 District Chairs
 - C. Chairperson Selection: Appointed by the COG for a 1-year term
 - D. Operating Procedures: The operating procedures of this committee are defined in the MD27 C&BL
 - E. Meetings: Requirements for meeting is detailed in the MD27 C&BL
 - F. Other:
 - a. Regardless of whether or not the State Resolutions/C&BL Committee chooses to present its recommendations to the MD27 State Convention, the Committee will be required to give its recommendations regarding each resolution to the COG.
 - b. In the event that the State Resolutions/C&BL Committee chooses not to present its recommendations to the Convention, the COG may present those recommendations on its own motion; however, the COG may not withhold the Committee's recommendations from the Convention should the Committee choose to present them.

- **Nominations**
 - A. Purpose: Although this committee is mandated by LCI in the “Standard MD C&BL”, there is no mention of it in the LCI C&BL or MD27 C&BL. However, the MD27 C&BL does seem to include nominations as one of the duties of the State Elections committee.
 - B. Members: Per the LCI Standard MD C&BL, each sub-district will have at least one representative on the committee.
 - C. Chairperson Selection: Per the LCI Standard MD C&BL, the COG will appoint a chairman

- **Elections**
 - A. Purpose: Committee will oversee the election process at the MD27 State Convention. Detailed duties are outlined in the MD27 C&BL
 - B. Members: This committee will be appointed by the COG and be composed of one representative from each District.
 - C. Chairperson Selection: Although not stipulated anywhere, past practice is that the COG has appointed the Elections Chair
 - D. Operating Procedures: Detailed in this P&PM and the MD27 C&BL
 - E. Meetings: One meeting held at the MD27 State Convention



F. Other: Recommended that the members of the Elections Committee not be the same as the members of the Credentials Committee as they have simultaneous duties and it reduces the manpower available to conduct the elections.

• **Rules**

- A. Purpose: Although this committee is mandated by LCI in the “Standard MD C&BL”, there is no mention of it in the LCI C&BL or MD27 C&BL. However, both documents do state that the “Rules of Procedure” will be Robert’s Rules of Order.
- B. Members: Per the LCI Standard MD C&BL, each district will have at least one representative on the committee.
- C. Chairperson Selection: Per the LCI Standard MD C&BL, the COG will appoint a chairman.

• **International Convention (covered with our International Convention coordinator)**

B. MD27 C&BL MANDATED COMMITTEES OR INDIVIDUAL POSITIONS

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section B1: International Convention Committee (Coordinator)

- A. Purpose: The Coordinator is charged with organizing certain functions related to the annual International Convention. Those functions include but are not limited to:
 - a. entering the delegation in Parade of Nations
 - b. work with the CC and the CC-E to secure meeting space at the convention for a COG meeting
 - c. provide information to the attendees regarding the Midwest Breakfast
 - d. assist attendees with general information regarding the convention.
- B. Members: At one time this was a committee, but it currently a single-person coordinator
- C. Chairperson Selection: Appointed by the COG for a 2-year term
- D. Operating Procedures: The Int. Conv. Coordinator is mentioned in a separate policy within this P&PM
- E. Meetings: An informational meeting is held at the MD27 State Convention for anyone attending the International Convention

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section B2: International Relations Chair

- A. Purpose: The International Relations Chair acts as a liaison between the Lions of MD27 and LCI. Through the reports made at each COG meeting the International Relations Chair will inform the Lions of MD27 of programs, grants, relevant information, etc. from LCI. The Chair will work with the incoming COG to help select their International guests for the District Conventions. The Chair will work with the CC, CC-E, and the State Convention Committee to help select their International guest for the MD State Convention.
- B. Members: The current ID or the IPID from MD27
- C. Chairperson Selection: Appointed by the COG



- D. Operating Procedures: Provide a written report at each COG meeting on items from LCI that are of interest or a benefit to the Lions of MD27
- E. Meetings: Attend the COG meetings if available. The Chair also participates in the MD State Convention Committee meetings when available.

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section B3: MD Leo/Lions Youth Outreach Chair/Committee

- A. Purpose: To encourage Leos and Leo club advisors to bring new energy, inspire fresh ideas for service and further develop the Leo Club Program and other LCI Youth Outreach programs throughout the MD
- B. Members: MD Chair oversees the 10 District chairs
- C. Chairperson Selection: Appointed by the COG for a 1-year term
- D. Operating Procedures: This committee does not have any formal operating procedures
- E. Meetings: Meetings are called by the MD Chair on an as-needed basis

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section B4: MD State Convention Parliamentarian Committee

- A. Purpose: To advise the presiding officer of the MD27 State Convention during the business meeting
- B. Members: MD27 State Convention Parliamentarian and 10 District Chairs
- C. Chairperson Selection: MD27 State Convention Parliamentarian appointed by the COG for a 1-year term
- D. Operating Procedures: If the appointed Parliamentarian is not be available for any business session, the CC will appoint someone to fill the role.
- E. Meetings: One meeting held at the MD27 State Convention

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section B5: MD State Convention Sergeants-At-Arms Committee

- A. Purpose: The Sergeant-At-Arms Committee will work with the MD27 State Convention Coordinator and the Convention Host Committee to assure proper order and decorum at the MD27 State Convention and all its functions, and will perform such other duties as are assigned to them by the COG.
- B. Members: The 10 District Sergeants-At-Arms
- C. Chairperson Selection: Appointed by the COG for a 1-year term
- D. Operating Procedures: The operation procedures of this committee are detailed in a separate policy of this P&PM and the MD27 C&BL.
- E. Meetings: The committee will meet and be active at the MD27 State Convention

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section B6: MD State Convention Site Inspection Committee

- A. Purpose: This Committee will investigate all bids received from groups interested in hosting the MD27 State Convention.



- B. Members: The members of this committee is detailed in a separate policy in this P&PM
- C. Chairperson Selection: The MD27 State Convention Coordinator serves as the chair per the MD27 C&BL
- D. Operating Procedures: The operation procedures and reporting is detailed in the MD27 C&BL
- E. Meetings: Meetings are called by the MD Chair on an as-needed basis
- F. Other: In addition to the defined duties the MD Site Inspection Committee Chair often reaches out to districts, zones, clubs and facilities in areas of the state that have a qualified and viable convention host facility.

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section B7: MD State Convention Tailtwisters Committee

- A. Purpose: Collect tailtwisting funds at the MD27 State Convention that are turned over to the WLF.
- B. Members: The 10 District Tailtwisters
- C. Chairperson Selection: Appointed by the COG for a 1-year term. Typically the chair has been the Tailtwister from the district where the MD27 State Convention is being hosted.
- D. Operating Procedures: The operation procedures of this committee are detailed in a separate policy of this P&PM
- E. Meetings: The committee will meet and be active at the MD27 State Convention

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section B8: Research and Long Range Planning Committee

- A. Purpose:
 - a. To promote and improve the Lions program in the State of Wisconsin, on a state-wide basis.
 - b. To envision the future and find the best way to "Serve" economically, physically, psychologically and socially.
- B. Members:
 - a. Five District representatives as defined in the MD27 C&BL serve 5-year terms
 - b. The IPID from MD27 appointed as defined in the MD27 C&BL
- C. Chairperson Selection: Appointed by the COG from the Committee members for a 1-year term per the MD27 C&BL
- D. Operating Procedures:
 - a. All suggested subjects to be presented to the Committee for consideration will be presented from one of the following bodies:
 - i. COG
 - ii. A MD Committee
 - iii. The DG on behalf of his/her District
 - iv. At the discretion of the Committee.
 - b. All suggested subjects presented to the Committee will be in writing.
 - c. All subjects addressed by the Committee will be submitted to the COG for approval or their recommendation for further action.
 - d. The Committee will report to the COG after each of their meetings.



- E. Meetings: Meeting frequency is defined in the MD27 C&BL

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section B10: State Bowling Tournament Committee

- A. Purpose: To oversee the MD27 State Bowling Tournament
- B. Members: MD Chair and the 10 District Bowling Chairs
- C. Chairperson Selection: The Committee Chair is voted on by the committee at the State Convention meeting.
- D. Operating Procedures: In addition to the items below, the State Bowling Committee also has their own C&BL
 - a. Districts A1, A2, C1, C2, E1 and E2 will make their appointments in the even numbered years. Districts B1, B2, D1 and D2 will make their appointments in the odd numbered years.
 - b. Immediately upon being notified of a committee member's resignation or their inability to serve, their DG will appoint another Lion member in good standing from their District to complete the unexpired term.
 - c. Any club desiring to be host to the State Bowling Tournament must submit a written application to the Bowling Committee Secretary by December 15 of the year prior to the year the MD27 State Convention votes on the host club for the tournament, disclosing the following information and more if considered pertinent:
 - i. Number of bowling lanes/establishments to be used
 - ii. A written invitation by the mayor or municipality manager of the interested city.
 - d. The State Committee will investigate all applications received from Clubs interested in sponsoring the next State Tournament.
 - e. All actions of the Committee will be subject to review and approval by the COG.
 - f. Minutes of each Committee meeting will be made available to the COG in the report by the Committee Chair at the next COG meeting.
 - g. The Committee Secretary will make annual written reports to the COG. The Committee Treasurer will submit an annual report of receipts and disbursements to the COG. All such reports will be submitted at least twenty days before the MD27 State Convention. The same reports will also be presented to the MD27 State Convention by the Committee Secretary or Chair.
- E. Meetings: Three meeting per year

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section B11: State Curling Committee

- A. Purpose: Committee members provide assistance for the State Curling Tournament and bring the tournament information to the District Cabinet meetings and the local clubs.
- B. Members: the 10 District Curling Chairs
- C. Chairperson Selection: Appointed by the COG for a 1-year term.
- D. Operating Procedures:
 - a. The Committee will be composed of a member from each District. Members will be appointed by the respective DGs, each for two-year terms. The term of office will commence July 1st and end June 30th for each two-year term.



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- i. Districts A1, A2, C1, C2, E1 and E2 will make their appointments in the even numbered years. Districts B1, B2, D1 and D2 will make their appointments in the odd numbered years.
 - ii. Immediately upon being notified of a committee member's resignation or their inability to serve, their DG will appoint another Lion member in good standing from their District to complete the unexpired term.
 - b. The Committee will appoint a Wisconsin Lion in good standing as its Secretary-Treasurer. The Secretary-Treasurer does not need be a member of the Committee.
 - c. The Committee member from the District in which the next State Tournament is to be held will be the Chair of the Committee unless otherwise voted upon by the Committee.
 - d. Under the supervision of the COG, the committee will be responsible for supervising the State Curling Tournament-
 - e. The Committee will be responsible for establishing the rules and regulations for conducting its State Tournament and will establish the entry fee to be charged by the host club.
 - f. The Committee will investigate all invitations received from Clubs interested in sponsoring the next State Tournament.
 - g. All actions of the Committee will be subject to review and approval by the COG.
 - h. A portion of the entry fees collected from participants for the State Tournament by the host club will be allocated to the State Curling Committee in an amount determined by the State Committee for administrative expenses. Committee members are to be reimbursed for their administrative expenses according to the LCI General Expense Reimbursement Policy.
 - i. Minutes of each Committee meeting will be made available to the COG in the report by the Committee Chair at the next COG meeting.
 - j. The Committee Secretary will make annual written reports to the COG. The Committee Treasurer will submit an annual report of receipts and disbursements to the COG. All such reports will be submitted at least twenty days before the MD27 State Convention. The same reports will also be presented to the MD27 State Convention by the Committee Chair or Secretary.
 - k. State Curling Tournament Host Club Qualification Requirements:
 - i. Any club desiring to be host to the State Curling Tournament will submit a written invitation to the respective Committee Secretary of the State Curling Committee by December 15, disclosing the following information and more if considered pertinent:
 1. Number of sheets available in the host facility
 2. A written invitation by the mayor or municipality manager of the interested city
- E. Meetings: One meeting is held each year at the State Curling Bonspiel Tournament

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section B12: State Pin Committee

- A. Purpose: To serve the Lions of Wisconsin per the MD27 C&BL and P&PM. The main duty is to make a recommendation to the COG to assure there is an annual State Trading Pin. For the Lions of Wisconsin each member of this committee is a reference for questions on Lions Trading Pins. For example, how to create and procure Lions Trading Pins, names of registered Lions pin manufacturers, and questions on what to do with the pin collections of deceased and donated Lions Pins.
- B. Members: Each District's Pin Chair is considered a member of this committee
- C. Chairperson Selection: The committee will name its own chair per the MD27 C&BL



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- D. Operating Procedures:
 - a. The operating procedures for the State Pin design and supplier selection as well as the distribution of the State Pins is defined in another policy within this P&PM.
 - b. No reimbursement for expenses will be allowed for members of this committee.
 - c. The committee will report to at least two COG meetings each year.
- E. Meetings: Meetings are called by the MD Chair on an as-needed basis

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section B13: Youth Exchange Committee

- A. Purpose:
 - a. The Youth Exchange Committee (YEC) will 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 LCI.
 - b. The YEC will be responsible for the operation of the Wisconsin Lions YE Camp.
- B. Members: The YEC will be composed of a member from each District appointed by the respective DG, for three year terms.
- C. Chairperson Selection: The MD27 YE Chair/Co-Chairmen will be the Chair/Co-Chairmen of the State YEC, for the three year term with an annual renewal by the COG.
- D. Operating Procedures: Specific Operating Procedures of the Lions YE Camp are detailed in a separate policy in this P&PM.

The MD27 YEC is established by the MD27 By-Laws. In order to establish controls consistent with the MD27 C&BL, this policy will govern the conduct and operation of the YEC.

- a. All funds pledged by each district are forwarded to the YEC Treasurer to support the YE Budget. Any funds forwarded directly by Lions or Leo clubs to the Wisconsin Lions state office will be forwarded to the YEC Treasurer. An annual notification will be made to the districts in an amount set by the COG. Districts will be encouraged to establish budgets to support the YEC activities.
- b. The YEC will prepare an annual budget and submit it to the COG no later than the week before the MD27 State Convention or at such earlier time as necessary to be included in the preparation of the state budget. This budget will include rationale explaining receipts and expenses.



- c. 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 COG prior to expenditure.
- d. All funds raised by the YEC will be used for the operation of the YE Camp, or for the benefit of the participating youth.
- e. The YEC is encouraged to raise funds from all sources, including those outside Lionism.
- f. Participation in the YE program will include youths from other countries visiting Wisconsin as well as Wisconsin youths visiting other countries.
- g. Reasonable efforts will be made to provide YE participants with materials that promote Wisconsin and Wisconsin Lionism. In this regard the State Lions will provide up to 100 of the current state pins to the YEC.
- h. The YEC will appoint one of its members as Treasurer. The duties of the Treasurer will include:
 - i. The YEC will use a debit card to cover incidental costs related to the operation of the YE 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.
 - i. Provide a full accounting of expenditures, to the COG Treasurer within 30 days of the close of the YE Camp.
 - 1. Receipts for all expenditures will be kept by the YE Treasurer for auditing purposes.
 - i. The YEC Chair or his/her designee will report to the COG at their second regularly scheduled meeting. The report will include all activities undertaken and a comparison of actual to budgeted expenditures.
- E. Meetings: Meetings are called by the MD Chair on an as-needed basis, typically three-four times per year.
- F. Other: The YEC is also governed by LCI guidelines for YE programs.

C. OTHER MD27 COMMITTEES OR INDIVIDUAL POSITIONS

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section C1: Ad Hoc Committees

- A. Purpose: An ad hoc committee is a special committee appointed by the COG 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.
- B. Members: Appointed by the COG
- C. Chairperson Selection: Appointed by the COG
- D. Operating Procedures:
 - a. A clear mission statement will be developed for each ad hoc committee. The mission statement will include measurable objectives by which the committee's performance may be evaluated. These objectives will include "interim" benchmarks by which periodic progress may be measured.
 - b. The term of an ad hoc committee will be no more than one year but can be extended by the COG.
 - c. Funding if necessary will be subject to budgetary constraints.



- d. The ad hoc committee will give a status report at each COG meeting.
- E. Meetings: Meetings are called by the ad hoc committee Chair on an as-needed basis

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section C2: Finance Committee

- A. Purpose: The Finance Committee will address any financial issues that arise during the year, and make recommendations to the COG for appropriate actions. The committee also will conduct an audit of the State Bowling and Curling financial reports no later than the September 1st following the end of the Lionistic year. The Committee will report, in writing, at the next COG Meeting.
- B. Members:
 - COG Treasurer
 - State Office Manager (non-voting, advisory position)
 - State Operations Committee Representative (no-voting, advisory position)
 - Two sitting District Governors
 - Two 1 VDG’s
 - Two 2 VDG’s
- C. Chairperson Selection: COG Treasurer
- D. Member Selection: Current COG
- E. Meetings: Meetings will be called as needed by the Chair
- F. The Finance Committee will determine best practices for investing reserve funds, ensuring bank accounts are insured to the limits of the law, which may mean using several different financial institutions. These will be submitted as recommendations for approval to the COG. Review of the MD account will be accomplished annually prior to the State Convention.

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section C3: MD Publication Committee (Editorial Board)

- I. Purpose: Editorial Board is responsible for overall editorial direction, promotion, cost control and logistics of the MD27 publication, with oversight from the COG. The Editorial Board will
- B. Members: Representatives from the following:
 - a. The COG Editorial Board Chair
 - b. A VDG-1 who will move into the Chair role the following year
 - c. One member each from WLF and LEBW
 - d. One member each from MD27 GLT, GMT, & GST
 - e. All members will be confirmed by the COG
- C. Chairperson Selection: The Editorial Board will be chaired by the COG Editorial Board Chair
- D. Operating Procedures: Responsibilities are outlined in another Policy within the P&PM
- E. Meetings: meet at least quarterly to discuss issues related to the publication, and at other times as necessary.

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section C4: Merchandise Representative

- A. Purpose:
- B. Members:



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- C. Chairperson Selection:
- D. Operating Procedures:
 - a. If a new supplier being considered for the DG attire, the current COG merchandise chair will assist the incoming COG with finding a new supplier.
- E. Meetings:
- F. Other:

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section C5: Policy and Procedure Committee

- A. Purpose: Maintains the MD27 P&PM which provides guidance to the Lions of WI and specifically the COG. Changes to the P&PM are approved by the COG based on proposals made by the Committee.
- B. Members: Chair (3-year term), (1) IPDG (1-year term), (1) current DG (1-year term), (1) VDG-1 (1-year term), (1) VDG-2 (1-year term)
- C. Chairperson Selection: Appointed by the COG for a 3-year term
- D. Operating Procedures:
 - a. There is policy in the P&PM that covers how changes are made to the P&PM. Much of the work done by the committee is on-their-own with cross checking by the other committee members through email/phone calls.
 - b. The sitting DG on the committee should be familiar with the P&PM and monitor COG meetings to be sure policies are not being violated. Having the latest copy of the P&PM and the MD C&BL is advised.
- E. Meetings: Meetings are called by the MD Chair on an as-needed basis.
- F. Other: The goal with the committee membership is to maintain continuity year-to-year by having members move up on the committee

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section C6: State Operations Committee

- B. Purpose: Operations Committee advises the COG on issues related to maintaining consistency, accuracy and historical perspective in MD27 Office operations. This may include, but is not limited to, the areas of finances/budgeting/auditing, personnel/human resources and policies.
- B. Members: Defined in a separate Policy in this P&PM
- C. Chairperson Selection: The CC will serve as the Committee Chair
- D. Operating Procedures: Defined in a separate Policy in this P&PM
- E. Meetings: As called by the Chair

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section C7: Childhood Cancer Chair

- A. Purpose: Childhood Cancer Chairpersons support Lions and Leos engaged or interested in projects to expand access to life-saving treatment and provide support to the children and families who face childhood cancers. They may collaborate with leadership throughout the organization, including the Global Service Team (GST).
 - 1. Identify needs in MD27 to support the LCI initiative of Childhood (Pediatric) Cancer



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- B. Members: Current membership is the MD27 Chair, but the potential exists to have a representative in each District
- C. Chairperson Selection: Appointed by the CC
- D. Operating Procedures: Information is available on the LCI web site regarding the operating procedures of the Environmental Chair
 1. Present the COG ideas/suggestions regarding which hospitals and programs to support
 2. Carry out the COG decisions regarding how to proceed
 3. Research and write grant applications to LCIF when approved by the COG
 4. Once an LCIF grant is approved, promote the details of the grant to the COG, Lions Clubs, Cabinets, Conventions and other means of communication
 5. Work with the Grant Administrator (often a CC or PCC) in assuring the matching funds of the approved grant are raised
 6. Any other duties assigned by the Council Chair
- E. Meetings: The MD chair will communicate with the District Chairs

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section C8: Diabetes Chair

- A. Purpose: Diabetes Chairpersons support Lions and Leos engaged or interested in projects to reduce the prevalence of diabetes and improve the quality of life for those diagnosed. They may collaborate with leadership throughout the organization, including the Global Service Team (GST).
- B. Members: Each District should have a Diabetes Chair appointed by the DG
- C. Chairperson Selection: Appointed by the CC
- D. Operating Procedures: Information is available on the LCI web site regarding the operating procedures of the Diabetes Chair
- E. Meetings: The MD chair will communicate with the District Chairs

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section C9: Environment Chair

- A. Purpose: Environment Chairpersons support Lions and Leos engaged or interested in projects to meet environmental challenges at the local and global level. They may collaborate with leadership throughout the organization, including the Global Service Team (GST).
- B. Members: Each District should have an Environmental Chair appointed by the DG
- C. Chairperson Selection: Appointed by the CC
- D. Operating Procedures: Information is available on the LCI web site regarding the operating procedures of the Environmental Chair
- E. Meetings: The MD chair will communicate with the District Chairs

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section C10: Hunger Chair

- A. Purpose: Hunger Chairpersons support Lions and Leos engaged or interested in projects to alleviate hunger and malnutrition. They may collaborate with leadership throughout the organization, including the Global Service Team (GST).



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- B. Members: Each District should have a Hunger Chair appointed by the DG
- C. Chairperson Selection: Appointed by CC
- D. Operating Procedures: Information is available on the LCI web site regarding the operating procedures of the Hunger Chair
- E. Meetings: The MD chair will communicate with the District Chairs

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section C11: New Voices Committee (aka: Family & Women’s Specialist)

- A. Purpose: Family and Women’s Specialists are members of the GMT for a district or multiple district. These specialists serve three-year terms to oversee the growth and participation of women and family members throughout the district or multiple district.
- B. Members: MD Chair oversees the District Chairs
- C. Chairperson Selection: Appointed by the COG
- D. Operating Procedures: Information is available on the LCI web site regarding the operating procedures of the New Voices/Family & Women’s Specialist Chair
- E. Meetings: The MD chair will communicate with the District Chairs

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section C12: Vision Chair

- A. Purpose: Vision Chairpersons support Lions and Leos engaged or interested in eye health and blindness prevention projects. They may collaborate with leadership throughout the organization, including the Global Service Team (GST) members.
- B. Members: Each District should have a Vision Chair appointed by the DG
- C. Chairperson Selection: appointed by CC
- D. Operating Procedures: Information is available on the LCI web site regarding the operating procedures of the Vision Chair
- E. Meetings: The MD chair will communicate with the District Chairs

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section C13: Information Technology (IT) Committee

- A. Purpose: The IT committee maintains the MD27 State web site and recommends technology to assist/improve MD27.
- B. Members: The MD Chair and the ten District chairs
- C. Chairperson Selection: Appointed by the COG for a 1-year term
- D. Operating Procedures: Chair will report at each COG meeting on any relevant issues
- E. Meetings: Meet at least once per year as a committee

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section C14: MD State Convention Coordinator

- A. Purpose: The Coordinator’s responsibilities will be to arrange, administer and coordinate activities associated with the MD27 State Convention.



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- B. Coordinator: Appointed by the COG subject to reconfirmation of each succeeding COG
- C. Operating Procedures: Duties of the MD27 State Convention coordinator are defined in a separate policy in this P&PM.
- D. Meetings: Attend the host committee meetings and report at each COG meeting

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section C15: MyLCI/MyLION Coordinator/Committee

- A. Purpose: To help districts encourage their clubs to enter in their Membership reports and Activity reports every month into MyLCI/MyLION. To this end each district has their own MyLCI Administrator and with the help of the Committee Co-Chairs are to work toward a goal of 100% for both of the reports in MyLCI/MyLION.
- B. Members: The MD Chair/co-chairs and the 10 District MyLCI Chairs
- C. Chairperson Selection: Appointed by the COG for a 1-year term
- D. Operating Procedures: This committee does not have any formal operating procedures, but LCI has multiple published documents to define and help users navigate MyLCI.
- E. Meetings: No formal meetings are held. Emails are sent to District Leadership making them aware of the performance of the clubs in their district.

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section C16: Past District Governors Organization

- A. Purpose: To help advance the cause of Lionism in Wisconsin, promote inter-district relationships, and cooperate in the advancement of such projects as aid to the visually handicapped and other meritorious undertakings.
- B. Members: PDGs who pay the lifetime or annual dues of the organization
- C. Chairperson Selection: Elected by the PDGO members
- D. Operating Procedures:
- E. Meetings:

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section C17: Public Relations Coordinator/Committee

- A. Purpose: Facilitates the transfer of the promotional information among Lions in the Multiple District, taking advantage of the latest public relations techniques available.
- B. Members: The MD Chair will oversee the 10 District Chairs
- C. Chairperson Selection: Appointed by the COG for a 1-year term
- D. Operating Procedures: The coordinator/committee will:
 - a. plan programs that will assist in developing and maintaining good public relations between the MD27 Districts and the general public
 - b. 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



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- c. cooperate with the MD Information Technology Chair to provide articles and stories as submitted by the District Public relations Directors committee to be placed on the MD webpage
 - d. stimulate and supervise publicity for the MD
 - e. act to build good public relations between the MD and the districts
 - f. 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 (Editorial Board)
- E. Meetings: Meetings are called by the MD Chair on an as-needed basis, but most communication is by email or conferencing

POLICY 14 – MD27 COMMITTEES AND INDIVIDUAL POSITIONS

Section C1: USA/Canada Lions Leadership Forum Chair

- A. Purpose: Keeps the COG informed as to what is happening at the USA/Canada Lions Leadership Forum.
- B. Chairperson Selection: Appointed by the COG for a 1-year term
- C. Operating Procedures: Chair reports at each COG meeting
- D. Meetings: No formal meetings are held

END OF POLICY 14

LATEST UPDATE: 05/11/2023



POLICY 15 – MISCELLANEOUS - FORMERLY POLICIES S-1 TO S-6

Section 1: LCI District Operating Procedures

District Operation Procedures, Officers, Committees, and other topics are detailed in several LCI, MD27, and District documents:

- LCI C&BL (LA-1)
- LCI Standard MD C&BL (LA-5)
- LCI Standard District C&BL (LA-4)
- MD27 C&BL
- Individual District C&BLs

This P&PM does not duplicate/summarize the documents listed above to avoid any contradiction of information that could occur if any of the above documents are revised.

It is recommended that State and District leadership become familiar with the contents of all these governing documents to effectively lead their District.

It should be noted that in case of any contradiction of information in the documents listed above, the order of governance is:

- LCI C&BL (LA-1)
- LCI Standard MD C&BL (LA-5)
- LCI Standard District C&BL (LA-4)
- MD27 C&BL
- Individual District C&BL

It should also be noted that as of July, 1 2016, the LCI Standard District C&BL (LA-4) contains required information that must be included in all District C&BLs.

It is recommended that each District set up a review committee to confirm that all required information is included in their District C&BL, along with any non-conflicting District specific information.

ADOPTED: 3/2/2019

LATEST UPDATE: 3/2/2019

POLICY 15 – DISTRICT OPERATING PROCEDURES

Section 2: Miscellaneous Non-covered Procedures

Over the years various miscellaneous District operating procedures were included in the P&PM that were not a duplication of information listed elsewhere in a LCI, MD27, or LCI District document. The COG felt these items were important enough to be their own separate section within the District Operating Procedures policy.

A. District Governor’s Cabinet:

1. Voting Privileges: The DG’s Cabinet will be composed of the following who will have full voting privileges:
 - a. District Officers:



- DG
 - IPDG
 - VDG-1 and VDG-2
 - RCs (if used)
 - ZCs
 - Cabinet Secretary
 - Cabinet Treasurer (or a combined Cabinet Secretary/Treasurer)
- b. District Cabinet (non-officers):
- GLT District Coordinator
 - GMT District Coordinator
 - GST District Coordinator
 - LCIF District Coordinator
 - Two WLF Directors
 - Committee Chairs as appointed by the DG
 - Other Lions in good standing who are defined in the District C&BL
- c. Past District Governors: PDGs in the District may be invited to attend the meetings of the Cabinet at the discretion of the DG. Their participation in business matters of the Cabinet will be advisory only, and they will have no voting privileges except when appointed to a voting officer/position defined above.
2. Cabinet Vacancies:
- a. Any vacancy in any District Cabinet position, except that of the DG and VDGs, will be filled by appointment of the DG for the unexpired term.
3. Cabinet Secretary/Treasurer successor: 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 DG will appoint a successor to serve for the unexpired term.
4. Committees of the District:
- a. The DG may appoint such special committees from time to time as may be necessary in their judgment.
 - b. The DG will designate the Chair of each Committee and the Chair will have power to fill all vacancies on the committee.
5. Cabinet recommendations to the COG: When deemed necessary, the District Cabinet will make recommendations to the COG regarding changes which need to be made in the amount of the MD27 per capita taxes collected to cover the administrative and other legitimate expenses of the District.
- B. DG Advisory Committee:
- 1. The DGs Advisory Committee will assist the ZC in promoting attendance at charter nights of newly organized clubs.
 - 2. The DGs Advisory Committee will assist the ZC in promoting among the clubs of the Zone, inter-club meetings, special functions celebrating milestones of clubs in the District, and other social activities being hosted by clubs in the District.
- C. District Elections Committee:
- 1. The DG will appoint a District Elections Committee per the committee make-up defined in the District C&BL.



2. The appointments will be made to meet any election related deadlines set forth in the District C&BL.
 3. In addition to duties defined in the District C&BL, the Committee will encourage Lions members from clubs in the District to become candidates for District offices.
- D. District Elections:
1. The DG, VDGs, WLF Director(s), and any District specific elected offices will be elected under procedures provided by the provisions of the respective District C&BL.
 2. The results of the elections for DG and VDGs will be reported to LCI by the current DG.

ADOPTED: 3/5/2011 – former Policies S-1

ADOPTED: 3/5/2011 – former Policy S-2, Officers

ADOPTED: 3/5/2011 – former Policy S-3, Geographic Breakdown

ADOPTED: 3/5/2011 – former Policy S-4, Candidates For Office

LATEST UPDATE: 3/2/2019

END OF POLICY 15



APPENDIX

Forms that are commonly used by the COG and the Lions of Wisconsin are kept in this Appendix



POLICY 12 - Awards & Recognition

Helmer Lecy Sight Service Award Nomination Form

Nominator Name

Nominator Phone

Nominator Email

Nominee Name

District / Club

Years as a Lion

Lion Offices Held (Club, District, and MD)

Members Sponsored _____

Club Extension Awards _____

Sight Service Activities

In 100 words or less, explain why this nominee should be awarded the Helmer Lecy Sight Service Award



POLICY 3 – COG POSITIONS & MD27 COMMITTEES

Policy 3, Section 3: CC Application Resume Form

REFERENCE COPY ONLY

Contact State Office for Writable .pdf version



MD27 Council Chair Candidate Resume

Complete this form & return it to the Council Chair by December 15th.
Use the back/2nd page if you need more room.

Name

Current Title

Lions Club / District

Occupation (or previous if retired)

OFFICES HELD

Club Offices

Year(s) ex: 2016-17

Club Offices	Year(s) ex: 2016-17
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

District Offices

Year(s) ex: 2016-17

District Offices	Year(s) ex: 2016-17
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Multiple District Offices

Year(s) ex: 2016-19

Multiple District Offices	Year(s) ex: 2016-19
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>



LEADERSHIP TRAINING - Completed

Training (District, Multiple District, LCI, etc.)

Year

LCI CONVENTIONS/FORUMS ATTENDED

Event / Location

Year

RECOGNITION

Lion Awards

Year(s) ex: 2016, 2018

ADDITIONAL EXPERIENCE – Preferred, but not required

Conflict Resolution

Managing Staff

END OF “Reference” CC RESUME FORM



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POLICY & PROCEDURE MANUAL HISTORY ARCHIVES

Policies are listed in alphabetical order with the pre-2018 reorganization Policy Number noted in parenthesis for reference.

Multiple District 27 P&PM (overall document)

HISTORY: Adopted By 1985-86 COG. Motion #108, COG 7/1/2018: Entire Policy Manual reworked during 2018 Policy Manual reorganization. Name of document changed to Policy & Procedure Manual (P&PM). Changes also included terminology standardization, gender neutral terminology, housekeeping, and rewording to make understanding the intent of the Policies easier.

Awards and Recognition: Helmer Lecy Sight Service Award (was Q-1)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Application form was moved to a separate appendix and reformatted. Policy wording was revised but intent remained the same.

Candidates for Endorsement for International Office (was A-9)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Changed International “Second” to “Third” Vice President.

COG Positions & MD27 Committees: Council Chair – Application Process (was A-6.1)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Policy was titled “CC Candidate Selection” as Policy A-6.1. Qualifications to be a CC removed as they are defined in the MD27 C&BL. . ID/PIDs added to the people provided with the candidate list. Notification by State Office Staff was changed from “mail” to “email”. Motion #85, COG 3/2/2019: Added “MD27 CC Candidate Resume” to documents an applicant must submit, and added the resume form to the P&PM Appendix. Motion #109 COG 5/17/19: Added clarification of what application info would be sent to the DGEs/1st VDGs, ID/PIDs, and the CC candidates. Added “for that year” to statement regarding a candidate no longer being considered. Added the item that “If no candidates apply by the December 15th deadline, the MD GLT will immediately begin a recruiting campaign to secure candidates to submit the appropriate paperwork by the January COG meeting”.



COG Positions & MD27 Committees: Council Chair- Duties & Responsibilities (was part of A-5)

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. Motion #100, COG 5/3/2018, to add “COG Meetings-one night lodging and mileage” & “MD27 Convention-three nights lodging and mileage” to the CC reimbursable events and made it retroactive for the 2017-2018 year. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Parts of former Policy A-5 were split between CC duties Policy and CC Reimbursement Policy. Added that CC is responsible for all duties defined in: LCI C&BL, LCI CC Manual, MD27 C&BL, and this P&PM. Moved “Manage MD27 Office Staff and Chair the MD27 Operations Committee from old Policy N-10.

COG Positions & MD27 Committees: COG Budget Committee (was B-8)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Changes to makeup of the Committee: One vs. two sitting DGs, added the incoming COG Treasurer, one vs. two DG-E/1st VDG

COG Positions & MD27 Committees: COG Offices, Committees and Representatives (was part of A-6)

HISTORY: Motion #108, COG 7/1/2018: Policy created during 2018 Policy Manual reorganization. A-8 Formerly part of the “State Council Offices-Method of Selection” Policy. Added that 1st VDGs/DGEs discuss positions in July and make their selections in October. All positions listed as bullets-added COG Secretary & Treasurer, added COG Committees: Finance, Merchandise, State Operations, Policy, & Editorial Board, added COG Reps to: BSMF, LPEF, Restoring Hope Transplant House, Leader Dogs for the Blind, MD27 Conv. & YE.

COG Positions & MD27 Committees: Council Offices - Method of Selection (was part of A-6)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Defined “Election Facilitator”. Better defined the step-by-step process for voting process. Motion #110 COG 5/17/19: Added definition to the voting process for CC if there is only one candidate and they do not receive a majority YES vote.

COG Positions & MD27 Committees: DG Elect Orientation (was O-2)

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. Motion #108, COG 7/1/2018: Policy moved but not changed during 2018 Policy Manual reorganization. Motion #86 COG 3/2/19: Policy Section moved to Policy 3. Content reworded/reformatted but intent remained the same.

COG Positions & MD27 Committees: Finance Committee

HISTORY: Amended by Motion #143, COG Meeting, 05/11/2023. Added “State Office Manager, State Operations Committee Representative, Two sitting District Governors, Two 1st VDGs, Two 2 VDG’s”. Amended by Motion #144, COG Meeting 05/11/2023, added “COG Treasurer.” Added by Motion #145, COG Meeting 05/11/2023 section D. “Member Selection: Current COG.” Added by Motion #146, COG Meeting 05/11/2023 “Section E”.

Communications: Mailing Lists (was M-1)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. In opening paragraph changed “members” to “Lions contact information” and added “/organization” to “person”. Added “COG will review requests from organizations and allow the furnishing of mailing lists by the State Office to individuals or groups using the lists for approved fundraising or informational purposes.” Under “List Requests” added “phone number and email” to the requestor info required. Added that incomplete returned requests will include” submitter noting that COG action will not be taken on incomplete requests.” Added the list that do not require COG approval to receive available information for Club Presidents and Secretaries: “Clubs bidding for statewide events, Individuals seeking International office, State Projects or Programs, and MD27 State Convention”. Removed the items regarding: the supplying of mailing labels, and authorizing the purchase of mailing lists from LCI. Added “Request Fulfillment - State Office Staff will download the most recent contact information from MyLCI and supply it electronically to the requestor within 15 days of the request being approved.”

Communications: MD27 Directory (a combination of former policies J-1, & J-2)

Contents (was J-1)

HISTORY: First State Directory authorized by the Council in 1965. Past Council Chairmen added by



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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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Summarized the preamble paragraph. Added “online” describing the directory. Reworded the item regarding the content and deadline to “Contents of the Directory will be submitted to the State Office Staff by May 10th and include:” followed by the “item” & “source” chart (source info added). Also added to chart “Wisconsin Lions General Information”, “Zone & Region Structure”, “Club Meeting Information”, Birch-Sturm Memorial Fund” and “LPEF”. Added “The Directory printing quantity and cost to purchase will be determined annually by the COG.” Motion #83 COG 3/2/19: Removed “Lions Affiliate District Cabinets” from chart of Directory contents. Motion #113 COG 5/17/19: Added “Executive” to “International Officers” in chart of Directory contents.

Availability (was J-2)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Verbiage was combined into the Communications-MD Directory Policy

Communications: MD27 Publication (a combination of former policies J-3, J-4, J-5, J-6, & J-7)

Overview & Responsibilities (was J-3)

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



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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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Now part of Communications – MD27 Publication Policy. Reworded the preamble under "Authority" to say "The COG has the power to designate the official MD27 publication and to negotiate and enter into a written contract for a period not exceeding three years for supervision, printing, design and editing of the publication." Changed "Contributing" editors to "District". Removed "with a three year term" for the MD27 GLT, GMT (and added GST), and removed "Wisconsin Lion Editor /Designer would report to the committee." Policy amended by Motion #69, COG 1/13/2024 to remove "Printed/Mailed" column entirely.

Editorial Content (was J-4)

+ 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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Now part of the Communications – MD27 Publication Policy. In chart changed "LCI" to "ID or IPID".

Submission Deadlines & Guidelines (was J-5)

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



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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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Now part of Communications – MD27 Publication Policy. Motion #72 COG 10/2/2021-Editorial Board will review article submissions by freelance writers and approve payment upon acceptance, additional changes based on the Motion.

Advertising (was J-6)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Now part of Communications – MD27 Publication Policy. Reworded item regarding free publishing of Fellowships to “Melvin Jones, Birch-Sturm, Knight of Sight and Ray Hempel Fellows will be listed with a photo at no charge.” Motion #72 COG 10/2/2021: change in advertising size and rates.

Complimentary Copies (was J-7)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added a quantity of “one copy” to Leader Dogs, WLF, LEBW, WI Historical Society. Motion #72 COG 10/2/2021: Remove International Officers, United States Directors & International Headquarters Department Heads from the list of recipients for the Wisconsin Lion.

Communications: MD27 State Office (a combination of former policies C-4, C-5, & C-6)

Death Notices (was C-4)

HISTORY: Past practice has been to send letters when a Past District Governor died. Reaffirmed and



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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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Specified that notices will be emailed. Added PID & spouses to the eligible death notice list. Motion #112, COG 5/17/2019: Added "As soon as possible after being notified" to the State Office notification description.

MD27 State Convention - Headquarters Reservations (was C-5)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added 2nd VDGs to the email notification list. Motion #83 COG 3/2/19: Removed "Affiliate District Presidents/Associates" from the list of people headquarters notification would be sent to.

PDGO Mailings (was C-6)

HISTORY: This has been the past practice. Reaffirmed by Motion # 63, State Council Meeting, 2/5/1994. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added email communications, and defined the cost as the hourly rate for clerical labor.

COG Meetings: Accommodations (was A-14)

HISTORY: Policy adopted by Motion #110, State Council Meeting, 1/12/2002. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Responsibility for arranging for the meeting and lodging accommodations was assigned to the State Office Staff under the supervision of the CC. Added that the MD27 GLT Coor. will work with the CC to set the next year's COG Meeting dates by September 1.

COG Meetings: Agendas (was A-1)

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 MD27 State Convention". Removed by motion # 115, State Council Meeting, 5/19/2011. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Items that are variations for specific COG Meetings were better defined. Motion #87 COG 3/2/19: Added item to March meeting to designate \$1.50 from MD27 Convention registrations. Policy amended by Motion #71, COG 1/13/2024 added section 7 Tailtwister funds.

COG Meetings: Invitees (was A-2)

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



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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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added to the list of invitees: COG, MD27 GAT Coordinators, guests determined by the CC.

COG Meetings: Meeting Minutes (new 2018)

HISTORY: Adopted 10/6/18. Motion #35, 10/6/18 COG Meeting:

COG Meetings: Non Face-to-Face Meetings and/or Voting (was A-22)

HISTORY: Adopted 5/4/2017. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Policy renamed “Non Face-to-Face meetings and/or Voting”. Added a statement that this procedure is only to be used for urgent decisions that cannot wait for the next COG Meeting. The entire process was detailed to make it more of a step-by-step procedure.

COG Meetings: Reports (was A-13)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Policy title changed from “Agenda Items Procedure” to “Reports”. Deadline for submittal of reports was changed from two weeks to one week before the COG Meeting. Defined that the reports and agenda will be sent to: CC, DGs, VDGs, MD27 ID & PIDs. Added that reports received after deadline may be put off until the next COG Meeting.

COG Meetings: Time (was A-3)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added that the International Conv. COG Meeting will be held at a time that does not conflict with a Plenary Session. Removed two reference statements regarding what is stated in the MD27 C&BL. Added that special meetings may also be conducted electronically. Motion 87 B2 Gary Johnston/C2 Judy Hatz to change policy on when the January COG Meeting is held to the second or third week of January

Committee/Position: Ad Hoc Committee – guidelines (was N-9)

HISTORY: Adopted by Motion #64, State Council Meeting, 10/4/2014. Motion #108, COG 7/1/2018: Policy moved but not changed during 2018 Policy Manual reorganization. Motion #115 COG 5/17/19: Moved to a section in the “Committee/Individual Position Policy”, reformatted and reworded.

Committee/Position: ALERT

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:



Committee/Position: Budget Committee

History: Policy section amended by Motion #140, COG 05/11/2023 added “State Office Manager, One sitting DG selected by the current COG, One DG-E/VDG as selected by the incoming COG, One 2VDG as selected by the current COG” modified section C, “One month prior” and added section D.

Committee/Position: Childhood Cancer Chair

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: Credentials Committee

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: Diabetes Chair

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: Environment Chair

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: Finance Committee

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: Global Action Team (GAT)

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: Global Leadership Team (GLT)

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19: Change per International 7/1/2020 Chapter XXIV, Section B, items 406 of the Board Policy Manual term changed from 3 years to 1 year 10/16/2020:

Committee/Position: Global Membership Team (GMT)

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19: Change per International 7/1/2020 Chapter XXIV, Section B, items 406 of the Board Policy Manual term changed from 3 years to 1 year 10/16/2020:

Committee/Position: Global Service Team (GST)

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19: Change per International 7/1/2020 Chapter XXIV, Section B, items 406 of the Board Policy Manual term changed from 3 years to 1 year 10/16/2020:



Committee/Position: Hunger Chair

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: Information Technology (IT) Committee

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: International Convention Coordinator/Committee

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: International Relations Chair

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: LCIF MD Coordinator

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: MD Chairmen required by Lions Clubs International (was N-5)

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. Motion #108, COG 7/1/2018: Policy moved but not changed during 2018 Policy Manual reorganization. Motion #115 COG 5/17/19: Moved to the introduction in the “Committee/Individual Position Policy”, reformatted and reworded.

Committee/Position: MD27 Committee Operating Procedures (was R-1)

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. Motion #108, COG 7/1/2018: Policy moved but not changed during 2018 Policy Manual reorganization. Policies regarding “MD27 State Conv. Sergeants-at-Arms, Tailtwisters Committee, and Parliamentarian” were moved to MD27 State Conv. Policies and “Int. Conv. Committee” was moved to Int. Conv. Policy. Motion #115 COG 5/17/19: Policy 14 (formerly R-1) was split into individual sections for each committee or individual position in the MD. Separate histories will be kept for each section.

Committee/Position: MD27 Public Relations Coordinator (was N-8)

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



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will now become the overseer of all these groups. Motion #108, COG 7/1/2018: Policy moved but not changed during 2018 Policy Manual reorganization. Motion #115 COG 5/17/19: Moved to a section in the “Committee/Individual Position Policy”, reformatted and reworded.

Committee/Position: MD Leo/Lions Youth Outreach Chair/Committee

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: MD Publication Committee (Editorial Board)

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: MD Protocol Chair

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: MD QUEST Chair

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: MD State Conv. Coordinator

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion # 115 COG 5/17/19: Policy removed in entirety by Motion #47. State Council Meeting. 09/30/2023.

Committee/Position: MD State Conv. Elections Committee

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: MD State Conv. Nominations Committee

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: MD State Conv. Parliamentarian Committee

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: MD State Conv. Rules Committee

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: MD State Conv. Sergeants-At-Arms Committee

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: MD State Conv. Tailtwisters Committee



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HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: Merchandise Representative

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: MyLCI/MyLION Coordinator/Committee

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion # 115 COG 5/17/19:

Committee/Position: New Voices Committee (aka: Family & Women’s Specialist)

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: Past District Governors Organization

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion # 115 COG 5/17/19:

Committee/Position: Policy and Procedure Committee

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: Public Relations Coordinator/Committee

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion # 115 COG 5/17/19:

Committee/Position: Research and Long Range Planning Committee (was N-2)

HISTORY: Adopted by Motion #108, State Council Meeting, 2/2/1991. Motion #108, COG 7/1/2018: Policy moved but not changed during 2018 Policy Manual reorganization. Motion #115 COG 5/17/19: Moved to a section in the “Committee/Individual Position Policy”, reformatted and reworded.

Committee/Position: Resolutions Committee – Recommendations (was G-1)

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. Motion #108, COG 7/1/2018: Policy moved but not changed during 2018 Policy Manual reorganization. Motion #115 COG 5/17/19: Moved to a section in the “Committee/Individual Position Policy”, reformatted and reworded.

Committee/Position: State Bowling Tournament Committee

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: State Curling Committee

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:



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Committee/Position: State Operations Committee

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: State Pin Committee

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: State Youth Exchange Committee (was N-3)

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. Motion #108, COG 7/1/2018: Policy moved but not changed during 2018 Policy Manual reorganization. Motion #115 COG 5/17/19: Moved to a section in the “Committee/Individual Position Policy”, reformatted and reworded.

Committee/Position: Stuff The Bus

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

Committee/Position: USA/Canada Lions Leadership Forum Public Relations Chair (was N-7)

HISTORY: Adopted by Motion #154, State Council meeting, 1/04/2003. Motion #108, COG 7/1/2018: Policy moved but not changed during 2018 Policy Manual reorganization. Motion #115 COG 5/17/19: Moved to a section in the “Committee/Individual Position Policy”, reformatted and reworded.

Committee/Position: Vision Chair

HISTORY: Policy section added to “Committee/Individual Position Policy” by Motion #115 COG 5/17/19:

District Officer Attire: District Governor Uniform (was A-4)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Specified black socks/hosiery & black shoes. Added crests will be delivered by the MD27 State Conv. Added the option that a unanimously agreed upon special shirt may be worn with the official uniform. Policy 11.1.A amended by motion #42, State Council



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Meeting 09/30/2023, to read "...The formal uniform will be a Red blazer in accordance with section 3...". Policy 11 section 1. C. removed by motion #43, State Council Meeting 09/30/2023. Policy 11. Section 1.E. amended by motion #44, State Council Meeting, September 30, 2023, to read COG Uniform Decision: Uniform decisions shall be made by COG with recommendation of the CC or CC-E."

District Officer Attire: Uniform Blazer Sourcing Procedure (was A-11)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Clarified vote will be taken during October COG weekend by incoming COG as to source for DG jackets. Added statements on VDG & PDG blazers.

District Officer Attire: Vice District Governor Uniform (was A-12)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Revised policy to follow the format of the DG uniform policy. Policy removed by Motion #45. State Council Meeting 09/30/2023. Policy 11. Section 2 subsection C removed in entirety.

District Operating Procedures: LCI District Operating Procedures (was S-1)

HISTORY: Policy adopted by Motion #106, State Council Meeting, 3/5/2011. Motion #108, COG 7/1/2018: Policy moved but not changed during 2018 Policy Manual reorganization. Motion #88 COG 3/2/19: Most of former policy S-1 deleted due to duplication of other LCI or MD documents. Any non-deleted portions were rolled into new Policy 15, sec 2 "Miscellaneous Non-covered Procedures".

Finances and Expense Reimbursement: Council Chair (was part of A-5)

Motion #108, COG 7/1/2018: Policy created during 2018 Policy Manual reorganization. Formerly part of the CC Duties and Responsibilities Policy.

Finances and Expense Reimbursement: COG & CC-E - International Convention (was D-1)

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,



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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”. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Reimbursement will be in accordance with the LCI “DGE Seminar Travel Reimbursement” vs the LCI “Rules of Audit”. Added “Attended any COG Meeting held in conjunction with the International Convention” and. Removed “Attended the Midwest Breakfast, if held” in the list of required attendance events. Noted the CC-E is exempted from being required to vote. Removed the note referencing the LCI C&BL and the DGs being voting delegates. Motion #65, COG 1/12/2019: Changed “DGs” to “COG” in 1st paragraph describing provisions for reimbursement. Revised language from a “reimbursement” to a “stipend” and pointed out the stipend is not intended to “make whole” the attendee. Removed that the dollar amount is based on the “LCI DGE Travel Reimbursement Policy” and that “reimbursement for lodging and meals will be limited to five days”. Added the guidelines for the stipend budgeting, dividing unused stipends, and the budgeted stipend amounts. Changed that “claims for reimbursement” are required to be submitted to “Payment of the balance of the stipend”. Moved “unless waived by the CC or his/her designee” from the requirement of attending all Plenary Sessions, to apply to all of the required items the COG & CC-E must participate in. Added the item that “Any COG member or CC-E who does not meet the requirements above will be required to return any advance payment that was made.”

Finances and Expense Reimbursement: COG Annual LCI Headquarters Visit (was A-7)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added “Annual” to the Policy title. Spouses/companions added to eligible visitors & reimbursement. Removed Day of visit uniform as it is the discretion of the CC.

Finances and Expense Reimbursement: Annual Lions Youth Exchange Camp Visit (was A-16)

HISTORY: Policy adopted by Motion #156, State Council Meeting, 2/26/2005. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. DG Spouses/Companions were added to the invited statement.

Finances and Expense Reimbursement: Bowling and Curling Committees Audits (was B-7)

*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”,
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add “September 1st”, add “report in writing at next COG meeting”, State Council Meeting, 10/4/2014. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added that the COG Finance Committee will do the audit.

Finances and Expense Reimbursement: District Governor Expenses (was A-10)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added that duplicate reimbursement claims may not be made from multiple sources.

Finances and Expense Reimbursement: District Governor Representatives – COG Assigned Organizations (was A-8)

HISTORY: Policy reworked during 2018 Policy Manual reorganization.

Finances and Expense Reimbursement: Financial Records Inspection (was B-3)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Removed requirement for each District Treasurer to submit their year-end financial records and District 990 tax form to the State Office.

Finances and Expense Reimbursement: MD27 Global Action Team (was B-5)

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. Motion #111 COG 5/17/19: Revised policy to include GST as part of the GAT. Added statement that GAT members will only be reimbursed for District and MD State Conventions if they are doing a presentation on behalf of their respective GAT. Reformatted policy per the 7/1/18 major revision standards.

Finances and Expense Reimbursement: International Director Endorsed Candidates (was D-2)

HISTORY: Policy adopted by Motion #162, State Council Meeting, 2/26/2005. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization.

Finances and Expense Reimbursement: MD27 Committee & DG Reimbursement Submissions (was B-6)

HISTORY: Adopted by Motion #89, State Council Meeting, 2/4/1990. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Title was “MD27 Committee Expenses”. Added that expense claims must be submitted by July 15th (was 30th). Added that claims submitted beyond



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the 60-day and July 15th timeframe will not be reimbursed.

Finances and Expense Reimbursement: Purchase Authorization (was B-4)

HISTORY: Adopted by Motion #111, State Council Meeting, 2/5/1989. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added CC as being authorized to make purchases. Removed that the State Office will keep LCI informed of this Policy.

GAT Application Process:

HISTORY: New Section 5 & 6 Established by Motion 27, State Council Meeting 07/22/2023. Existing Section 5 & 6 renamed to Section 7 & 8.

International Convention: Hospitality Room (was D-3)

HISTORY: Established by Motion #52, State Council Meeting 10/12/1980. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added that the room may also be used “potentially to organize Candidate campaign efforts”.

International Convention: International Convention Committee (was R-1, Sec 5)

HISTORY: Policy moved from being a section of the MD Committee Operating Procedures Policy. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added “at the start of odd (or even) numbered Lionistic years” to help define terms.

International Convention: Midwest Breakfast (was D-6)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Changed “ladies” to “spouses/companions”.

International Convention: Parade Entries (was D-4)

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 ad 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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added “The International Convention Committee will be responsible for all activities related to the parade.” Noted that the order of parade line-up (deleted “march”) will be: US and State flags, WISCONSIN banner carried by DGEs immediately followed by their spouses/companions, CC-E & spouse/companion, Dignitaries (included spouse/companions) & added “Current ID and spouse/companion, if any” PIDs and spouses/companions. Added allowing “below the knee capris”.

Lioness Club Constitution (was P-2, moved to MD27 web site)

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

7/1/2018: Club Constitution was moved to the State Web Site during 2018 Policy Manual reorganization.

Motion #84 COG 3/2/19: Removed all references to Lioness structure beyond the club level to comply



with LCI 2018-19 Board Policy Chapter V, Item 1.3: “The board of directors shall and hereby does withhold official recognition of any proposed Lioness club entity other than local affiliate clubs.”

MD27 Operations: Conflict of Interest (was A-19)

HISTORY: Adopted Policy 5/16/2013 by motion #103, COG meeting. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added the items covering Multiple Offices and Nepotism to the policy. Revised so only the COG (not committees with COG delegated powers), will sign the acknowledgement statement, and that the signed statements will be stored at the State Office for one year following the term of the COG. Removed item regarding periodic reviews.

MD27 Operations: District Dues Limitations (was B-9)

HISTORY: Policy adopted 1/11/13 by current Council, motion #80. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Removed “& Tax Reporting” from the Policy title.

MD27 Operations: Document Retention and Destruction (was A-20)

HISTORY: adopted policy 5/16/2013, by motion #104, COG meeting. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Replaced MD27 Exec. Assistant with State Office Staff. Added to the list of documents: Conflict of Interest signed statements, C&BLs, Emails. Removed item that “All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year”. Added “/State Operations Committee” to the CC for consulting on any litigation. Added that “Documents will be destroyed using a secure disposal method (e.g., shredding, secure disposal service)”.

MD27 Operations: MD27 Per Capita Billings (was B-2)

HISTORY: Adopted by Motion #108, State Council Meeting, 2/6/1988, and made retroactive to 7/1/1987. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. State Office will check with LCI for clubs in Status Quo (vs. the DG checking).

MD27 Operations: Non-Discrimination (was S-6)

HISTORY: Policy adopted 10/4/2014, by Motion #63. Motion #108, COG 7/1/2018: Policy moved to MD Operations Policy but not changed during 2018 Policy Manual reorganization.

MD27 Operations: State Operations Committee (was N-10)

History: Adopted 3/12/16. Motion #93, 6/19/19 State Council Meeting. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added the “CC-E once elected” to the Committee. Created a chart format of the Committee Members (deleting a paragraph format) and added the “Committee Rotation”. Added “December 15th” and “January COG Meeting” to the item on Potential Committee members. Removed “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”. Motion #34, COG 10/6/2018: Added a representative from the current COG to the Committee Member table.

MD 27 Operations: Whistle Blower (was A-18)

HISTORY: Adopted policy 5/16/2013, by Motion #102, COG meeting. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Removed verbiage saying the procedures for



anyone who retaliates against a whistleblower are in the MD27 C&BL due to the fact no such procedure is outlined in the current MD27 C&BL.

MD27 State Convention: Campaign/Promotion Materials (was F-9)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Removed the preamble regarding the C&BL remaining silent on the issue. Changed meal “times” to “functions”. Policy updated by Motion 117, COG 03/04/2023. Reword Section 1.A.2. Responsibilities f. to include “Pictures of DGs and CC, Biography of ID plus picture, welcome from the host convention chair, welcome from the CC, Convention Rules and Procedures, Keynote Speaker biography and picture, picture of PIDs, Resolutions to vote on, and incoming DGs and CC at end of program booklet.”

MD27 State Convention: Elections - Ballots (was H-1)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added “margin of victory” to 5 percent item. Changed All completed ballots will be “placed in a locked box with the Council Chair and Multiple District Elections Chair holding the keys” to “ returned to the State Office at the completion of the Convention by the State Elections Chair for temporary storage.”. Added in the item on spoiled ballots that they “will be returned to the appropriate District member of the Election Committee to receive a new ballot. The spoiled ballot will be accounted for by the Elections Committee and stored with the used ballots for future destruction.”

MD27 State Convention: Elections - Multiple Vacancies (was H-2)

HISTORY: Motion #97, State Council Meeting, 3/7/1981. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Removed the preamble and summarized with “In the case of multiple vacancies to be filled for the same office”.

MD27 State Convention: Funds and Fees (a combination of former policies B-1, F-1, & F-5)**Fund (was B-1)**

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Moved to Policy on State Conv. “Funds & Fees”. Removed requirement of a contract between the State Council and the host Lions Club. Removed requirement the Council withhold \$1,000 until contract has been carried out.

Dignitaries Funds and Fees (was F-1)

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



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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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Now part of State Conv. "Funds and Fees" Policy. Replaced "tickets" with "fees" for meal. Changed "or guest" to "/companion". Changed "International Speaker" to "LCI guest." Policy removed by Motion #127, COG Meeting, 03/04/2023, removed "\$1.50 from each registration fee will be remitted to MD27 by the Convention Host Committee. The COG will determine at the March COG Meeting what Lions cause the funds will be dedicated to; or if no action is taken, the funds will be turned over to the MD27 Reserve Fund." Policy Amended by Motion #128, COG Meeting, 03/04/2023, Section 3.C eliminated "LEBW President."

Registration Fee (was F-5)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Registration fee now part of State Conv. Funds & Fees Policy. Set the maximum registration fee at \$18, added "To encourage early registration and to assist in estimating the needs of the Convention attendees, an additional \$2 fee may be added to the registration and other individual fees a maximum of 30 days before the start of the convention." Added "A "No Refunds After" date may be set a maximum of 15 days before the start of the Convention." In regard to the \$1.50 withheld from each registration, changed the fee will be "retained by the MD" to "remitted to MD27 by the Convention Host Committee." and "The COG will determine at the March COG Meeting what Lions cause the funds will be dedicated to; or if no action is taken, the funds will be turned over to the MD27 Reserve Fund." Removed the item "the registration fee can be increased by the COG to cover the expense



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of a speaker at the Friday noon luncheon.” Motion #54, Council of Governors Meeting 1/23/2021 to approve changes to registration fee and any additional fees for State Convention.

MD27 State Convention: Host Committee & Facility Requirements (combination of former policies F-11 & F-14)

HISTORY: Policy adopted by Motion #43, State Council Meeting 7/21/2012. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Combined Host Comm. Responsibilities and Facility Requirements into one Policy. Changed “Provide” a block of rooms to “Reserve”. Changed “State distinguished guests” to “Dignitary Housing”. Added that “This block of rooms will be open to all convention attendees on February 1st”. Added under name badge item: “at a minimum”, “the registrants name and any current office title beyond the club level; the name of the club they belong to”. Removed “whether the registrant is a Delegate or Alternate Delegate” from the name badge item. From the item on Convention meals, removed “to be served as part of the convention program”. Added “or equivalent event” to item on Dignitary Reception. Removed “and corsages and boutonnieres” from the item regarding flowers and the list of people requiring flowers. Removed “Verify MD is reimbursed the MD portion of the registration fee defined in Policy F-5”. Changed “Cost Responsibilities of Hosting” to “Host Committee Revenue” and noted “Convention pin sales fees” and “Golf registration fees” under fees that must be approved by the COG. Under “Bidding” added that bids must be received “30 days” prior to January COG meeting and provided an example of 3rd year before timing. Under “Host Hotel & Space Requirements” added “and transportation if required”(between facilities). Replaced “Ingress” and “egress” with “entrance” and “exit.” Amended by Motion #118, COG Meeting, 03-04-2023, Section 1.B.2.a. added “Friday Luncheon, up to five Class B raffles, Saturday Luncheon, up to 2 Class B raffles.” Added by Motion #119, COG, 03/04/2023, Section 1.D.1. “C. Must be ADA accessible.” Policy Amended by Motion #120, COG, 03/04/2023, Section 1.D.2.A “seating for 600.” Policy Amended by Motion #121, COG 03/04/2024, Section 1.D.3.A “seating capacity of no less than 100.” Policy Amended by Motion #122, COG, 03/04/2023, Section 1.D.3.B to read “Three rooms with seating capacity of 100. Three rooms with seating capacity of 75. Four rooms with seating capacity of 50.” Policy Amended by Motion #123, COG 03/04/2023, Section 1.D.3.D. to read “an area for 30 six- or eight- foot tables.” Policy Amended by Motion #124, COG, 03/04/2023, Section 1.D.3.E to change “an area for up to four six- or eight- foot tables.” Policy removed by Motion #61, State Council Meeting, 01-13-2024. Policy 8, Section 1, subsection A Host committee, subsection 2. Removed Q. Provide centerpieces for head tables for the Governors’ Honor Banquet or equivalent event. Policy reworked by Motion #62, State Council Meeting, 01-13-2024. Section 1, subsection B. I reworded “approved by the convention committee host and reported to COG”.

MD27 State Convention: Tables

HISTORY: Policy adopted by Motion #66, State Council Meeting, 01/13/2024 added section 16 – Tables, A-C.

MD27 State Convention: International Guest/Speaker (was F-6)

HISTORY: Policy adopted by Motion #106, State Council Meeting, 2/2/1991. Exception established by Motion #96, State Council Meeting 2/2/1992. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Removed the preamble regarding what past practice has been in securing an International guest speaker. Revised to say “As covered in the CC duties in this Policy Manual, the CC will work with the ID/IPID to secure an International Guest/Speaker for the State Convention.” Policy Amended by Motion #129, COG Meeting, 03/04/2023, to read “As covered in the CC duties in



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this P&PM, the CC will work with the ID/IPID to secure an International Guest/Speaker for the MD27 State Convention. This Guest/Speaker should be IP, IVP, IPIP or as recent as possible.”

MD27 State Convention: MD27 State Convention Coordinator (was F-10)

(Also covered in Finances and Expense Reimbursement)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Add to the item on future site inspections “recommendations to the COG”. Add an item to “Confirm the appointment of a Lioness Representative and ensure they are included on the Convention Planning Committee.” Expense reimbursement was moved to the Finances and Expense Reimbursement Policy, and added that the four nights lodging is “in a standard room”, includes mileage, and host committee meetings would be reimbursed for “mileage and one meal”. Policy amended by motion #41, State Council meeting 09/30/2023. Reword to “including reimbursement as per LCI General Reimbursement Policy...”

MD27 State Convention: Parliamentarian (was R-1, sec 4)

History: Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Policy moved from being a section of the MD Committee Operating Procedures Policy. Added that the Parliamentarian will be “recommended by the CC and” (appointed by the COG “at the July COG Meeting”, replacing “prior to the opening of the Convention.” Policy Amended by Motion #131, COG Meeting 03/04/2023, to read “If the appointed Parliamentarian is not available for any business session, the CC will appoint someone to fill the role.”

MD27 State Convention: Pin Trading (was F-7)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Changed that instead of each pin trader and the LPTCW receiving one complimentary table to “Each pin trader will be charged ½ the cost the facility charges the Host Committee for a table. The quantity of tables the pin trader wants to reserve must be submitted by the published deadline and on the appropriate form. The total table charge must be paid at the time the tables/chairs are reserved.” Policy Amended by Motion #130, COG Meeting 03/04/2023, Section 8.A.3. to read “Each pin trader will be charged ½ the cost the facility charges the Convention Host Committee for a table. Each additional table will be at full price.” Policy amended by Motion #46, State Council Meeting 09/30/2023. Policy 12.2.A added “All unsold current pins will be turned into state office manager by close of MARCH COG meeting.” Housekeeping updates, current subsection A becomes subsection B. Policy amended by Motion #67, State Council Meeting 01/13/2024. Subsection A reworded. Policy removed by Motion #68, State Council Meeting 01/13/2024. Section A, line 2, line 3, 3a and 3b removed completely.

**MD27 State Convention: Sale of Lions State Merchandise (was F-2)**

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Removed “but rather has contracted with a vendor” and “in order to make the “uniforms” available”.

MD27 State Convention: Sergeant-at-Arms Committee (was R-1, sec 2)

History: Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Policy moved from being a section of the MD Committee Operating Procedures Policy. Replaced “shall be responsible for the maintenance of” with “Committee will work with the State Convention Coordinator and the State Host Committee to assure”. Removed “business sessions; District meetings; banquets, etc.”. Removed “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.” and “At the Convention sessions, the Sergeants-At-Arms are stationed at the doors to the Convention Hall to receive wires, messages, inquiries, etc.,” and “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.”

MD27 State Convention: Site Inspection Committee (was F-12)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added “with the term of office beginning in” to the term of office item. Under invitations item changed “Clubs” to “groups”. Under item regarding mileage reimbursement added, “to inspect potential sites”. Changed that committee will investigate all “invitations” with “bids”. Policy Amended by Motion #125, COG Meeting 03/04/2023, Section 2.A. to read “The State Convention Coordinator shall select up to 5 people to serve on the Site Inspection Committee.” Policy Amended by Motion #126, COG Meeting 03/04/2023, Section 2.C to read “Committee decisions will be subject to COG review and approval at the January COG meeting. Approved sites will be on the ballot at MD27 Convention.”

MD27 State Convention: Speaker Merchandise Sales (was F-8)

HISTORY: Policy adopted by Motion #182, State Council Meeting, 3/01/2003. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Removed the words “Convention Opening” in regards to the luncheon.

MD27 State Convention: State Election Committee (was F-13)

HISTORY: Policy adopted by Motion #74, State Council Meeting, 1/7/2012. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added that voting will also be in



MD27 State Convention: Tailtwister Committee (was R-1, sec 3)

History: Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Policy moved from being a section of the MD Committee Operating Procedures Policy. Reworded the three items to reflect the current operating procedures of the committee adding that the containers and stickers will be made available by WLF. Motion #63, COG 01/24/2024: Policy added, Section 14, section D: All tailtwister fines are limited to \$1.00.

MD27 State Pins: Design Contest and Supplier Selection (was K-1)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Replaced "as deemed necessary" with "during the Lionistic year before the current pin series ends". Added that the contest "will be publicized in the State publication in the July/August, October and December/January issues." Added to the criteria for pin design "Each pin in the series will show the name of the state, the year, and the LCI logo, and the series theme." Added to criteria items "Trading Pin Design Selection: The State Pin Committee will select a pin series and" (recommend the series to the COG for final approval). & "In the event of a special year in Lion's history, a special commemorative pin may be inserted into an agreed upon series of pins upon final approval from the COG." Clarified the Supplier Selection and Ordering steps. Motion 100 COG Meeting 3/5/22 policy change to when on contest will run and when published. Motion 101 COG Meeting changes to first pin deadline. Motion 102 COG Meeting 3/5/22 changes to the number of surplus pins available.

MD27 State Pins: Distribution of Pins and State Buttons (was K-2)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added "Specific details of the distribution will be coordinated between the State Office Staff and the MD27 International Convention Coordinator." Removed "Pins shall not be distributed to or for Lions who are not in attendance at the International Convention." In distribution item, added "to trade at the International Convention" Added the entire procedure for DG Consigned Pins. Under "Wisconsin State Buttons" removed reference to distributing to Lions attending Midwest Breakfast, and that the coordination of the quantity and distribution will be coordinated between the State office staff and the



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International Convention Coordinator. Changed the number of buttons given to the ID or Endorsed ID Candidate from 1,000 to 1,5000.

MD27 State Pins: Price of Non-Current Year State Pins (new 2018)

HISTORY: Adopted 10/6/18. Motion #36, 10/6/18 COG Meeting:

Policy & Procedure Manual Revisions: Housekeeping Changes (New in 2018)

HISTORY: Policy adopted by Motion #108 COG 7/1/2018

Policy & Procedure Manual Revisions: Submission Guidelines (was G-2)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Reworded the current paragraphs into numbered items. Policy amended by Motion #72, COG Meeting 1/13/2024, subsection A. changed "30 days" to "45 days" and added subsection C.

Support of Statewide Lions Causes: Lioness Club Program – Sanctioning and Implementation (was P-1)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Policy name was "Statement of Policy-Lioness Club Program". Added "The Motto of the Lioness Club Program is "We Serve Together". Under Constitution, removed ", and all amendments thereto. The Council of Governors COG of Multiple District 27 only, shall will have power to amend the Standard Lioness Club Constitution". Under Sponsorship, removed A Lions club may sponsor a Lioness club that meets the requirements of Lioness membership" (repeated info). Under Operating Procedures, removed "Evidence that a license to use the Lioness emblem has been granted by Lions Clubs International." (LCI no longer licenses Lioness), added "The DG will forward the request to the CC." and removed "other merchandise in the official supply catalog and club materials from the Lions Clubs International LCI in accordance with procedures established from time to time by Lions Clubs International." Under Lioness Club Liaison, changed "incoming officer form" to "New Club Officer Reporting Form LC-02" and removed "Responsibilities of this position include details on the current membership of the Lioness Club" and "Copies of both reports are to be submitted to the district governor and Lions Affiliate Club District." Removed two "Additional Statements" relating to "Lions Affiliate Clubs District Chair" and "Lions Affiliate Clubs Associate District Chair" as the positions were eliminated.

Support of Statewide Lions Causes: Lions Clubs International Contests (was L-2)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Summarize two preamble paragraphs into one. Added "For each official contest, the CC will arrange for the placement of the



Support of Statewide Lions Causes: MD27 Permission To Solicit Funds

HISTORY: Motion #108, COG 7/1/2018

Support of Statewide Lions Causes: MD27 Projects, Programs, and Initiatives (was L-1)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Policy was named “Fund-Raising Projects or Programs”. Policy was completely rewritten to better define MD27 Projects and Programs and also include a definition of MD27 Initiatives. Guidelines for when and how Projects, Programs and Initiatives would be approved was also defined. Motion #80, COG 3/2/2019: Removed Restoring Hope Transplant House from list of Programs as it had never been officially approved. Motion #85, COG Meeting 05/02/2020. Approval of Restoring Hope Transplant House as a State Program.

Support of Statewide Lions Causes: Wisconsin Lions Youth Exchange Camp (was N-4)

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Changed “drugs” to “medications”.

DELETED POLICIES

Communications – Directory

*ADOPTED: 2/6/1983– former
Policy J-1 ADOPTED: 2/5/1995 –
former Policy J-2*

Motion 86 C1 Linda Carter/D1 Bill Clausius approve the removal of the MD27 Directory Policy from the policy manual. COG Meeting January 2022.

Committees and Individual Positions Policy 14 Section C2: Alert (Deleted)

Motion#36 Gretenhardt (C2), S-DeBaere (B1) to disband MD27 ALERT. 10-0 Motion Carried. PID Heiman reminded that there are LCIF resources available for emergency grants. DG LaFaive also encouraged communication between District Governors when disasters occur, COG Meeting October 2019.

Contract Form - State Executive Secretary (was C-2) DELETED

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. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization as it had been removed in 2014.



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Contract Form - State Office Personnel (was C-1) DELETED

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. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization as it had been removed in 2016.

District Operating Procedures – Candidates for Office (was S-4) DELETED

HISTORY: Policy adopted by Motion #106, State Council Meeting, 3/5/2011. Motion #108, COG 7/1/2018: Policy moved but not changed during 2018 Policy Manual reorganization. Motion #88 COG 3/2/19: All of former policy S-4 deleted due to duplication of other LCI or MD documents.

District Operating Procedures – Geographic Breakdown (was S-3) DELETED

HISTORY: Policy adopted by Motion #106, State Council Meeting, 3/5/2011. Motion #108, COG 7/1/2018: Policy moved but not changed during 2018 Policy Manual reorganization. Motion #88 COG 3/2/19: All of former policy S-3 deleted due to duplication of other LCI or MD documents

District Operating Procedures – Officers (was S-2) DELETED

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. Motion #108, COG 7/1/2018: Policy moved but not changed during 2018 Policy Manual reorganization. Motion #88 COG 3/2/19: All of former policy S-2 deleted due to duplication of other LCI or MD documents.

Education Reimbursement for State Office Employees (was C-8) DELETED

HISTORY: Adopted by Motion #94, State Council Meeting, 10/12/2002. Motion # 109, 3/7/2015 COG meeting, to remove Policy C-8. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization. Policy had been removed in 2015.

Employee Pension – All State Employees (was C-9) DELETED

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. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization. Policy had been removed in 2015.

First Vice District Governor (was O-1.1) DELETED

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. Motion #108, COG 7/1/2018: Policy moved but not changed during 2018 Policy Manual reorganization. Motion #89 COG 3/2/19: Policy O-1.1



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deleted due to duplication of other LCI or MD documents.

Highly Compensated Individuals (was A-21) DELETED

HISTORY: adopted Policy 5/16/2013, by motion #105, COG meeting. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization. No reason to have a policy saying “there is no need for this Policy”.

International Convention – Council Chair-Elect (was D-5) DELETED

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. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization. CC-E was included in the Policy with the DGs.

International Convention - Wisconsin Caucus (was D-7) DELETED

HISTORY: Adopted by Motion #49, State Council Meeting, 10/24/1993. Motion #122, 5/4/17 to suspend Policy D-7. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization. Policy was suspended in 2017 due to rescheduling of the voting at the International Convention.

LCI Allowable and Disallowable expenses (was B-10) DELETED

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. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization, as of 2016 the list was no longer maintained.

Lioness Affiliate District Constitution (was P-3) DELETED

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. Motion #ABCDE, COG 7/1/2018: District Constitution was moved to the State Web Site during 2018 Policy Manual reorganization. Motion #84 COG 3/2/19: Deleted the Standard Affiliate District Constitution (former policy P-3) to comply with LCI 2018-19 Board Policy Chapter V, Item 1.3: “The board of directors shall and hereby does withhold official recognition of any proposed Lioness club entity other than local affiliate clubs.”

Lioness Club Program – Sanctioning and Implementation (was P-7) DELETED

HISTORY: ADOPTED: 7/26/1992 – former Policy P-1. Policy deleted due to LCI will no longer recognized Lioness as of July1, 2021. All Lioness verbiage is being removed from the Policy and Procedure Manual.

Lions Affiliate Clubs MD27 State Convention Committee (was F-4) DELETED

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,



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10/31/1992. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Per confirmation with the Lioness, removed the items that each District would have a representative, the years Districts would appoint someone, and that they would select their chair. Added "the WI Lions Affiliate Presidents State Advisory Committee will appoint a MD27 State Convention Lioness representative to the Convention Host Committee". Motion #83 COG 3/2/19: Deleted entire Policy due to LCI Policy on no Affiliate structure beyond the club level.

Lions Eye Bank of Wisconsin Representative - Expenses (was A-15) DELETED

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. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization. LEBW rep reimbursement was moved under DG Representatives reimbursement policy.

MD27 Lions Affiliate Clubs - State Advisory Committee (was N-1) DELETED

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added that the accounting of all funds received and expended will be made "at the October COG Meeting" vs "at least annually". Motion #83 COG 3/2/19: Deleted entire Policy due to LCI Policy on no Affiliate structure beyond the club level.

MD27 State Convention Corporation - Host Governor Expenses (was F-3) DELETED

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. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization. Policy was removed in 2014.

MD27 State Convention Song Leader & Sergeant-at-Arms Chair (was N-6) DELETED

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. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization. Policy was deleted in 2014.

Second Vice District Governor (was O-1.2) DELETED

HISTORY: Adopted by Motion #177, State Council Meeting, 3/7/2009. Motion #108, COG 7/1/2018: Policy moved but not changed during 2018 Policy Manual reorganization. Motion #89 COG 3/2/19: Policy O-1.2 deleted due to duplication of other LCI or MD documents.

Special Committee Meetings – Council Expense (was A-17) DELETED

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. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization. Reimbursement was moved under DG Representatives reimbursement policy.



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State Office Secretary - Position Description (was C-7) DELETED

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. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization. Policy had been removed in 2015.

State Prestige Pins (was K-3) DELETED

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. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization. Policy was deleted in 2016.

USA/Canada Lions Forum – Expenses (was E-1) DELETED

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. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization due to the fact it simply stated something will not be done.

Wisconsin Lions Foundation Representative – Expenses (was A-8) DELETED

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. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. WLF rep. and others included in Policy A-8 were moved under DG Representatives reimbursement policy.

Women in MD27 Lions Clubs (was S-5) DELETED

HISTORY: Policy adopted by Motion #42, State Council Meeting, 7/21/2012. Policy removed by Motion #63, State Council Meeting, 10/4/2014. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization after being removed in 2014.

END OF HISTORY ARCHIVES

END OF MD27 POLICY AND PROCEDURE MANUAL