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District 27-B1

CONSTITUTION

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THE INTERNATIONAL ASSOCIATION OF
LIONS CLUBS
DISTRICT CONSTITUTION AND BY-LAWS

CONSTITUTION
ARTICLE I

NAME

This Organization shall be known as District 27-B1 of the International Association of Lions Clubs (hereinafter referred to as "Lions Clubs International").

ARTICLE II

OBJECTS

To provide an administrative structure with which to advance the Purpose and Objects of Lions Clubs International in the District.

ARTICLE III

MEMBERSHIP

- a. The members of this organization shall be all Lions Clubs in this district as duly chartered by Lions Clubs International, provided the club is in good standing.
- b. The boundary lines of the District shall include Sheboygan, Fond du Lac, Green Lake, Marquette, Waushara, Winnebago, Calumet and Manitowoc Counties and the part of Outagamie County comprising the city of Appleton and that part of Brown County comprising Wayside and Morrison in the Town of Morrison.

ARTICLE IV

DISTRRICT ORGANIZATION

Section 1

CABINET AND OFFICERS

- a. The District shall have a District Cabinet composed of the District Governor, the Immediate Past District Governor, the Vice District Governor, the Regional Chairperson, the Zone Chairperson and a Cabinet Secretary-Treasurer. The members of the District Cabinet shall be the Officers of the District. Each such officer shall be a member in good standing of a Lions Club in good standing in the District.
- b. The District Governor and Vice District Governor shall be elected at the Annual District Convention. The District Governor shall appoint, by the time he takes office, the Cabinet Secretary-Treasurer, one Regional Chairperson for each region, and one Zone Chairperson for each Zone in the District.
- c. Any vacancy in any District office, except that of District Governor shall be filled by appointment by the District Governor for the remainder of the year.
- d. If any Regional Chairperson or Zone Chairperson shall cease to be a member of a club in the Region or Zone, as the case may be, to which they were appointed, their term of

office shall thereupon cease and the District Governor shall appoint a successor to fill said office.

- e. No salary shall be paid to any officer of the District.

Section 2

DISTRICT CABINET MEETINGS

- a. Regular. A regular meeting of the Cabinet shall be held in each quarter of the fiscal year, with the first to be held within thirty (30) days after the adjournment of the preceding International Convention. The ten (10) day written notice of meetings setting forth a date, time and place determined by the District Governor shall be given to each member of the cabinet.
- b. Special. Special meetings of the Cabinet may be called by the District Governor at his discretion, and shall be called upon written request made to the District Governor or the Cabinet Secretary-Treasurer by a majority of the members of the Cabinet. No fewer than five (5) nor more than ten (10) day written or telegraphic notice of special meetings, setting forth the purposes thereof and a date, time and place to be determined by the District Governor, shall be given to each member by the Cabinet Secretary-Treasurer.
- c. Quorum and Vote. The attendance of the majority of the members of the Cabinet shall constitute a quorum for any meeting thereof. In all such meetings the voting privileges shall be extended to the District Governor, Vice District Governor, the Regional Chairpersons, the Zone Chairpersons and the Cabinet Treasurer (or Cabinet Secretary-Treasurer) and Committee Chairperson, as appointed by the District Governor and all active Past District Governors from all clubs within District 27-B1.

Section 3

REGIONS AND ZONES

- a. The District Governor shall divide the District into Regions. Each Region shall be composed of sixteen (16) or less Lions Clubs, each Zone shall be composed of eight (8) or less Lions Clubs, giving due regard to the geographical locations of the clubs. All such Regions and Zones shall be subject to change by the District Governor when, in the opinion of the District Governor deems the same necessary to the best interests of Lions Clubs International, the District, and the individual Lions Clubs.
- b. Regional Meetings. Meetings of representatives of all clubs in a region, with the Regional Chairperson presiding, shall be held during the fiscal year at times and places fixed by the Regional Chairperson of the respective Region.
- c. Zone Meetings. Meetings of representatives of all the clubs in a Zone, with the Zone Chairperson presiding, shall be held during the fiscal year at times and places fixed by the Zone Chairperson of the respective Zone.

Section 4

DISTRICT COMMITTEES

- a. District Governor's Advisory Committee. In each Zone, the Zone Chairperson and the Presidents and Secretaries of the clubs in the Zone shall compose a District Governor's Advisory Committee, and chaired by the Zone Chairperson. At a date, time and place

called by the Zone Chairperson, this committee shall hold a first meeting within ninety (90) days after the adjournment of the preceding International Convention. A second meeting shall be held not later than November, the third in February or March, and the fourth approximately thirty (30) days prior to the State Convention.

- b. District Governor's Honorary Committee. The District Governor may appoint District Governor's Honorary Committee composed of Past International Officers who are members in good standing of clubs within the District.

ARTICLE V

DISTRICT ADMINISTRATIVE FUND

Section 1

To provide revenue to defray the non-convention administrative expenses of the District, an annual District Administration Fund Per Capita Tax is hereby levied upon each member of each club in the District. It shall be collected and paid in advance by each club in two (2) semi-annual payments as follows, value in national currency on September tenth of each year to cover the semi-annual period, July 1 to December 31, and on March tenth of each year, to cover the semi-annual periods January 1 to June 30, with billing of the same to be based upon the roster of each club as of the first day of July and January, respectively. Said tax shall be paid to the Cabinet Secretary-Treasurer by each club, except newly chartered and reorganized clubs, which shall collect and pay said per capita tax on a pro-rated basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said per capita tax shall be disbursed only for non-convention administrative expenses of the District and only upon approval by the District Governor. Disbursements there from shall be by checks drawn and signed by the Cabinet Secretary-Treasurer and countersigned by the District Governor.

Section 2

The District Governor and his Cabinet shall not incur obligation in any fiscal year which will affect an unbalanced budget or deficit in said fiscal year.

Section 3

The Cabinet Secretary-Treasurer shall be bonded in such amount and with such surety company as shall be approved by the District Governor and the cost of same shall be an administrative expense.

Section 4

The District Governor shall provide for an annual or more frequent audit of the books and accounts of the Cabinet Secretary-Treasurer, and a statement of the financial condition of the District shall be sent to Lions International and each club in the District within sixty (60) days after the close of the fiscal year by the District Governor then in office.

ARTICLE VI

ANNUAL DISTRICT CONVENTION

Section 1

- a. There shall be an annual District Convention.

- b. It will be the District Governor's responsibility to have the Convention run according to the procedures set forth in the District Policy Manual.

Section 2

Each Chartered club in good standing in Lions Clubs International, State, and the District shall be represented by one or more delegates at the annual District Convention and shall be entitled in each such convention to one voting delegate and one alternate for each ten members, or major fraction thereof, of said club as shown by the record of the International Office on the first day of the month preceding that month during which the convention is held. The major fraction referred to in this section shall be five or more members. Each certified delegate present in person may cast one vote only for each office to be filled by, and one vote only on each issue to be voted on by the members of said convention. Unless otherwise specified herein the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention. Each active Past District Governor of this district shall be entitled to full delegate privileges at each District Convention. No such active Past District Governor shall be included in the delegate quota of his club.

Section 3

The attendance in person of a majority of the delegates registered at the convention shall constitute a quorum to any session of the convention.

Section 4

Within sixty (60) days after the close of the Convention an official report of the Convention Proceeding shall be mailed to the Lions Clubs International and each club in the District by the Cabinet Secretary-Treasurer.

ARTICLE VII

DISTRICT CONVENTION FUND

Section 1

The District shall not be responsible for any expenses incurred by the host club in sponsoring the District Convention except those mentioned in Article IV, Section 5 of the By-Laws. All other expenses and losses shall be the full obligation of the host club. The host club shall not be obligated to pay any fee to the District for the right to sponsor the District Convention. An annual per capita District Convention Fun Tax of fifty cents (\$0.50) may be levied upon each member of each club in the District and shall be collected and paid in advance by each club, except newly chartered and reorganized clubs, in two (2) semi-annual payments as follows:

- a. Twenty-five Cents (\$0.25) per club member on September tenth of each year to cover the semi-annual period July 1 to December 31.
- b. Twenty-five Cents (\$0.25) per club member on September tenth of each year to cover the semi-annual period January 1 to June 30, with billings for said tax to be based upon the roster of each club as the first days of July and January, respectively.
- c. The above tax shall be collected from the club by, and be remitted to, the Cabinet Secretary-Treasurer, who shall deposit the monies so collected in a special account in a bank or other depository chosen by the District Governor. The fund so collected shall be used exclusively for defraying expenses of District Conventions and shall be

expended only by District Checks drawn and signed by the Cabinet Secretary-Treasurer and countersigned by the District Governor. Any club which is chartered or reorganized in a current fiscal year shall collect and pay said convention per capita tax for said fiscal year on a prorated basis from the first day of the second month following the date of its organization or reorganization, as the case may be.

Section 2

In any fiscal year, any balance remaining in the Convention fund after payment of all Convention Administrative expenses in that year shall remain in said Convention Fund and becomes available for future convention expenses and be treated as income in any fiscal year in which expended or otherwise budgeted for payment of such expenses.

Section 3

The District Governor shall provide for an annual or more frequent audit of the District Convention and shall file an annual financial report of said fund to each annual District Convention.

ARTICLE VIII

AMENDMENTS

Section 1

This Constitution may be amended only at a District Convention by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

Section 2

No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the Annual Convention with notice that the same will be voted upon at said Convention.

Section 3

The Constitution Committee shall have the authority to make editorial changes within the Constitution not affecting the content of the Constitution.

Section 4

Each amendment shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.

ARTICLE IX

GENDER

Where the male gender or pronoun presently appears in the District 27-B1 Constitution and By-Laws, it shall be interpreted to mean both male and female persons.

BY-LAWS

ARTICLE I

QUALIFICATIONS, NOMINATIONS AND ELECTION OF DISTRICT OFFICES

Section 1 – District Governor

- a. Any member of a club in the District seeking the office of District Governor shall file his intention to run in writing with the nominating committee, thirty (30) days prior to the first day of the Annual Convention.
- b. A candidate for the office of District Governor shall:
 1. Be an Active Member in good standing of a chartered Lions Club in good standing in District 27-B1.
 2. Have served as President of a Lions Club for a full term or major portion thereof, and served as member of the Board of Directors of a Lions Club for no less than two (2) additional years.
 3. Have served as Zone Chairperson or Region Chairperson or Cabinet Secretary-Treasurer for a full term or major portion thereof, and one (1) additional year as a member of the District Cabinet.
 4. Have served as Vice District Governor for a full term or major portion thereof, at the time he takes office as District Governor.
 5. None of the above being accomplished concurrently.
- c. No elected District Governor shall be permitted to succeed himself.
- d. Nominations for District Governor may be made from the floor at the District Meeting held during the Annual District Convention provided the nominee has the required qualifications for the office as outlined above.
- e. Speeches on behalf of the candidates for District Governor shall be limited to one nominating speech of not more than five (5) minutes and one seconding speech of not more than three (3) minutes for each candidate.

Section 2 – Vice District Governor

- a. Any member of a club in the District seeking the office of Vice District Governor shall file his intention to run in writing with the nominating committee, thirty (30) days prior to the first day of the Annual District Convention. Nominations for Vice District Governor may be made from the floor at the District Meeting held during the District Convention provided the nominee has the required qualifications for office as outlined in Article IV, Section 8 of the Constitution and By-Laws of the International Association of Lions Clubs. Speeches on behalf of the candidates for Vice District Governor shall be limited to one nominating speech of not more than five (5) minutes and on seconding speech of not more than three (3) minutes for each candidate.
- b. A candidate for the office of Vice District Governor shall:
 1. Be an Active Members in good standing of a chartered Lions Club in good standing in the District.

2. Secure the endorsement of his club or a majority of the club in his District.
3. Have served or will have served at the time he takes office as Vice District Governor:
 - (a) As President of a Lions Club for a full term or major portion thereof, a member of the Board of Directors of a Lions Club for no less than two (2) additional years: and
 - (b) As Zone Chairperson or Region Chairperson or Cabinet Secretary and/or Treasurer for a full term or major portion thereof.
 - (c) With none of the above being accomplished concurrently.
- c. No Vice-District Governor, if elected, shall be permitted to succeed himself.

Section 3 – Foundation Director

- a. The Board of Directors of the Wisconsin Lions Foundation shall be composed of two (2) members elected from the District.
- b. The District shall have two (2) elected members on the board at all times.
- c. Elected Board of Directors of the Wisconsin Lions Foundation shall serve a three (3) year term except when elected to fill a vacancy caused by death, resignation, or removal from office. The term of office of any director who is a candidate for election or re-election shall be limited to three (3) years.
- d. A director's term of office shall officially begin on July 1 following the Annual State Convention.
- e. Any member of a club seeking the office of Director of the Wisconsin Lions Foundation shall file his intention to do so in writing with the nominating committee thirty (30) days prior to the first day of the annual district convention. Nomination for Director for the Wisconsin Lions Foundation may be made from the floor at the District meeting held during the district convention provided the nominee has the required qualifications for the office as outlined in Article I, Section 3 paragraph f. of the By-Laws. Speeches on behalf of the candidates for Director of Wisconsin Lions Foundation shall be limited to one nominating speech of not more than five (5) minutes and one seconding speech or not more than three (3) minutes for each candidate.
- f. Candidates shall have the following qualifications:
 1. He is a member in good standing of a chartered club in good standing in the district.
 2. He shall have served as President or Secretary of a Lions Club for a full term or a major portion thereof, and shall have served as a member of the club's board of directors for a total of three (3) years.
 3. He shall have served as Zone Chairperson, or Region Chairperson, or Cabinet Secretary-Treasurer of a District for a full term or a major portion thereof.

4. He shall have the support of the majority of members of his club. As evidence thereof, the Secretary of his club shall submit with the Club's written nomination, a certified copy of the Resolution adopted by the club.
- g. No Wisconsin Lions Foundation Director shall serve more than two (2) elected terms with a maximum of six (6) consecutive years. A term is to consist of two (2) or three (3) years according to the election results at the Annual District Convention. An appointment of a Director for a year, or less than a year, shall not be construed as a term. A director can be appointed to serve for a year, or less provided he has not already served six (6) consecutive years, if there is no election of a qualified candidate. A Lion is eligible to return as a Director of the Wisconsin Lions Foundation after a lapse of one (1) year after his service of six (6) consecutive years.
- h. Wisconsin Lions Foundation Directors shall serve without compensation or reimbursement except for personal expenses incidental to their office or duties.

Section 4

The election of the District Governor, Vice District Governor and Wisconsin Lions Foundation Directors shall be by secret written ballot at the Annual District Convention.

- a. The candidate receiving the highest number of votes cast in each category shall be declared elected.
- b. In case of tie vote, the tied candidates shall be summoned to the place of voting immediately upon confirmation of the tie vote by the District Elections Chairperson.. At that time, in the presence of the District Elections Committee, the District Election Chairperson shall toss a coin, allowing it to fall to the floor. One of the tied candidate (as selected by the District Elections Chairman) shall choose heads or tails. The winner of the toss is the winner of the election.
- c. In the event there is only one candidate for any of the elected offices, the voting (casting a secret ballot) shall be conducted. No voice vote shall be taken.

Section 5

- a. In the event of a vacancy occurs in the Office of the District Governor, the Vice District Governor shall act as District Governor and shall perform the duties of and have the same authority as, the District Governor.
- b. The remaining Cabinet officers, Past International Officers, and members of the District Governor's Honorary Committee shall convene at a date, time and place as directed by the Vice District Governor to pick a nominee for appointment to the Office of District Governor. This recommendation will be forwarded to the Lions Club International Board of Directors for approval.
- c. In the even a vacancy occurs in the Office of Vice District Governor said vacancy shall be filled in accordance with the District Constitution and By-Lays.

Section 6

All candidates for District Governor, Vice District Governor, and Wisconsin Lions Foundation Director to be elected at the District Convention and all clubs bidding to host the Annual District Convention and District Bowling Tournament must be in attendance at the Annual Meeting of the District on Saturday to make their announcements. Failure to be present will result in their removal from the ballot.

ARTICLE II

DUTIES OF THE DISTRICT OFFICERS

Section 1 – District Governor

Under the general supervision of the Lions Clubs International Board of Directors, the District Governor shall represent the Association in the District. In addition, the Chief administrative officer of the District shall have direct supervision over the Vice District Governor, Region Chairpersons, Zone Chairpersons, Cabinet Secretary-Treasurer, (the Cabinet Secretary and Cabinet Treasurer) and such other cabinet members as may be provided for in this Constitution and By-Laws. The specific responsibilities shall be to:

- a. Further the purpose and objects of this Association,
- b. Supervise the organization of new Lions Clubs,
- c. Preside, when present, over cabinet, convention and other meetings. During any period the District Governor is unable to preside, the presiding officer at any such meeting shall be the Vice District Governor or the Senior Region Chairperson selected by the District Governor, but if none is selected the Senior District Officer chosen by the attending members shall preside,
- d. Promote cordial relations among the chartered Lions Clubs,
- e. Endeavor to visit each Club at least once during his term of office,
- f. Exercise such supervision and authority over Cabinet Officers and District Committee appointees as in provided for in this Constitution,
- g. Submit a current itemized statement of total District receipt and expenditures to the District Convention or annual meeting of his District at a Multiple District Convention,
- h. Deliver, forthwith, at the termination of his term of office, all District accounts and records to his successor in office,
- i. Report all known violations of the use of the Association name and emblem,
- j. Perform such other functions and acts as shall be required of him by the International Board of Directors through the District Governor's Manual and other directives.

Section 2 – Vice District Governor

The Vice District Governor, subject to the supervision and direction of the District Governor shall be chief administrative assistant to the District Governor. The specific responsibilities shall be to:

- a. Further the Purposes and Objects of this Association,
- b. Familiarize with the Duties of the District Governor so if in the event of a vacancy in the Office of District Governor, the Vice District Governor will be better prepared to assume the duties and responsibilities of said office,
- c. Perform such administrative duties as may be assigned by the District Governor,

- d. Perform such other functions and acts as may be required by the International Board of Directors through the Vice District Governor's Manual and other directives.

Section 3 – Cabinet Secretary-Treasurer

Shall act under the supervision of the District Governor. The specific responsibilities shall be to:

- a. Further the purposes and objects of this Association,
- b. Perform such duties as are implied by the title of said office, including but not by way of limitation the following:
 - 1. Keep an accurate record of the proceedings of all meeting of the Cabinet, and within ten (10) days after each meeting forward copies of the same to all members of the Cabinet, and the Office of Lions Clubs International.
 - 2. Take and keep minutes of the District Convention and furnish copies of the same to Lions International, the District Governor and the Secretary of each club in the District.
 - 3. Make reports to the Cabinet as the District Governor or Cabinet may require.
 - 4. Collect, receipt and maintain all funds of the district, and deposit the same in such bank or banks as the District Governor shall determine and disburse the same by order of the District Governor.
 - 5. Remit and pay over to the Multiple District Council Secretary-Treasurer the Multiple District Per Capita Tax, if any, collected in the District, and secure a proper receipt therefore.
 - 6. Keep accurate books and records of account, and minutes of all Cabinet and District meetings, and permit inspection of the same by the District Governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon Direction of the District Governor or the Cabinet, the Cabinet Secretary-Treasurer shall furnish any such books and records as requested to any auditor appointed by the District Governor.
 - 7. Secure bond for the faithful performance of his duties in such sum and with such sureties as may be required by the District Governor.
- c. Perform such additional assignments as shall be given from time to time by the District Governor,
- d. Perform such other functions and acts as may be required of each by the International Board of Directors through the Cabinet Secretary-Treasurer's Manual and other directives.

Section 4

Region Chairperson

The Region Chairperson, subject to the supervision and direction of the District Governor, shall be the chief officer in the region.

- a. Qualifications of the Region Chairperson. Any Lion member of a club within the region may be appointed as Regional Chairperson in that region provided that the following qualifications are met.
 1. Is an active member in good standing of a chartered club in his region.
 2. Shall have served as President or Secretary of a Lions Club for a full term or a major portion thereof.
- b. The specific responsibilities shall be to:
 1. Further the purposes and objectives of this Association.
 2. Supervises the activities of the Zone and Region Chairpersons and such District Committee Chairpersons as may be assigned by the District Governor.
 3. Play an active role in organizing new clubs and in strengthening weak clubs.
 4. Visit a regular meeting of each club in the region at least once during the term of office, reporting the findings to the District Governor.
 5. Visit a regular Board of Directors Meeting of each Club in the Region at least once during the term of office, reporting the findings to the District Governor.
 6. Endeavor to have every club in the Region operating under a duly adopted Club Constitution and By-Laws.
 7. Promote representation at International and District Conventions by at least the full quota of delegates to which clubs in the Region are entitled.
 8. Carry out such official visitations to club meetings and charter nights as shall be assigned by the District Governor.
 9. Perform such additional assignments as shall be given to from time to time by the District Governor.
 10. Perform such other functions and acts as may be required by the International Board of Directors through the Regional Chairperson's Manual and other directives.
- c. In the even the Regional Chairperson for any reason cannot or does not, in the judgment of the District Governor, perform the duties of said office, or in the event the officer is for any reason vacated, the District Governor shall appoint a successor to serve for the remainder of the year.

Section 5

Zone Chairperson

The Zone Chairperson, subject to the supervision and direction of the Regional Chairperson and/or District Governor, shall be the chief administrative office in the zone.

- a. Qualifications of a Zone Chairperson.
 1. Any Lion member of a club in the zone may be appointed as Zone Chairperson in that zone provided these qualifications are met.

2. Is an active member in good standing of a chartered club in the zone.
 3. Shall have served as President or Secretary of a Lions Club for a full term or a major fraction thereof.
- b. The specific responsibilities shall be to:
1. Further the purposes and objects of this Association.
 2. Serve as Chairperson of the District Governor's Advisory Committee in the Zone and as such to call regular meetings of said committee.
 3. Make reports of each District Governor's Advisory Committee meetings and send copies within five (5) days thereafter to Lions International and to the District Governor and the Regional Chairperson.
 4. Play an active role in organizing new Clubs and keep informed on the activities and well-being of all Clubs in the zone.
 5. Represent each Club in the Zone in any problems with District, Multiple District or Lions International.
 6. Supervises the progress of District, Multiple District and Lions International projects in his zone.
 7. Endeavor to have every Club within the Zone operating under a duly adopted Club Constitution and By-Laws.
 8. Promote representation at International and District Conventions by at least the full quota of delegates to which Clubs in the Zone are entitled.
 9. Visit a regular meeting of each Club in the zone one or more times during the term of office, reporting the findings to the Region Chairperson -- particularly with respect to any weaknesses which may have been discovered. (Copy to District Governor)
 10. Perform such other functions and acts as may be required by the International Board of Directors through the Zone Chairperson's manual and other directives.
- c. In the event the Zone Chairperson for any reason cannot or, in the judgment of the District Governor, does not perform the duties of the office, or in the even the office is for any reason vacated, the District Governor shall appoint a successor to serve for the remainder of the year.

ARTICLE III

DISTRICT COMMITTEES

Section 1 – Appointments

The following committees shall be designated as District 27-B1 Committees and or Chairpersons. The District Governor shall appoint, designate the Chairperson of, and fill any vacancies occurring in the following committees:

- a. District Governor's Advisory Board

- b. District Bowling Chairperson
- c. District Campaign SightFirst Chairperson/Committee
- d. District Chaplain Chairperson
- e. District Constitution and By-Laws Chairperson/Committee
- f. District Convention Liaison Chairperson
- g. District Convention Parliamentarian Chairperson
- h. District Credentials Chairperson
- i. District Diabetes Chairperson
- j. District Drug & Alcohol Awareness Chairperson
- k. District Elections Chairperson/Committee
- l. District Environmental Chairperson
- m. District Extension Chairperson/Committee
- n. District Eye Glass Recycling Chairperson
- o. District Governor's Honorary Committee
- p. District Hearing and Speech Chairperson
- q. District Historian Chairperson
- r. District Journey for Sight Chairperson
- s. District LCIF Chairperson/Committee
- t. District Leader Dog Chairperson
- u. District Leadership Chairperson/Committee
- v. District Leo Club Chairperson
- w. District Lions Affiliate Club Chairperson
- x. District Lions Information Chairperson
- y. District Lions International Relations Chairperson
- z. District Lions International Service Chairperson
- aa. District Membership/Retention Chairperson/Committee
- ab. District Nominating Chairperson/Committee
- ac. District Pin Chairperson

- ad. District Public Relations Chairperson/Photographer
- ae. District Research and Long Range Planning Chairperson/Committee
- af. District Rules and Procedures Chairperson
- ag. District Sergeant-at-Arms Chairperson/Committee
- ah. District Sight Conservation and Work with the Blind Chairperson
- ai. District Song Leader Chairperson
- aj. District Tailtwister Chairperson/Committee
- ak. District Youth Exchange Chairperson
- al. Any additional committee required by the District Governor

Section 2

Composition/Function of District Chairperson/Committees

- a. District Governor's Advisory Board: The Advisory Board shall assist the Zone Chairperson in the advisory capacity; Procure recommendations affecting the welfare of Lionism and the clubs in the zone, and relay the same through the Zone Chairperson in the District Governor and his Cabinet.
- b. District Bowling Chairperson: The Chairperson will advise the clubs of hosting requirements and rules and procedures established by the district.
- c. District Campaign SightFirst Chairperson/Committee: Provide the district with current information pertaining to the International and State programs and funds of SighFirst.
- d. District Chaplain Chairperson: To provide spiritual guidance for the district at all district functions.
- e. Constitution and By-Laws Chairperson/Committee:
 1. Composed of not less than two (2) members of the district, the District Governor shall designate the Chairman of the committee.
 2. The names and address of the committee members shall be published in the District Governor's newsletter.
 3. All resolutions to be recommended to the Annual District Convention for action shall be submitted to the Chairperson of the Constitution and By-Laws Committee in duplicate, not later than sixty (60) days prior to the Annual District Convention.
 4. The committee is empowered and directed to make editorial changes in the Constitution and By-Laws. The committee shall append to each resolution amending the Constitution a footnote indicating that a two-thirds vote is required for adoption. No changes may be made which alters the intent or function of the Constitution and or By-Laws. In making editorial change, the committee shall be guided, but not bounded by the suggested Multiple District Constitution and By-

Laws of Lions Clubs International. Any changes made may be rejected by a two-thirds (2/3) vote of the delegates at the District Convention.

5. In all cases where a resolution is offered which amends the Constitution and/or By-Laws, the committee chairperson, in making the report, shall not recommend approval or disapproval of, but shall look to the floor for an affirmative motion and second to pass the resolution. If none is offered, or no second to such is made, the resolution shall fail.
 6. All resolutions adopted by the District Convention shall be published in the first issue of the District Governor's Newsletter following the adjournment of the District Convention.
 7. A printed or other reproduced copy of all resolutions amending or changing the Constitution and/or By-Laws which have been submitted to the committee shall be published by the District Governor and mailed to every club secretary of a Lions Club in the District, at least thirty (30) days prior to the opening of the Annual District Convention. The submitted resolution shall bear the name of the author and/or sponsoring unit.
- f. District convention Liaison:
1. The Immediate Past District Governor, appointed by the District Governor, may assume the task as the District Convention Liaison.
 2. He will represent the district along with the host clubs chairperson in the planning and the execution of the convention. The District Governor will assume the overall responsibility of the convention.
- g. District Convention Parliamentarian:
1. The District Convention Parliamentarian, during the district business session, shall preside and shall be accorded a seat immediately to the right of the District Governor.
 2. The District Governor shall refer all problems of a parliamentary nature for immediate adjudication.
- h. District Credentials Chairperson:
1. A representative from the district, preferably the Cabinet Secretary-Treasurer, shall be appointed as the District Credentials Chairperson.
 2. The District Credentials Chairperson shall verify the status of each delegate and issue the ballot at the District/State Convention. At the conventions, each delegate will and must be certified prior to the voting.
 3. The District Credentials Chairperson shall be appointed in addition to the District Elections Committee.
- i. District Diabetes Chairperson:
1. Studies the needs of the community and how these needs can best be met.
 2. Proposes service activities to the Clubs.

3. Assumes responsibility, as directed by the District Cabinet for administration of adopted activities.
- j. District Drug & Alcohol Awareness Chairperson:
1. The Drug Awareness Chairperson will become familiarized with Lions Drug Awareness Resources.
 2. Learn the nature and scope of the drug problem in the district, as well as existing drug awareness activities.
 - (a) Compile a community needs assessment by talking with resource persons, such as doctor, judges, guidance counselors, treatment center workers, law enforcement officers, clergymen, teachers, school administrators and parents.
 - (b) Set goals for the district and develop an action plan for achieving those goals.
- k. District Elections Chairperson/Committee:
1. The District Elections Chairperson/Committee shall be composed of one representative from each area.
 2. It shall see that printed ballots listing the names of all nominees for office, the proposed cites for the next District Convention, Bowling and Resolutions amending the Constitution and By-Laws are provided in sufficient quantity by the host club's Convention Committee.
 3. It shall distribute the proper ballots to the District voting location.
 4. The committee shall count and certify the election results. The Chairperson shall report the results to the District Governor for publication.
 5. No candidate for International Director, District Governor, Vice District Governor, or Wisconsin Lions Foundation Directors shall be appointed to this committee.
- l. District Environmental Chairperson:
1. Study the needs of the community and what is being done to meet those needs.
 2. Proposes one or more service activities that can be accomplished by the clubs within the district.
 3. Areas of responsibility are:
 - (a) Air Pollution
 - (b) Land Pollution
 - (c) Noise Pollution
 - (d) Water Pollution
- m. District Extension Chairperson/Committee

1. The District Extension Chairperson (preferably a Past District Governor), has the primary responsibility of the promotion and information of new clubs within the District with the help of the sponsoring club and Regional and Zone Chairpersons.
 2. The District Governor can appoint additional Lions to the committee so as to divide the district into areas of responsibilities, making it easier for one on one contact.
- n. District Eye Glass Recycling Chairperson
1. Responsible for the establishment of the Used Eye Glass program within the district.
 2. Provide the clubs with information on the use of the Lensometer in coding the used glasses.
- o. District Governor's Honorary Committee
- This committee shall act under the direction of the District Governor in the promotion of harmony throughout the District.
- p. District Hearing and Speech Chairperson
1. The chairperson will study the needs of the district and what is being done to meet those needs.
 2. Support research on prevention.
 3. Provide information and services of qualified professionals for diagnosis, therapy and hearing aid evaluation.
 4. Coordinate with local agencies in conducting public information programs on the cases of deafness, on periodical hearing tests, and how loss can be prevented or minimized.
- q. District Historian Chairperson
- To maintain a history of the district's activities and any information that may be used at a later date.
- r. District Journey for Sight Chairperson
- Primary duty is to provide the clubs within the district, information on and progress of the Journey for Sight program.
- s. District LCIF Chairperson/Committee
1. A LCIF Committee will consist of six governor appointed cabinet members – to serve for a period of 2 years. 3 of its members will be changed by gthe incoming District Governor.
 2. The District Governor will serve as an ex-officio non-voting member of the committee. He will vote only to break a tie.

3. The chairperson of the LCIF Committee may be the Immediate Past District Governor.
 4. The LCIF Committee will serve as a resource committee for the Melvin Jones Fellowship selections and the Chairperson will keep the committee informed of the money donated to the District LCIF/Melvin Jones Fellowship fund.
 5. The Cabinet Secretary-Treasurer will continue to handle all funds donated to LCIF.
 6. The yearly fellowships will be based on the money donated by the district to the LCIF fund from July 1 to June 30 – the Lionistic year.
 7. The LCIF Committee will meet after the first Cabinet Meeting each year. At this meeting, they will determine who will receive the current year's Melvin Jones Fellowships.
 8. The LCIF/Melvin Jones Fellowships will be officially presented at the District Convention's evening banquet following the fiscal year the monies were collected.
 9. The committee will not have any selection power for Melvin Jones Fellowships presented by local individual clubs.
 10. The selection will be based on the following criteria:
 - (a) Years of service in Lionism.
 - (b) Offices held.
 - (c) Present and past involvement on committees on local, district, state or International level.
 - (d) Recommendation from cabinet to committee.
 - (e) Other extraordinary determining factors.
 11. The fellowship may be presented posthumously.
- t. District Leader Dog Chairperson
1. To provide information to the clubs on applying for a Leader Dog.
 2. To maintain the status of the clubs as to the participation (funds) from the clubs and to be able to inform the District Governor of its progress.
- u. District Leadership Chairperson/Committee
1. To provide guidance by the District Chairpersons to all clubs within the District.
 2. To encourage the development of club officers to seek positions outside of the clubs.
- v. District Leo Club Chairperson

1. Provide the leadership to Lions Clubs in the sponsoring and establishment of Leo Clubs.
 2. The Leo Club should provide a bridge to the adult Lions Club and help shape sound values for life.
- w. District Lions Affiliate Club Chairperson
1. Identify prospective Lions Clubs that could support the formulation of Lioness Clubs.
 2. Seek the support from Lioness Clubs Chairpersons in identifying prospective members.
 3. Correlate the activities for Lioness Charter nights.
- x. District Lions Information Chairperson
- To keep the District will informed on all matters pertaining to Lions Club International.
- y. District Lions International Relations Chairperson
- Provide the clubs within the District the ways and means of strengthening the ties between Lions Club International, the State and the District.
- z. District Lions International Service Chairperson
1. Proposes activities that will involve the Lions Club in creating and fostering a spirit of understanding among the peoples of the world.
 2. Provide information to Lions Clubs for possible International Club Twinning.
 3. Provide information on the Vocational Assistance Program that may be utilized by the clubs within the district.
- aa. District Membership/Retention Chairperson/Committee
1. Appointed by the District Governor, (preferably a Past District Governor), who has demonstrated special interest, talent, and qualifications in this particular type of work.
 2. He shall adopt a plan for membership development and retention which can be used by all clubs in the District.
- ab. District Nominating Chairperson/Committee
1. The District Governor shall appoint, by written notification, received at least sixty (60) days prior to the District Convention, a Nominating Committee of not more than five (5) members, each of whom shall be a member in good standing of a different Lions Club in good standing with the District, and shall not at the time of their appointment hold any District or International office. The names and addresses of Lions so appointed shall be sent to all clubs in the district at least sixty (60) days prior to the convening day of the District Convention.
 2. The Nominating Committee shall receive, review ad report all nominations to the District Convention.

ac. District Pin Chairperson

1. The District Pin Chairperson shall be responsible for the pin trading within the district.
2. The District Pin Chairperson will solicit proposed pin designs to be voted upon at the District Convention. The district pin will be selected by the delegates to the District Convention. After the selection has been made, the chairperson will then seek bids from vendors and with agreement with the District Governor, purchase the pins for distribution.
3. The chairperson will distribute the District Pin as directed by the District Governor.

ad. District Public Relations Chairperson/Photographer

1. Responsible for planning, development of maintaining good public relations between clubs, the district, and the general public.
2. Public Relations Chairperson/Photographer will arrange for photo coverage of outstanding newsworthy activities, events and or programs within the district.

ae. District Research and Long Range Planning Chairperson/Committee

1. Develop/research projects of concern within the district.
2. Keep the district informed on the progress of the State Research Long Range Planning Committee programs.

af. District Rules and Procedures Chairperson

Establishing Rules of Procedure using Article VI, Section 2, Rules of Procedures, By-Laws, Lions Clubs International Multiple District 27 and Wisconsin Lions Foundation Constitution and By-Laws as a guide.

ag. District Sergeant-at-Arms Chairperson/Committee

1. Sergeant-at-Arms shall maintain order and decorum at the respective conventions and meetings and perform such other duties as are incident to the office under Robert's Rules of Order Newly Revised.
2. At special events, the District Sergeant-at-Arms may appoint additional Sergeant-at-Arms to provide the coverage needed.

ah. District Sight Conservation and Work with the Blind Chairperson

1. Studies needs of the community and what is being done to meet those needs.
2. Provides guidance to Area Eye Banks.
3. Provide information on Examinations/Detection and possible cure with the Medical Surgical Services, and Eye Research departments.

ai. District Song Leader Chairperson

The District Song Leader shall lead the singing at all District Cabinet Meetings and other District functions.

aj. District Tailtwister Chairperson/Committee

1. The Tailtwister Chairperson is responsible for promoting harmony, good fellowship and enthusiasm at district meetings and the Annual District Convention by appropriate stunts and games and a judicious imposition of fines on all members.
2. The Tailtwister Chairperson shall see to it that special, adequate containers, clearly marked: "Official Tailtwister" are provided for the District Convention.
3. All monies collected by the Convention Tailtwisters shall be designated as "Open Funds" and shall be donated to an activity announced prior to the opening of the District Convention.

ak. District Youth Exchange Chairperson

1. The Youth Exchange Chairperson shall be responsible for arranging and coordinating the visits of foreign youth to District 27-B1.
2. The Youth Exchange Chairperson shall coordinate youths to foreign countries in conjunction with the program conducted by Lions Clubs International.
3. Give assistance and support to the clubs entering the Youth Exchange Program.
4. The District Youth Exchange Chairperson shall advise the district on the Wisconsin Lions Youth Exchange Camp.

- al. Additional committee appointments shall be announced as necessary by the District Governor and will be instructed as to the duties of that committee.

ARTICLE IV

NOMINATION AND ENDORSEMENTS

INTERNATIONAL DIRECTOR

AND

THIRD VICE-PRESIDENT NOMINEES

Section 1

Subject to the provisions of the International Constitution and By-Laws, any member of the Lions Club in the District seeking endorsement at a District convention as a candidate for the office of International Director or Third Vice-President shall:

- a. Deliver (by mail or in person), written Notices of Intention to seek such endorsement to the District Governor and to the Multiple District Council Secretary-Treasurer, no less than 30 days prior to the convening date of the respective convention at which such question of endorsement to be voted upon:
- b. Deliver with said Notice of Intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

Section 2

Each Notice of Intention so delivered shall be transmitted forthwith by the District Governor to the Nominating Committee of the respective Convention, which shall review and perfect the same by obtaining from each prospective candidate an additional evidence of such Intention and qualification as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the respective Convention the names of each such prospective candidate who has fulfilled said procedural and Constitutional requirements.

Section 3

Each such nominee for endorsement shall be entitled to on seconding speech of no more than three (3) minutes duration.

Section 4

The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the convention and District. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue with respect to the two nominees only who received the largest member of votes on the previous ballot until one received the required majority of the votes cast.

Section 5

Certification of Endorsement by the respective convention shall be made in writing to the International Office by the District officials designated, and in accordance with the requirements therefore set forth, in the International Constitution and By-Laws.

Section 6

No endorsement of any candidacy of any member of a Lions Club in this District shall be valid unless and until the provisions of this Article V have been met.

ARTICLE V

FISCAL YEAR

Section 1

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

ARTICLE VI

AMENDMENTS

Section 1

These By-Laws may be amended only at a District Convention, by resolution reported by the Convention Committee on Constitution and By-Laws and adopted by a majority of the votes cast.

Section 2

No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the Annual Convention with notice that the same will be voted upon at said Convention.

Section 3

The By-Laws Committee shall have the authority to make editorial changes within these By-Laws not affecting the content of these By-Laws.

ARTICLE VII

EFFECTIVE DATE

Each amendment shall take effect at the close of the Convention at which adopted unless otherwise specified in the amendment.

**STANDARD FORM FOR NOMINATION OF CANDIDATES
LIONS OF WISCONSIN MULTIPLE DISTRICT 27**

Send copies to:
District Governor
Chairman District Elections Committee
State Secretary

Date _____

This is to certify that at our Lions Club meeting held on _____, the Lions Club nominated by majority vote the following Lion, who is a member in good standing, as a candidate for the office listed herein. This action is part of the Club records and minutes.

Name of Candidate: _____

Mailing address: _____

City and ZIP: _____

Telephone number: _____

Fax number: _____

Email address: _____

Candidate for Office of: _____

District: _____

Lionistic Service and Qualification for office sought: _____

Certification of and attestation to, we affix our signatures this _____ day
of _____ 200_____.

President _____

Secretary _____

Lions Club of _____

District 27-B1 Policy Manual

This document is current as of August 20, 2006

Authorization of soliciting funds district-wide in 27-B1 Policy

Certification at Convention Policy

Diabetes Policy

District Bowling Tournament Policy

District Convention Policy

District Pin Policy

Elections Policy

Emergency Fund Policy

Zone Chairman Orientation Policy

DISTRICT 27-B1 POLICY MANUAL

Date of origin:	Authorization of soliciting funds district-wide in 27-B1 Policy	Date of revision:
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The following organizations, groups and committees are approved to solicit funds District-wide in 27-B1.

- 27-B1 Diabetes
- 27-B1 Emergency Fund
- 27-B1 Lions and Lioness Raffles
- Hearing Committee
- Hearing Dog
- Leader Dogs for the Blind
- Lions Clubs International Foundation
- Lions Eye Bank of Wisconsin
- Lions Project for Canine Companions for Independence
- Mission to Mexico
- Wisconsin Lions Foundation
- Wisconsin Lions Pediatric Eye Clinic
- Wisconsin Lions Pride
- Youth Exchange
- Youth Outreach – Quest

DISTRICT 27-B1 POLICY MANUAL		
Date of origin:	Certification at Convention Policy	Date of revision:

The cabinet secretary shall certify delegates immediately after the business session until start of the election except during luncheon and the parade of checks.

DISTRICT 27-B1 POLICY MANUAL		
Date of origin:	Diabetes Policy	Date of revision:

The Lions Club must indicate on the check for Diabetes where the donation is earmarked, i.e.: American Diabetes Association, Wisconsin Lions Foundation, or others.

Any checks that are not written for a special designation will be sent to the Wisconsin Lion Foundation for their Diabetes Funds.

DISTRICT 27-B1 POLICY MANUAL

Date of origin:

District Bowling Bowling Policy

Date of revision:

August 20, 2006

1. The Chairperson will advise the clubs of hosting requirements and rules and procedures established by the district.
2. Hosting requirements:
 - a. The hosting of the District Bowling Tournament shall be open to all Lions and Lioness Clubs. This tournament shall be completed on or before the last weekend in January with the dates to be determined by the hosting clubs or club. Every club in the district is eligible to bid on the tournament every year.
 - b. Any club desiring to host the tournament shall submit a written invitation to the District Bowling Chairperson by September 1st of the year prior to which they wish to host the tournament.
 - c. A secret ballot vote will be taken at the District Convention to determine which club shall host the tournament. The club receiving the most number of votes shall be designated as the host of the tournament. In case of a tie vote, the District Elections Chairperson shall summon a representative from each of the host candidates to the place of voting immediately upon confirmation of the tie vote. At that time, in the presence of the District Elections Committee, the District Elections Chairperson shall toss a coin, allowing it to fall to the floor. One of the tied candidates (as selected by the District Elections Chairperson) shall choose heads or tails. The winner of the toss is the winner of the election.
3. Tournament Rules and Regulations
 - a. The District Bowling Tournament shall be conducted on a handicap basis featuring 4 member teams, consisting of 3 games being bowled on one pair of lanes. Each bowler shall receive a handicap of 90% of the difference between their average and 220 pins. The host club is responsible to send in an entry blank to the United States Bowling Congress (USBC) for review and sanctioning and will follow their guidelines. This can be done on the Internet at bowl.com
 - b. Entering averages shall be his or her highest sanctioned average with a minimum of 21 games from the previous year. The current sanctioned average may be used provided 21 games have been bowled. Since the tournament involves only Lions and Lioness members in good standing and perspective Lions and Lioness members, all averages will be on an honorary basis. Anyone unable to meet the foregoing requirements will be required to use an average of 140 for women and 150 for men; the same as the Lions State Tournament. They shall receive handicaps based on these averages.
 - c. A breakdown of the fees must be on the entry form. The entry form must be reviewed by the Bowling Chairperson before it is sent out to the USBC and the respective clubs. The host club will mail out entries to all the clubs in the District.
 - d. Any deviation from the above rules and regulations must first be submitted to the District Bowling Chairperson for approval by the District Governor's Cabinet.

DISTRICT 27-B1 POLICY MANUAL

Date of origin:	District Convention Policy	Date of revision:
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1. District Convention

- a. The District shall provide its members with an annual District Convention.
- b. The Convention must be held within the time period of the last two weekends of October and the first two weekends of November.
- c. The Immediate and 2nd Immediate Past District Governors will be Co-Chairpersons of the Convention. In one or both of their absence, the District Governor will appoint a chairperson.
- d. The District Governor will reserve the right to make changes to avoid conflict if the changes are within the budget of the convention.
- e. The Convention Committee will be selected by the Co-Chairpersons with the approval of the District Governor. The Committee may be individuals, a club, zone or combination thereof.
- f. The Convention Site will be determined by the Convention Co-Chairpersons with the approval of the District Governor. 2 years in advance at the 2nd Cabinet Meeting.
- g. With approval of the Cabinet a multi year contract maybe agreed upon at the same location because of convenience, facilities, or to minimize the cost of the convention.

2. District Convention Procedures

- a. Registration fee will be \$5.00 per person including Lions, Lioness, Leos and Guests.
- b. Registration will be on Friday from 4:00 p.m. to 8:00 p.m. and on Saturday from 8:00 a.m. to 11:00 a.m.
- c. Hospitality area will be provided for candidates campaigning for office, district activities and Lion and Lioness fellowship on Friday evening. Hospitality area will open from 6:00 p.m. to 11:00 p.m. The District will provide entertainment
- d. Convention will be called to order at 8:15 a.m. on Saturday.
- e. The day's agenda will be determined by the Co-Chairpersons and the committee. Voting will be held 15 minutes after the close of the last session and will continue for one half hour.
- f. The closing banquet will be no later than 6:30 p.m.
 1. As a courtesy to the Lioness, who are an affiliate of the Lions, the Lioness affiliate President and spouse will be seated at the head table.
 2. Head table will require white coals and black ties for the men and Ladies will dress accordingly.

- g. Convention raffles will be held and all clubs will be asked to donate raffle items.
- h. District Lioness will be allowed a raffle with tickets sold on Friday night only. Drawings will be prior to the Saturday noon luncheon so as not to interfere with the convention raffles.
- i. Lioness will be allowed a skirt twister.
- j. Only convention raffle tickets will be sold. The sale of individual Lions and Lioness Club tickets is prohibited.
- k. No convention attendee will be allowed to take part in any activity without proper registration

3. Convention Compensations

- a. Registration, Meals, and Rooms for two nights will be paid for the following:
 - 1. International Guest
 - 2. District Governor
 - 3. Vice District Governor
 - 4. Cabinet Sec-Treasurer
 - 5. Convention Co-Chairpersons
 - 6. District International Director or District PID, or in the absence of, the Wisconsin Host International Director or Wisconsin Host PID.
- b. In the event the International Guest arrives on Thursday an additional nights lodging will be provided for the Guest and the District Governor.
- c. Outside program presenters will be provided with registration and a noon luncheon at no cost. This does not include State or District Chairpersons giving reports. In all cases spouses are included.
- d. A Saturday continental breakfast will be provided to all attendees.

DISTRICT 27-B1 POLICY MANUAL		
Date of origin:	District Pin Policy	Date of revision:

1. The District pin design shall be chosen at the Annual District Convention.
2. The designer of the winning District pin will receive \$25.00 from the 27-B1 District Cabinet.
3. In the event of a tie vote, the winner shall be determined by the District Pin Chairman, by a toss of a coin, prior to the Saturday night banquet.
4. If a pin design presented to the District pin committee is of a questionable nature in regards to suitability for the District, then a committee consisting of the District Governor, Vice District Governor, and Immediate Past District Governor, shall make the final decision on the suitability of the questionable pin design prior to the displaying of the pin designs for the vote.

DISTRICT 27-B1 POLICY MANUAL		
Date of origin:	Elections Policy	Date of revision:

The current District Governor, Vice-District Governor, and WLF Directors shall maintain a neutral position with regard to nominating candidates for elected office.

The above mentioned individuals shall not give a nominating speech or a seconding speech for the elected office of District Governor, Vice District Governor, Wisconsin Lions Foundation Director, or International Director endorsement.

DISTRICT 27-B1 POLICY MANUAL		
Date of origin:	Emergency Fund Policy	Date of revision:

This fund to be commonly known as the "We Serve" Fund.

Use:

In the case of a community disaster money is to be used to purchase food, clothing, blankets, and medical supplies.

In the case of an individual personal crisis request: the money is to be used to purchase blind and hearing equipment also handicapped equipment, medical supplies, and medical services.

Approval:

An application form must be filled out and the completed form returned to the District Governor.

Final approval to be made by the District Governor, Vice Governor, and the committee chairman for the area involved.

DISTRICT 27-B1 POLICY MANUAL		
Date of origin:	Zone Chairman Orientation Policy	Date of revision:

The District Governor and Vice Governor shall hold a Zone Chairman Orientation prior to September 1st each year. It should cover such subjects as Zone Meetings, Zone Reports and Reporting, District Policies, How to read District Financial Statements, and other subjects deemed necessary.