

LIONS OF ILLINOIS, INC.

POLICY MANUAL AND BUDGET

**REFORMATTED BY THE
2002-2003 COUNCIL OF GOVERNORS
LIONS OF ILLINOIS, INC.**

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LIONS OF ILLINOIS, INC.

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PURPOSE

It is understood that all policies must conform to the International Association of Lions Clubs Constitution and By-Laws and the Lions of Illinois Multiple District Number One (MD-1) Constitution and By-Laws. The purpose of this Policy Manual is to present Pertinent Procedures to be followed by the MD-1 Council of Governors, and the Lions of Illinois, in the performance of the duties pertaining to this body.

COUNCIL OF GOVERNORS

PHILOSOPHY

The Council of Governors, of MD-1, shall be the governing body of the Lions of Illinois. It is desirable that each Governor, while representing his/her Sub-District, recognizes that the Council must, as a body, represent the best interests of the Lions of Illinois. The Council should ever strive to foster the Image of Lionism as it relates to Humanitarian Service.

ELECTION OF OFFICERS BY COUNCIL

Per Article V, Section 2 of the Lions of Illinois Constitution the Council Chairperson Elect is selected along with all other State Chairpersons during the interview and selection process. The election of the Executive Committee consisting of the Vice-Council Chair, Secretary, and Treasurer along with the Tailtwister and Chaplain will be held immediately following the final plenary session of the State Convention by the District Governors Elect. The Council Chairperson Elect shall preside over the election meeting, assisted by the current sitting Council Chairperson and the current sitting Parliamentarian. The Council Chairperson Elect will designate one Lion to record minutes.

All voting for Council Officers will be by secret ballot. Each District Governor-elect, in attendance, shall have one vote. No proxy votes will be permitted. Official Tellers will be the current Parliamentarian and the Current Council Chairperson. The Candidate for the specified office, who receives a simple majority of the Governors-elect votes cast shall be declared the winner and immediately reported to the District Governors Elect. The actual vote count will not be reported.

If no candidate receives a majority of the vote, the Official Tellers will immediately report this to the District Governors Elect. The candidate receiving the lowest vote will also be reported to the District Governors Elect by the Official Tellers and will be removed as a candidate. A second vote by secret ballot will then take place. This process will be continued until a candidate receives a simple majority of the votes cast.

The election of the Council Officers will take place in the following order:

1. Three Governors to serve with the Council Chairperson as the Executive Committee, in the following positions:
 - A. Vice Council Chairperson
 - B. Council Secretary
 - C. Council Treasurer
2. Council Chaplain
3. Council Tailtwister

Upon election, the District Governors Elect Secretary will take over the recording of the minutes. Immediately following the election the current Council Chairperson may leave unless requested to stay.

Election results will be reaffirmed at the First Council meeting.

COUNCIL CHAIRPERSON

The Chairperson of the Council shall be elected in conformance with the Constitution & By-Laws of Multiple District 1. The Chairperson shall be assisted, as deemed necessary, by the Executive Committee, who are also elected in line with our Constitution & By-Laws, with consideration being given to representation of all geographical areas of the Multiple District.

As with most upper level positions within our Association, a good working knowledge of the International Constitution and By-Laws is imperative. Along with this is an equal knowledge of the Council Chairperson Manual from LCI [la10], MD-1 Constitution and By-Laws, Policy Manual, the Lions of Illinois, Inc State Office Guidelines & Procedures and Roberts Rules of Order.

As council chairperson, you have the important and rewarding task of coordinating the multiple district in its quest to advance the purposes of Lions Clubs International. Each multiple district is different and each council chairperson has different styles of coordination. The following information is intended to offer suggestions and ideas that should be adjusted to suit your local conditions and needs. However, it must be emphasized that the multiple district council chairperson is to be a *coordinator, a good listener and a facilitator* of the council of the district governors. You are the link among the district governors who are individually responsible to their own districts. Interfering in district's internal problems is not what the association expects you to do. Rather, it is suggested that your utmost importance will be recognized by serving as a resourceful archive of what *succeeded and failed* in the past through your Lionistic service.

According to the International and Multiple District Constitution & By-Laws as well as the Council Chairperson Manual, 2008-2009 issue, the Multiple District Council Chairperson shall:

- a) Further the purposes of this association
- b) Provide leadership, direction, and initiative for the international and multiple district programs, goals and long range planning
- c) Create and foster harmony and unity among sub-districts, and assist district governors to solve issues
- d) Chair the multiple district convention and all council meetings
- e) Submit reports and perform such duties as may be required by the multiple district constitution and by-laws
- f) Perform such other administrative duties as may be assigned by the multiple district council of governors
- g) Facilitate at the close of said term of office, the timely presentation of all multiple district accounts, funds and records to the successor in office.

In accordance with item (f) of Section 3 above, a Council Chairperson of MD-1 may have additional duties to perform that may include but are not limited to, and in no particular order, the following:

- Assist the State Secretary-Treasurer (SST) with the yearly calendar
- Assist the SST with establishing meeting places and contracts for Council Meetings
- Assist the SST with setting dates for State Committee Meetings

- Establish a dress code (casual, uniform, other) for Governors, Vice Governors & spouses for any Council Meetings, regular or special
- Dress codes for Conventions, Forums, etc, shall be established by the CC and Council; the Vice-Governors/Governors Elect may establish their dress own code, as long as it does not take away from the current Council. (Example: DGEs do not wear their uniforms to any meetings or conventions until they get to the International Convention)
- Establish ground rules for Lions, State Committee Chairs, VDGs, DGs, etc, for contacting the SST.
- If necessary, with the Council, establish committees to look at items or issues not covered by any other State committee
- Be prepared to call “special council meetings” in order to conduct business before the next regularly scheduled council meeting
- Work with the Executive Committee to conduct business prior to a Council Meeting
- Work with the SST, Council Treasurer and Council Secretary, in overseeing the operations of the State Office
- Working with the Liaison Governors, help oversee the state committees in order to achieve the goals set by the committee or the Council
- Assist the State Leadership Chairperson with the GETS & VGETS training in May
- Write a letter of Council endorsement to the 2nd International VP candidate, once endorsed
- If the Council so desires, invite all MD-1 PIDs to the second (after the International Convention meeting) Council Meeting, usually held in July or August
- Again, if so desired, invite all MD-1 cabinet secretaries to the second Council Meeting
- Work closely with the MD-1 Forum, State and International Convention Chairpersons and chairpersons of any other institute or forum that may be held during the fiscal year
- Work with the SST and Council Treasurer in collecting any money owed the state, including dues if a district is delinquent and any other bills that are owed
- Once a guest speaker has been established for the State Convention, communicate with him/her several times prior to the event.
- Work with the Council in establishing agendas for the Council Meetings
- Work with the International Director or the most Immediate PID (if no current ID) and the Governors to secure speakers for conventions.
- Work with the International Director or most Immediate PID (if no current ID) with requests for any International Awards. (In MD-1, the nomination forms for the International President’s Award and the International Leadership Award are to be forwarded to the MD-1 Council Chairperson and the MD-1 International Director or most Immediate Past International Director, if no current ID).
- Shall work with the Executive Committee throughout the year to insure stability within the state
- Shall be objective, neutral (although he/she does have a vote on any matter requiring such action) and promote a harmonious working relationship within the Council of Governors

- Shall appoint Liaison Governors to the various State Standing Committees, however input from the Governors will be recognized
- The CC and the Council will select Chairpersons for the various State Convention Committees
- The Council Chair shall request reports, verbal or written, from the State Committee Chairpersons, preferably 2 full weeks prior to the next Council meeting so the Governors will have time to review them and prepare any questions or comments
- The CC may be allotted an additional budget to help cover expenditures inherent with the responsibilities of the position. This amount will be determined each year by the Budget Committee and must be approved by the sitting Council. Expenses must be reviewed by the Executive Committee at each Council meeting prior to payment.
- The Council Chair should not approve his own reimbursement or sign his own reimbursement check. This should be done by another member of the Executive Committee.

The position of Council Chairperson for MD-1 is a prestigious one. The Council Chairperson should not be afraid to ask for help. The MD-1 International Director, Past International Directors and other Past Council Chairpersons can offer assistance at anytime about most subjects. Remember: the basic job description is to oversee, assist and perform such duties as prescribed by the Council. There are state chairpersons and a state secretary-treasurer that should be performing the day-to-day tasks of running committees and the state office.

Anyone fortunate enough to be selected as Council Chairperson should remember that he/she was selected just as any other state committee chairperson. If boundaries are over stepped, duties not complied with or agendas other than that of the Council are presented, the Council may remove this person from the position by, unless otherwise stated, a 2/3 majority vote of the council.

VICE COUNCIL CHAIRPERSON

The Vice Council Chairperson should have the ability to be objective, neutral, and promote a harmonious working relationship within the Council of Governors.

In the event that the Council Chairperson is unable to preside at any regular or special meeting of the Council of Governors Meeting, the Vice Council Chairperson shall be the presiding officer.

In the event that the Council Chairperson is unable to preside at any regular or special meeting of the Executive Committee, the Vice Council Chairperson shall be the presiding officer.

The Vice Council Chairperson may perform such other duties as assigned by the Council Chairperson, the Executive Committee, or the Council of Governors.

COUNCIL SECRETARY

The Council Secretary should have the ability to be objective, neutral, and promote a harmonious working relationship within the Council of Governors.

The Council Secretary shall review the minutes of each Council Meeting prepared by the State Secretary/Treasurer and suggest any needed changes or corrections.

In addition, the Council Secretary shall be responsible for the minutes of any Executive Committee Meeting or Executive Session of the Council of Governors Meeting when the Lions of Illinois State Secretary-Treasurer is not present. Such minutes will be presented to the Council, in writing, within 2 weeks after such Meeting.

COUNCIL TREASURER

The Council Treasurer will oversee the work of the State Secretary-Treasurer and Finance Committee on all fiscal matters. In the absence of the Council Chairperson the Treasurer may co-sign all checks prepared by the State Secretary-Treasurer. In addition, the Treasurer will review with the State Secretary-Treasurer and Finance Committee, the management of the investments. The Executive Committee and Finance Committee should be consulted on matters of investments between Council meetings.

Working with the Executive Committee and the Finance Committee, the Treasurer will have input on the preparation of the Lions of Illinois budget, which is presented to the Council for adoption at the August Council meeting. The Council Treasurer should be allowed access to the State Secretary-Treasurer and the Lions of Illinois State office as that person deems necessary to do the job he/she was elected to do.

The Council Treasurer should work with the State Secretary-Treasurer and Finance Committee to assure that acceptable accounting procedures are being followed. The Council Treasurer should consult with the auditor of the books to clarify that proper procedures are being followed.

The Council Treasurer, working with the rest of the Executive Committee, should always be supported by the entire Council on decisions made in the best interests of the Lions of Illinois. When questions arise about how issues are handled, the Council should hear all sides of a story before making decisions. The Council should keep in mind that the State Secretary is an employee working for the entire Council.

COUNCIL CHAPLAIN

The Council Chaplain shall be the spiritual guide and spiritual leader for the Council of Governors.

COUNCIL TAILTWISTER

The Council Tailtwister shall have the same power and authority as any Lions Club Tailtwister.

COUNCIL PARLIAMENTARIAN

The Council shall appoint a Council Parliamentarian. The Parliamentarian shall be a PDG with the knowledge of, and experience with, the MD-1 Constitution and By Laws and Roberts Rules of Order. The Parliamentarian shall attend all Council meetings and shall advise the Council Chairperson on matters of procedure and constitutionality. The Parliamentarian shall not hold any other Multiple District Office.

COUNCIL MEETINGS

Reimbursements

Governors shall be reimbursed for attending Council Meetings, where not covered by International, according to the Rules of Audit, for such period of time as the meeting requires. Rates to be used for reimbursements will be approved annually at the first Council Meeting.

Vice District Governors Attendance

Since it is imperative that the Vice District Governors have a working knowledge of the proceedings of the Council of Governors Meetings, they shall be invited to attend all Council Meetings. They will not have voice or vote. At the discretion of the Sub-District Governor or the Council Chairperson, they may be permitted voice. The Vice District Governors will attend Council meetings at no expense to the State.

First Council Meeting

The State Secretary-Treasurer, along with the Council Chairperson Elect, shall call this meeting which shall take place at the site of the International Convention, or at the State Office, and shall prepare a printed agenda for this meeting.

Other important business to be considered at this time shall include:

1. Reaffirmation of the Executive Committee and other Council Officers.
2. Reaffirmation of the State Chairpersons.
3. Establishment of the Depository and Signatories.
4. Approve rates of reimbursement in accordance with the Rules of Audit.
 - a. mileage
 - b. hotels
 - c. meals
5. Appointment of Liaison Governors to Standing Committees by the Council Chair.
6. Adoption of the Policy Manual.
7. Such other business as deemed necessary.

Second Council Meeting

The Second Council Meeting shall take place on the third or fourth weekend in August. At the discretion of the Council, District Cabinet Secretaries may be invited to attend this meeting as observers and at no expense to the State. In order to keep our Past International Directors more fully informed, it is recommended that they be invited as guests of the Council and be in attendance at the Council Meeting. Any room expense would be their

responsibility. All State Committee Chairs shall provide to the Council, in writing and in advance of this meeting, preliminary reports and programs for consideration. The Council may invite specific State Committee Chairs to attend this meeting to answer questions provided the budget allows.

Other items of business should include:

1. Establishment of goals for the Council and State for the current fiscal year.
2. Reaffirmation of State Convention dates and site.
3. Review and establishment of the budget.
4. Review of the financial structure.
5. part of budgeting process & who is Operations Manager? Such other business as deemed necessary.

Third Council Meeting

This meeting shall take place on the first or second weekend in December. At the discretion of the Council, this meeting may be held at the site of the approaching State Convention. The Council Chairperson will appoint Chairpersons, Parliamentarian and Song Leader, for State Convention, at this meeting.

Other items of business that must be considered include:

1. Review any action taken of the audit for the previous fiscal year (if not reviewed at the second Council Meeting).
2. A written evaluation of the job performance of the State Secretary Treasurer for the period from July 1 to December 31 shall be prepared by the Executive Committee and presented to and approved by the Council at this meeting. Only three copies of the approved evaluation shall be prepared. One copy shall be presented to the State Secretary Treasurer within 30 days of this meeting. A second copy shall be sealed in an appropriately marked envelope and filed in the State Office. The third copy shall be retained by the Council Secretary and passed on to his/her successor at the end of the Lion year.
3. Vote on following year's pin design
4. Vote on environmental photos
5. Vote on Peace Posters

Fourth Council Meeting

This meeting shall take place on the first or second weekend of February. If the Third Council Meeting is not held at the site of the State Convention, this Council meeting must be held at that location. The principal concern of this meeting is to finalize plans for the State Convention and review progress shown by various State Standing Committees, and such other business that is deemed necessary. Any activity to be held during the State Convention must be approved by the Council of Governors. Requests for all activities or scheduling must be in writing to the State Office no later than ten (10) days prior to the February Council Meeting.

1. The Council shall at this meeting consider the existing agreement with the State Secretary-Treasurer and determine if an increase in remuneration and/or changes in responsibilities or benefits are warranted. Any changes should be identified with

2. proper documentation and signed both by the SST and the Council Chairperson either at this meeting or at the State Convention meeting. All changes in salary, terms of employment and/or benefits must be included in this documentation. One copy shall be presented to the State Secretary Treasurer within 30 days of this meeting. A second copy shall be sealed in an appropriately marked envelope and filed in the State Office. The third copy shall be retained by the Council Secretary and passed on to his/her successor at the end of the Lion year.

3. In order to facilitate planning, Council Meeting site selection shall be established in the preceding fiscal year. The Current Council, with the advice and consent of the District Governors-elect, shall set the dates and locations for following year's Council Meetings at this meeting. The State Secretary-Treasurer shall obtain bids for the following year's Council Meeting schedule. This will be reported to the Council at the First Council Meeting.

End of Lions Year

A written evaluation of the job performance of the State Secretary Treasurer for the period from January 1 to June 30 shall be prepared by the Executive Committee and presented electronically to the entire Council for its approval prior to that Council leaving office. Only three copies of the approved evaluation shall be prepared. One copy shall be presented to the State Secretary Treasurer within 30 days. A second copy shall be sealed in an appropriately marked envelope and filed in the State Office. The third copy shall be placed in the Council Secretary's file and passed on to his/her successor.

At a time and place convenient to both the current and incoming Executive Committees a meeting shall be held at which the current Executive Committee shall turn over records, financial documentation and Council paraphernalia to the incoming Executive Committee. All information held by the current Executive Committee will be passed on and all questions freely answered. Financial records and status will likewise be transferred at this meeting. While this meeting may take place prior to the new Council officially taking office, it is hoped that this "passing the torch" meeting will facilitate a smooth transition and enable the incoming Council and Executive Committee to begin its year with all necessary information and materials.

This meeting should be held in conjunction with the Budget Committee meeting referenced on page 5.1 of this document.

STATE CONVENTION (COMBINED) SPECIAL MEETING & JOINT COUNCIL MEETING

Moved to 4th Council Meeting

At this Council Meeting, reports from the following committee Chairpersons will be made: Multiple District 1 Forum, International Convention and State Convention. The Council shall also conduct such other business deemed necessary.

HONORARIA

In consideration of the additional duties and special responsibilities required of the Council Chairperson and in the interest of recognizing the unusual contributions made by the Chairperson, Executive Committee, and the Council of Governors, to Lionism, the following presentations shall be made during the last Council Meeting held at the State Convention at the end of the Council's year from within the Administrative Budget provided the Budget allows:

1. A 1/3 carat diamond Council Chairperson's ring as has been presented in the past.
2. A suitable plaque to be presented to each of the other members of the Executive Committee.
3. The remaining money shall be used to purchase appropriate gifts for all Governors, except the Council Chairperson.

NOTIFICATION OF COUNCIL ACTION TO STATE CHAIRPERSONS

The State Office will notify each State Chairperson in writing of action taken by the Council on their committee reports no later than two (2) weeks following each Council Meeting.

STATE CONVENTION

Prior to the first plenary session, the State Secretary-Treasurer and State Convention Chairpersons will review the complete format and program of the State Convention.

The Council Chairperson shall report to the delegates at the State Convention, in a concise manner, activities and accomplishments of the Council of Governors. A written report may be submitted to the delegates between the State Convention and International Convention, but no sooner than two (2) weeks following the State Convention.

An informal orientation session for District Governors-Elect hosted by the State Secretary-Treasurer will be held prior to the first business session.

DISTRICT GOVERNORS-ELECT TRAINING SEMINAR

A one or two-day training seminar will be conducted in a central location for the District Governors-Elect to provide detailed information concerning their responsibilities as Governor. This seminar shall be held after the Sub-District Conventions and prior to the State Convention. This seminar should take place the last weekend of April or the first weekend of May.

A meal will be provided the Elects and Partners, however no additional expenses will be covered. The seminar, at the discretion of the current Council Chairperson and State Leadership Chairperson, may include the current Executive Committee.

APPOINTMENTS OF STATE CHAIRPERSONS BY DISTRICT GOVERNORS-ELECT

Candidate interviews for the purpose of selecting State Chairpersons of Standing Committees for the next fiscal year will be made by the District Governors-Elect. All current State Committee members will be notified by mail of the interviews. This mailing should take place no later than January 15 of the year the Governor-Elects will take office. A receipt of a request for an interview (including a resume) must then be received, in writing at the State Office, by March 31 of the year the Governor-Elects will take office. These resumes must be received by the Governor-Elects two weeks prior to the Governor-Elects Training. If only one candidate has requested an interview, the interview may take place at the Governor-Elects Training. When there are multiple candidates for a State Chairperson position, the interview will take place at the State Convention. State Chairpersons appointments are to be reaffirmed at the First Council Meeting

ATTENDANCE AT INTERNATIONAL CONVENTION ACTIVITIES

In view of the fact that a portion of the transportation, lodging, and meal expenses of the Outgoing Council of Governors are paid for through a portion of the dues money collected from members of the Lions of Illinois, and that as described in the PHILOSOPHY Section 2.1 of this Policy Manual "*the Council must, as a body, represent the best interests of the Lions of Illinois...*" it is therefore expected that the Outgoing Council of Governors will attend and participate in all of the following activities while at the International Convention: Parade, Opening Session, Closing Session, Illinois Caucus, Illinois Reception, and if held, the Illinois/Hawaiian Luncheon. If ANY Outgoing District Governor does not attend or participate in any of the above mentioned activities, he/she shall lose one day's reimbursement of expenses for each activity missed. Reimbursement meaning: transportation, lodging and meal expenses. The Executive Committee of the Outgoing Council shall determine if any exceptions will be made (illness, transportation problems, etc.)

VICE DISTRICT GOVERNORS-ELECT TRAINING SEMINAR

A one day training seminar will be conducted at the State Office or a central location for the Vice District Governors-Elect to provide detailed information concerning their responsibilities as Vice District Governor. This seminar shall be held after the Sub-District Conventions and prior to the State Convention. This seminar should take place the last weekend of April or the first weekend of May.

A meal will be provided the Elects and Partners, however no additional expenses will be covered.

STATE COMMITTEES

In accordance with Article III of the Lions of Illinois By-Laws, the Council of Governors will appoint the State Chairpersons. To be eligible for this appointment, the Lion shall have served as a District Chairperson of the Committee for at least one year, file an electronic file containing a letter of interest and their personal history with the State Office by April 20th. The candidate must be available for an interview with the District Governors-Elect at the State Convention. In the event that no application is received for a position, or the Council is not in favor of any applications received, the Council may appoint a State Chairperson, waiving any or all of the above eligibility requirements, other than the appointee must be a Lion.

All State Standing Committees, where applicable, are to meet the third weekend of July to determine their programs and establish procedures for the year. The Committee Chairpersons will attend Council Meetings, when invited, to present up-to-date reports regarding their specific area of responsibility. All District Governors should be notified of State Committee meetings. The Committees shall conduct up to four (4) meetings each year, **if the budget allows.**

State Committee Chairs are encouraged to utilize conference calling and/or other electronic means to hold their meetings. Committee Chairs are required to provide written reports of all committee meetings, actions and functions prior to each Council meeting. Reports should be sent electronically to the State Secretary Treasurer and the Council Chair at least two weeks prior to Council meetings. Committee Chairs may be invited to attend Council meetings, with reimbursement, only at the specific request of the Council. However, Committee Chairs are welcome to attend at their own expense.

The following requirements pertain to all State Chairpersons. Specific duties, programs and budgets will be under the Council's jurisdiction. State Chairpersons shall be reimbursed according to the Rules of Audit when attending Council of Governors Meetings in Illinois, when invited. A detailed account of such expense shall be sent to the State Office for payment.

District Chairpersons from each Sub-District will be appointed by their District Governor to serve for one year with the exception of the Campaign and Liaison Chairpersons and Constitution & By-Laws Chairpersons, who serve two years; the Global Membership Team Coordinator and the Global Leadership Team Coordinator, who will serve three years; and the Long Range Planning Chairpersons, who are designated by a provision in our Constitution and By-Laws. Each Chairperson shall be considered the official spokesperson for the Committee being governed by the rule of majority. If the appointed District Chairperson of a Committee cannot attend the meeting, then the District Governor shall serve as the voting alternate. Committee members shall be reimbursed mileage according to the Rules of Audit to the State Committee Meetings. Lunch will be provided at no cost to them. The mileage claim, approved by the State Chairperson, shall be forwarded to the State Office for approval by the Council Chairperson for payment.

The function of the State Chairpersons shall be to assist the Council of Governors by providing the necessary leadership, dissemination of information, motivation and liaison in the conduct of the Committee.

State Chairpersons shall prepare an agenda and preside as Committee Meeting Chairperson. An acting secretary is to be appointed for each committee. Printed minutes of the Committee Meetings shall be distributed to the District Governors, State Secretary-Treasurer, and Committee members. It is the duty of the State Chairpersons to prepare news articles for the State Magazine to keep the Lions of Illinois informed of the activity of the Committee. It is the responsibility of the Chairpersons to present Committee approved actions to the State Council of Governors and follow through on those required and to present a final year's report of Committee activities at the State Convention. It is expected that each State

Chairperson would be obligated to be most helpful to a possible successor in all aspects of his performance and to effectively aid a continuity of transition from current committee to incoming committee.

CAMPAIGN AND LIAISON

The duty of this committee is to provide information for the Lions of Illinois concerning candidates for the office of Second International Vice President and the International Board of Directors, with particular emphasis on the advancement of qualified candidates from Multiple District 1 to these positions.

The Chairperson shall arrange for, and preside at, a "Meet the Candidates Caucus" at the International Convention and report the recommendations of the Committee to the delegates in attendance at the International Convention. He/she will represent the Committee and the Lions of Illinois at the political meetings involving International candidates.

The Committee shall be comprised of all past and present International Directors from Illinois, who are members in good standing of a club in this state; the Council Chairperson; and one past District Governor from each District appointed by the District Governors for a two year term with District 1-A, 1-CN, 1-E, 1-J, and 1-L being appointed in odd numbered years, and Districts 1-B, 1-CS, 1-D, 1-F, 1-G, 1-H and 1-K being appointed in even numbered years.

CONSTITUTION AND BY-LAWS

The Committee shall meet from time to time as required in line with Article XII, Section 2 of our State Constitution and By-Laws. It shall have two specific purposes:

- 1) To originate resolutions where deemed necessary recommending a constitutional change.
- 2) To review all resolutions recommending change which may have originated on either the club level or from the State Council of Governors. It shall then make recommendations on said resolutions to the State Convention as indicated in Article XII, Section 2 of our Constitution and By-Laws.

LIONS QUEST

The Lions Quest Committee, working closely with Lions Club International, will provide information to the clubs and communities on the Lions Quest Projects. The District Lions Quest Chairperson will work actively to inform the community leaders about the benefits of incorporating the Social and Emotional Learning Programs into school curricula. Each year, District Chairpersons will attempt to have clubs from their Districts to attend training programs put on by the Lions Quest Training Institute. Publicity should be used wherever possible to educate the public on the Lions Quest Program.

INTERNATIONAL CONVENTION

A prime task of this committee is to encourage meaningful participation at the International Convention by the Lions of Illinois. The Chairperson of the Committee will coordinate activities within the State toward this goal, appointing Chairpersons for specific duties.

The Chairperson will be familiar with the purpose and goals of the International Convention and of the Convention Schedule of Events. The Committee, under the direction of the Chairperson and in conjunction with the State Secretary-Treasurer, shall arrange and plan for all Illinois activities which should include:

- 1) Hospitality room.
- 2) Registration of Illinois Lions.
- 3) Set up and sale of Lions of Illinois official trading pins in a suitable area at the Illinois headquarters hotel with the understanding that no Sub-District or club pin or activity sales to be permitted in this area.
- 4) Illinois reception.
- 5) International parade.
- 6) Illinois-Hawaiian luncheon.
- 7) Floats and uniform.
- 8) Transportation.

This should be under State Convention

All of the above, of course, are subject to the approval of the Council of Governors. During the Convention, the Chairperson will correlate and actively supervise all aspects of the Illinois Lions activities.

GLOBAL LEADERSHIP TEAM

The **Global Leadership Team (GLT)** provides for an enhanced focus on leadership development, which is critical to the future vitality of our association. The GLT directs its efforts toward identifying and cultivating effective leaders through active training and leadership development initiatives, while providing necessary information, guidance and motivation. The MD-1 GLT Coordinator has responsibility for training the District Governor Elects, 1st and 2nd Vice District Governors Elect prior their taking office.

GLT Structure

The GLT structure encompasses representation at the international, **multiple district, single district** and **district** levels and includes district governor teams, providing a comprehensive global platform for developing more qualified leaders from the club level up, while encouraging regional training and development approaches to address local needs.

Operating as an action-oriented, parallel, mutually supportive team with the **GMT**, the GLT was developed to augment the local efforts of our DG Teams. By integrating the efforts of the GLT, the GMT and our DG Teams, we will be better able to address regional growth and development needs, while building our membership base, improving club health, and enhancing the quality of our leadership at all levels of the association.

The Sub-District Global Leadership Team Chairperson coordinates all levels of training with the Sub-District. He/she coordinates such training meetings as new member orientation, club officers training seminars, Vice District Governors, Zone and Region Chairpersons, etc.

This is a three (3) year appointment.

GLOBAL MEMBERSHIP TEAM COORDINATOR

The Global Membership Team is composed of Lions leaders appointed to serve specific constitutional or geographical areas. GMT appointments are three-year terms to allow for adequate analysis of area needs, and the development and implementation of strategic plans. All GMT leaders are subject to annual review and confirmation of appointment or removal based on performance.

Members of the GMT and GLT work together to develop membership through service and engagement and also to support present Lions leaders and identify future leaders. The two teams operate as parallel structures

The Chairperson shall prepare an aggressive Membership Development Program each year. The goal of the Committee will be to motivate the Lions of Illinois to increase membership. The Chairperson will procure and distribute membership materials and information to the Committee for distribution to the Districts and Clubs. The Chairperson shall also prepare and promote an active program to retain members. The Committee will provide leadership to encourage each Club to adopt a Keep 'em Plan to reduce drops.

This is a three (3) year appointment.

LIONESSE

The Lioness Chairperson will provide the leadership to organize and develop the Lioness program within the State. He/she will promote State publicity for the development of Lioness Clubs and establish and promote a State Lioness Information Program. It will be his/her responsibility to encourage and coordinate District and State Lioness meetings and seminars. Lunch will be provided and mileage will be paid for all Associate Chairpersons when attending State Lioness committee meetings.

LIONS CLUB INTERNATIONAL FOUNDATION

Lions Club International created Lions Club International Foundation in 1968, focusing its attention on three major objectives: (1) providing for major disaster relief; (2) humanitarian services; and, (3) vocational services.

It shall be the responsibility of the State Chairperson to guide and coordinate activities of the Committee accenting the following objectives and duties:

1. To communicate the aims and objectives of Lions Club International Foundation to every club and every Lion in the State.
2. To encourage every Lion and every Lions Club in the State to participate in and support the LCIF Campaign.
3. To administer and promote the LCIF Program in the State.
4. To collect and remit contributions from Lions and Clubs to the LCIF Program.
5. To assure that Lions and Clubs contributing to the LCIF Campaign are properly recognized for their participation.

LCIF DISTRICT AND MULTIPLE DISTRICT COORDINATORS

Multiple District Coordinators – Every three years, beginning with fiscal year 2009-2010, each Constitutional Area representative serving on the LCIF Development Advisory Committee nominates a Lion to serve in the role of LCIF Multiple District Coordinator in their respective area. Selection criteria should focus on choosing a Lion who has a demonstrated interest, understanding, commitment, and leadership at the Multiple District, District and Club level for LCIF. The International President and the LCIF Chairperson in office at the time will make the official appointments, which are subject to replacement if necessary.

District Coordinators – Every four years, each Multiple District Coordinator, in consultation with the District Governor, as appropriate, will nominate a Lion to serve in the role of LCIF District Coordinator in their respective area. Selection criteria should focus on choosing a Lion who has a demonstrated interest, understanding, commitment, and leadership at the District and Club level for LCIF. The LCIF Chairperson in office at the time will make the

HOST COMMITTEE MULTIPLE DISTRICT 1 HOST TO INTERNATIONAL CONVENTION

In line with recommendations and requirements of Lions Club International, a Host Committee shall be formulated immediately after the site selection has been announced by LCI of Multiple District 1 hosting an International Convention. This shall be the responsibility of, and shall be implemented by, the Council of Governors serving at that time.

It shall be the responsibility of the Host Committee to work with Lions International in any manner deemed necessary to assure the success of the said Convention.

The Council of Governors serving at the time that Multiple District 1 is selected as a Convention site, shall work with the selected Host Committee Chair to determine a reasonable amount of expenses necessary to support the Host Committee. Any monies set aside for this purpose are to be deposited in an interest bearing account until needed by the Host Committee.

STATE CONVENTION

Each District Governor shall appoint one person from his/her Sub-District to be a member of the State Convention Committee. This Committee will work in conjunction with, and is coordinated by, the State Chairperson and State Secretary-Treasurer.

The State Convention Committee is primarily responsible for the promotion of the State Convention in each Sub-District. In addition, they may, under the State Chairperson and State Secretary-Treasurer's direction, make site inspections and assist during the State Convention.

STATE CONVENTION SITE ROTATION GUIDELINES

If at all possible the State Convention should be rotated to different locations around Illinois. Each Council, with the help and advice of the State Convention Chair, will exert its best efforts to hold the State Convention at a site that is convenient to all Lions in Illinois. Facilities and room costs must be taken into account when determining where future Conventions are held.

STATE MAGAZINE

District Editors, under the leadership of the Editor-in-Chief, shall encourage the flow of information from the club level to the magazine. District Editors should work with the Club Publicity Chairperson to instruct them in requirements and manner in which publicity is to be presented for publication in the State Magazine. The Editor-in-Chief should also instruct in public relations methods, to gain as much recognition for Lionism in each community as possible.

It shall be the Editor-in-Chief's responsibility to edit the State Magazine in line with the State Constitution and wishes of the Council of Governors.

The Operations Manager is responsible for billing and monitoring costs and income.
WAITING FOR INPUT FROM LION KATY

LIONS EYE HEALTH PROGRAM

Each Governor shall appoint one person from his/her Sub-District to be a member of the State Lions Eye Health Program Committee. Under the direction of the State Chairperson, this committee shall work closely with the Lions Club International promotion of LEHP in their Sub-Districts. They are to encourage participation in the program of every Lions Club in their District.

LONG RANGE PLANNING COMMITTEE

PURPOSE

Adopted May 15, 1997 by the Council of Governors to promote, strengthen, and expand Lionism throughout the State of Illinois with the goal of providing greater local and worldwide services.

Guidelines

1. Membership in the Committee shall consist of six of the most Immediate Past District Governors and six members of the sitting Council beginning with the year 1999.
2. The Immediate Past Council Chairperson shall serve as the Long Range Planning Committee Chairperson for the year following term as Council Chairperson. In the event the Immediate Past Council Chairperson's District has a 2nd year member serving on the Committee, the Chairperson shall be elected from within the Committee to serve one year.
3. The Liaison Governor shall be the current Council Chairperson and shall act as a non-voting member of the Committee.
4. The Committee shall conduct up to four (4) meetings per year, if the budget allows.
5. The Committee shall send written reports to the State Office to be distributed to all District Governors and Vice District Governors, fifteen (15) days prior to the Council Meeting.
6. The Committee shall present its plan to the Council of Governors which will review and perform any modifications to that plan, as they feel are necessary.

LONG RANGE PLANNING COMMITTEE MEMBERS

1998-1999	All IPDGs from 1997-1998
1999-2000	1997-1998 PDGs from CS, D, E, H, J, and L serving second year IPDGs from A, B, CN, F, G, and K, each beginning a two year term and selected on each succeeding odd year
2000-2001	PDGs from A, B, CN, F, G, and K IPDGs from CS, D, E, H, J, and L, each beginning a two year term and selected on each succeeding even year

FINANCE COMMITTEE

The finance Committee shall meet quarterly either at the State Office, another location with minimal cost, or via teleconference. Additional meetings may be held as necessary. The Finance Committee Chairperson shall call all meetings. The State Secretary Treasurer shall provide all requested financial information to each member of the Finance Committee at least one week prior to each meeting by USPS or email. The Committee shall report, in writing, matters discussed and recommendations made immediately following each of its meetings to the Council Chairperson and to the Council of Governors.

The Finance Committee shall make recommendations to and assist the Council of Governors in preparing the Council's annual balanced budget and spending plan.

The Finance Committee shall review all bookkeeping and financial record keeping functions of the State Office. The Committee shall recommend to the Council of Governors any changes in Office Procedure necessary to ensure proper financial record keeping and reporting.

The Finance Committee shall review Lions of Illinois, Inc. financial reports and make recommendations to the Council of Governors concerning revenue, expenditures, investments and adherence to budgets and spending plans.

The Finance Committee shall consult with the auditor and work with the Council and the auditor to rectify any omissions or deficiencies reported in the annual audit.

The duties of the Finance Committee, as a recommending body, shall not infringe on or conflict with the duties of the Council of Governors, the Council Chairperson or the State Secretary Treasurer.

The Chairman of the Finance Committee shall immediately report to the Council Chairperson and the Council of Governors, in writing, an instance of financial impropriety discovered in the financial operations of the Lions of Illinois, Inc.

ADMINISTRATIVE STRUCTURE LIONS OF ILLINOIS

LIONS OF ILLINOIS ADMINSTRATIVE STAFF

The responsibilities of the Lions of Illinois staff are specifically detailed by job function. The following represents a brief overview of those responsibilities by job title. These job descriptions represent positions presently being employed by the Lions of Illinois. These positions are subject to change both in title and responsibility, depending on need, at the discretion of the Council of Governors.

STATE SECRETARY-TREASURER

The State Secretary-Treasurer is responsible for managing all the financial operations of the Lions of Illinois. The State Secretary-Treasurer maintains/reports employee records (including payroll, vacation, employee benefits, etc.) and is the liaison between the Council Chairperson and Council. The State Secretary-Treasurer is also responsible for the day to day operation of the State Office as well as the liaison between the Lions Clubs and performing general office duties as required.

A Complete description of the duties and responsibilities of the State Secretary-Treasurer will be found in the State Office Procedure Manual.

RECEPTIONIST

If a Receptionist is employed it will be their responsibility for receiving guests, daily deposits, and mail, as well as general office duties as required. The Receptionist also assists the State Secretary-Treasurer in regard to the Council Meetings as required.

A Complete description of the duties and responsibilities of the Receptionist will be found in the State Office Procedure Manual.

The State Secretary-Treasurer will perform these responsibilities in the absence of a Receptionist

SELECTION OF STATE SECRETARY-TREASURER

In the event the position of State Secretary-Treasurer becomes vacant, for any reason whatsoever, a suitable replacement will be selected in the following manner.

1. The Council Chairperson will activate a search committee.
2. Members of the search committee will consist of the current Council of Governors Executive Committee.
3. The search committee will announce and advertise the State Secretary-Treasurer position vacancy and job description in the Lions of Illinois State Magazine and Springfield/Petersburg area newspapers. Other periodicals may also be chosen to attract qualified applicants.
4. The search committee will set a timely closing date for submission of applications and resumes; and will select the most qualified of those submitted, a minimum of six (if available) and a maximum of twelve candidates, to be interviewed by the

5. Council of Governors at a special meeting scheduled specifically for these interviews.
 - . Resumes will be forwarded to the Council of Governors a minimum of two weeks before interviews are scheduled.
6. Each applicant selected by the search committee for presentation to the Council of Governors, will be afforded the opportunity to make a fifteen (15) minute presentation before the Council, and the Council shall withhold any decision until all candidates who wish to be interviewed have presented themselves before the Council.
7. Selection of the final candidate shall progress through the secret ballot voting, with the elimination of candidates having the least number of votes, until the State Secretary-Treasurer has been selected.
8. The Lions of Illinois shall incur no expense derived by the applicants in the process of applying for the State Secretary-Treasurer position.
9. Each applicant who was a finalist in the selection of the State Secretary-Treasurer will be notified, in writing, of the Council's decision to the applicant's acceptance or non-acceptance as soon as practical after the finalists have been selected.

EMPLOYEES AS LIONS OFFICERS

No employee of the Lions of Illinois may serve in an elected Lions office higher than Club president.

FINANCE

BANK DESIGNATION

The Council of Governors shall confirm at their first Council of Governors Meeting the bank or banks being used in the conducting of business of the Lions of Illinois, Inc.

AUTHORIZED BANK SIGNATORIES

In line with Article IX of the State Constitution and By-Laws, all checks are to be signed by the State Secretary-Treasurer and countersigned by the Council Chairperson. If the Council Chairperson is unavailable, then any other member of the Executive Committee may countersign.

In order for this to occur the State Secretary-Treasurer must obtain the necessary documents from all financial institutions and the Executive Committees of both the previous Council and the Current Council must work with these financial institutions and sign all necessary documents in order for the financial institutions to recognize the new signatories. The previous Council signs recognizing they are no longer signatories and the Current Council signs identifying themselves as the new signatories. This may be accomplished when the Budget Committee meets.

BUDGET

A Budget Committee comprised of the Executive Committee of the current Council, the Executive Committee of the immediate preceding Council and State Secretary-Treasurer shall meet prior to the regularly scheduled second Council Meeting. At that time the Committee shall prepare a complete balanced budget which will then be submitted to the Council of Governors for their consideration and final approval.

PURCHASES

The Council of Governors shall approve all expenditures in excess of \$500.00 that are not included in the budget.

APPROVAL OF INVOICES AND EXPENSE CLAIMS

All invoices for merchandise supplies, expense claims and expenditures are to be approved by the Council Chairperson and State Secretary-Treasurer except those presented for payment by the Council Chairperson which shall be approved by another member of the Executive Committee and the State Secretary-Treasurer. All expenses incurred during Lions business will be reimbursed at actual cost.

In order to be considered for payment, the State Office should receive all invoices within 90 days of the time that services were rendered, merchandise was received or expenses incurred.

INTERNATIONAL CANDIDATE'S CAMPAIGN FUND

All invoices for campaign expenses of an International Candidate shall be from the Promotion Fund with checks to be signed by signatories as stipulated in our Constitution & By-Laws.

Credit Card Policy

In order to facilitate the purchase of items without the need to write multiple checks a credit card in the name of Lions of Illinois, Inc. shall be obtained from a financial institution with one card with the State Secretary-Treasurer's name affixed and one card with the Council Chairperson's name affixed, such cards to be valid from July 1 through June 30 of the following year. Receipts for all charges to these cards are to be maintained in the Lions of Illinois State office and used to reconcile the Credit Card bill each month. This reconciliation is required prior to issuance of payment.

AWARDS

ILLINOIS EXTENSION AWARD

This award was begun in 1981 and is based upon the greatest number of new clubs July 1 through May 1 of each year. The Governor receives a plaque and the Sub-District Global Membership Team Chairperson receives a small plaque. This award was started to encourage organization of new clubs before May 1st.

TED WATTS EXTENSION AWARD

After the 1983 State Convention, the Scandinavian Trophy was retired and the Ted A. Watts Award was established. This trophy will be awarded to the Governor with the most new clubs organized during each fiscal year and in the event of a tie will be determined by the total number of charter members.

BUD CAMPBELL AWARD

This award accents on retention, which is awarded to the Governor of the Sub-District having the smallest percentage of drops based on membership as of June 30th each year. This award was started by District 1-B to honor Past District Governor Bud Campbell for his outstanding endeavors in extension and membership. This award is to be made at a propitious time during the following State Convention.

SUB-DISTRICT MEMBERSHIP AWARD

This award will be presented to each District Chairperson who has an increase in Membership during the fiscal year using Lions Club International statistics of June 30th. This award is to be presented during the following State Convention.

AMENDMENT OF POLICY MANUAL

AMENDMENT PROCEDURE

Any proposed amendment or significant change of Lions of Illinois policy must be introduced to the Lions of Illinois Council of Governors in writing, at least two (2) weeks prior to the following regularly scheduled Lions of Illinois Council of Governors Meeting. The amendment will be introduced at the first session of this meeting. Final action may be taken at any subsequent session of a regularly scheduled meeting of the Lions of Illinois Council of Governors. Adoption of an amendment to the Lions of Illinois Policy Manual will be by a simple majority of a quorum of the Council of Governors present as defined in the Lions of Illinois, Inc, Constitution & By-Laws.

For purposes of definition, a regularly scheduled meeting of the Lions of Illinois Council of Governors is defined as one detailed in Section 2.3, Council Meetings. For purposes of definition, a session is defined as all meetings of the Lions of Illinois Council of Governors held on a specific day of the week.

If, in the opinion of the Lions of Illinois Council of Governors, exigent circumstances exist or demonstrable urgency mandates, upon a two-thirds (2/3) vote of the Council of Governors, the two (2) week written notice provision, of a proposed amendment to Lions of Illinois Policy, may be waived.

EDITORIAL CHANGES

With the approval of the Executive Committee, the State Secretary-Treasurer is authorized to make minor editorial changes in the Policy Manual, which in no way affect Lions of Illinois Policy, but which may contribute to accuracy, clarity and better understanding.

NOTIFICATION OF AMENDMENT OR EDITORIAL CHANGE

Any Amendment or Editorial Change adopted by the Lions of Illinois, Inc. Council of Governors must be mailed, within five (5) business days of its adoption, to each member of the Lions of Illinois, Inc. Council of Governors, the Lions of Illinois, Inc. Constitution & By-Laws Committee Chairperson, the Lions of Illinois, Inc. Council of Governors Parliamentarian, the Lions of Illinois, Inc. Legal Council, any Committee Chairperson effected by such amendment, and other interested parties.

EFFECTIVE DATE OF AMENDMENT OR EDITORIAL CHANGE

The effective date of any adopted Amendment will occur two (2) weeks after proper notification as detailed in the Sub-section NOTIFICATION OF AMENDMENT OR EDITORIAL CHANGE.