

LIONS OF ILLINOIS, INC.

POLICY MANUAL AND BUDGET

REFORMATTED BY THE
2002-2003 COUNCIL OF GOVERNORS
LIONS OF ILLINOIS, INC.
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SECTION I – PURPOSE

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.

SECTION II - 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 Tail Twister 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 outside of the Council of Governors Elect.

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 also is 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 Sub-Districts. Interfering in a Sub-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, most current 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 paragraph 4, item (f) above, a Council Chairperson of MD-1 may have additional duties to perform that might include but are not limited to, and in no particular order, the following:

- Assist the SST with establishing meeting places and contracts for Council 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 Council Chairperson 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 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 Standing committees in order to achieve the goals set by the committee or the Council
 - Assist the Global Leadership Team State Coordinator 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 August
 - Again, if so desired, invite all MD-1 cabinet secretaries to the second Council Meeting
 - Work closely with the MD-1 Forum 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).
 - Work with the Executive Committee throughout the year to insure stability within the Multiple District
 - 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
 - The Council Chairperson and the Council will select Chairpersons for the various State Convention Sub-Committees
 - The Council Chairperson shall request reports, verbal or written, from the State Standing Committee Chairpersons, preferably two (2) full weeks prior to the next Council meeting so the Governors have time to review them and prepare any questions or comments
 - The Council Chairperson 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 Chairperson 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 any time about most subjects. Remember: the basic job description is to oversee, assist, and perform such duties as prescribed by the Council. There are State Committee Chairpersons and a State Secretary-Treasurer who 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 the Council Chairperson is unable to preside at any regular or special meeting of the Council of Governors, the Vice Council Chairperson shall be the presiding officer.

In the event 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 when the Lions of Illinois State Secretary-Treasurer is not present. Such minutes will be presented to the Council, in writing, within two (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.

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 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-Treasurer 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 TAIL TWISTER

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

COUNCIL PARLIAMENTARIAN

The Council shall appoint a Council Parliamentarian. The Parliamentarian shall be a Past District Governor 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 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 District Governor or the Council Chairperson, they may be permitted voice. The Vice District Governors will be encouraged to attend Council meetings.

First Council Meeting

The Council Chairperson Elect shall call this meeting, which shall take place at the site of the International Convention or at a designated site in MD-1, and shall prepare a printed agenda for this meeting.

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 Standing Committee 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. Reaffirmation of the appointments of Liaison Governors to the State Standing Committees.
6. Adoption of a Policy Manual.
7. Such other business as deemed necessary.

Second Council Meeting

The Second Council Meeting shall take place on the second or third weekend in September. 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 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 Chairpersons 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 Chairpersons 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. 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 State Convention Sub-Committee Chairpersons 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 the following year's pin design
4. Vote on the environmental photos
5. Vote on the Peace Posters
6. Such other business as deemed necessary

Fourth Council Meeting

This meeting shall take place on the third or fourth 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 concerns of this meeting are to finalize plans for the State Convention, 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 submitted in writing to the State Office no later than ten (10) days prior to the February Council Meeting.

1. At this meeting, the Council shall consider the existing employment 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 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.
2. 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. The State Secretary-Treasurer shall present bids for the following year's Council meetings. This will be reported to the Council at the First Council Meeting of the District Governors-Elect.

Fifth Council Meeting

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

Additional Council Meetings

Additional Council meetings may be scheduled as deemed necessary to conduct business.

Council Meetings Conducted Electronically

Roberts Rules of Order shall apply to all Council meetings conducted electronically via email. However, due to the unique circumstances presented by using email to conduct a Council meeting, the Council and Council Chairperson shall adhere to the following policy:

- A. Every Governor, the Council Chairperson, the Council Parliamentarian, and the State Secretary-Treasurer shall be included recipients of all emails exchanged in the course of Council-conducted electronic meetings.
- B. After a motion has been properly made and seconded and the Council Chairperson has declared the question, the Council Chairperson shall declare and provide a 24 hour period for discussion.
- C. Following the 24 hour period for discussion, the Council Chairperson shall declare and provide a 24 hour period for yeas to be cast via email.
- D. Following the 24 hour period for yeas to be cast, the Council Chairperson shall then declare and provide a 24 hour period for nays to be cast via email.
- E. Upon conclusion of the 24 hour period for nays to be cast, all yeas and nays votes cast on the motion before the Council shall be tallied and the Council Chairperson shall announce the total yeas votes and nays votes and declare the motion as passed or failed.

NOTIFICATION OF COUNCIL ACTION TO STATE CHAIRPERSONS

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

END OF LIONS YEAR

A meeting at a place convenient to both the current and incoming Executive Committees shall be held one to two weeks prior to the commencement of DGE school at the International Convention at which time 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 26 of this document.

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, presentations of gifts shall be made during the 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. The Council Chairperson shall receive a gift in an amount not to exceed \$1,000.00, which may be used to purchase a Melvin Jones Fellow or other suitable gift.
2. Each member of the Executive Committee shall receive a gift in an amount not to exceed \$150.00.
3. Each remaining District Governor shall receive a gift in an amount not to exceed \$75.00.

SECTION III - CONVENTIONS AND TRAINING

STATE CONVENTION

Prior to the first plenary session, the State Secretary-Treasurer, Council Chairperson, and State Convention Sub-Committee 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.

STATE CONVENTION SITE ROTATION GUIDELINES

If at all possible the State Convention should be rotated to different locations around Illinois. Facilities and lodging costs must be taken into account when determining where future State Conventions are held.

STATE CONVENTION SITE INSPECTION

State Convention site inspections shall be performed by the State Convention Chairperson, State Secretary-Treasurer, and Council Chairperson at such a time that is convenient for all three to attend.

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 is paid for by dues money collected from members of the Lions of Illinois, and that as described in the PHILOSOPHY Section of this Policy Manual *“the Council must, as a body, represent the best interests of the Lions of Illinois...”* it is therefore expected 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, and if held, Illinois Caucus and Illinois Reception. 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 transportation, lodging, and meals expenses for each activity missed. The Executive Committee of the outgoing Council shall determine if any exceptions will be made (i.e., for illness, transportation problems, etc.)

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 their Partners and additional expenses may be covered as the budget allows. The seminar, at the discretion of the current Council Chairperson and Global Leadership Team State Coordinator, may include the current Executive Committee.

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 their Partners, and additional expenses may be covered as the budget allows.

APPOINTMENTS OF STATE COMMITTEE 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. A written notice of State Committee Chairperson positions available for application shall be published in the January edition of the State Magazine. 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 Governors-Elect will take office. These resumes must be received by the Governors-Elect two weeks prior to the Governors-Elect Training. If only one candidate has requested an interview, the interview may take place at such time and manner as is convenient to the candidate and the Governors-Elect. When there are multiple candidates for a State Chairperson position, the interview will take place at the State Convention. Council Chairperson interviews will take place at the State Convention and in the same manner as used to conduct all State Committee Chairperson interviews. State and Council Chairperson appointments are to be reaffirmed at the First Council Meeting.

SECTION IV - STATE COMMITTEES

STATE COMMITTEE CHAIRPERSONS

In accordance with Article III of the Lions of Illinois By-Laws, the Council of Governors will appoint the State Committee Chairpersons. To be eligible for appointment to a State Committee Chairperson position, the Lion shall have served as a District Chairperson of the Committee to which s/he is seeking appointment for at least one year, submit an electronic file containing a letter of interest and their personal history to the State Office by March 31st. The candidate must be available for an interview with the District Governors-Elect at the State Convention or at such time and manner as is convenient to the candidate and the Governors-Elect. 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 Committee 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 Chairpersons are encouraged to utilize conference calling and/or other electronic means to hold their meetings. Committee Chairpersons 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 Chairperson at least two weeks prior to Council meetings. Committee Chairpersons may be invited to attend Council meetings, with reimbursement, only at the specific request of the Council. However, Committee Chairpersons are welcome to attend at their own expense.

The following requirements pertain to all State Committee Chairpersons. Specific duties, programs and budgets will be under the Council's jurisdiction. State Committee 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 reimbursement.

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 the MD-1 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 for attending State Committee meetings pre-approved by the Council of Governors. The function of the State Committee 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 Committee 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 Committee Chairpersons to prepare news articles for the State Magazine to keep the Lions of Illinois informed of the Committee's activity. It is the responsibility of the Committee Chairpersons to present Committee-approved actions to the Council of Governors and follow through on those required actions, 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-BK, 1-CS, 1-D, 1-F, 1-G, and 1-H being appointed in even numbered years.

CONSTITUTION AND BY-LAWS

The Committee shall meet from time to time as required by 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 Council of Governors. It shall then make recommendations on said resolutions to the State Convention as indicated in Article XII, Section 2 of the MD-1 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

Since a prime task of this Committee is to encourage meaningful participation at the International Convention by the Lions of Illinois, the Committee Chairperson will coordinate activities within the State toward this goal. Sub-Committee Chairpersons for specific duties, may be appointed by the Council of Governors, if deemed necessary.

The Committee 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 may 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

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

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 International Convention.

The Council of Governors serving at the time that Multiple District 1 is selected as an International Convention site, shall work with the selected Host Committee Chairperson 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.

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 and 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.

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 GMT State Coordinator shall prepare an aggressive Membership Development Program each year. The goal of the GMT Committee will be to motivate the Lions of Illinois to increase membership. The GMT State Coordinator will procure and distribute membership materials and information to the GMT Committee members for distribution to the Districts and Clubs. The GMT State Coordinator also shall prepare and promote an active program to retain members. The GMT Committee will provide leadership to encourage each club to adopt a retention plan to reduce club membership losses.

This is a three (3) year appointment.

LIONESS

The Lioness Chairperson will provide the leadership to organize and develop the Lioness program within the State. He/she will promote publicity throughout MD-1 for the development of Lioness clubs and establish and promote an MD-1 Lioness Information Program. It will be his/her responsibility to encourage and coordinate sub-district and multiple district Lioness meetings and seminars.

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 LCIF Chairperson to guide and coordinate activities of the LCIF 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 MD-1.
2. To encourage every Lion and every Lions Club in MD-1 to participate in and support the LCIF Campaign.
3. To administer and promote the LCIF Program in MD-1.
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 official appointments, which are subject to replacement if necessary.

MIDWEST BREAKFAST

The Midwest Breakfast Chairperson shall be an annual appointment by the Council of Governors. The chairperson designated, shall have the responsibility of promoting the Midwest Breakfast to the Lions of Illinois who may be attending the USA/Canada Lions Leadership Forum and/or the Lions International Convention. Duties and Responsibilities may vary, depending on whether MD-1 is hosting the Breakfast, or simply attending. Such Duties and Responsibilities are described below. Additional Duties and Responsibilities may be added, at any time, by either the Council or through changes made in the Breakfast format over time.

Duties and Responsibilities When NOT Hosting the Breakfast

- Once the Breakfast information is received, forward it onto the following list and request they share the information with as many Lions as possible:
 - MD-1 State Secretary Treasurer
 - MD-1 Council Chairperson and District Governors
 - MD-1 International Convention State Chairperson – when held during the International Convention

- MD-1 USA/Canada Lions Forum Chairperson (if any) – when held during the Forum
- MD-1 State Magazine Editor
- MD-1 Past, and Current, International Directors
- Communicate with Hosting Multiple District on a regular basis and forward any revised information to the above list
- Assist at the Breakfast registration desk
- Promote the Breakfast through articles in the State Magazine, State Website and Council Reports

Duties and Responsibilities When MD-1 IS Hosting the Breakfast

- In cooperation with the Council of Governors, determine the best location, date and time for the Breakfast, keeping in mind any Plenary Sessions or other events scheduled at the Forum or Convention
- Work with the location personnel to obtain the best pricing for the Breakfast, including any room and audio visual rental charges
- Obtain approval of the Breakfast arrangements from the Council and forward final contracts to the Council Chairperson for signature
- Arrange for all Breakfast reservations, and payment, to be mailed to the MD-1 State Secretary Treasurer
- Once the Breakfast information is finalized, forward it onto the following list and request they share the information with as many Lions as possible:
 - Other Midwest Multiple Districts
 - MD-1 State Secretary Treasurer
 - MD-1 Council Chairperson and District Governors
 - MD-1 International Convention State Chairperson – when held during the International Convention
 - MD-1 USA/Canada Lions Forum Chairperson (if any) – when held during the Forum
 - MD-1 State Magazine Editor
 - MD-1 Past, and Current, International Directors
- Communicate with Other Midwest Multiple Districts on a regular basis and forward any revised information to them
- Prepare a registration desk at the Breakfast and assign workers
- Promote the Breakfast through articles in the State Magazine, State Website and Council Reports
- In cooperation with the Council of Governors, determine who will be the emcee for the Breakfast
- Obtain a list of attending dignitaries (IDs, PIDs, PIPs, Officers) to be introduced
- Arrange for greeters at the door to welcome International Director and Officer Candidates who may request a few minutes to address attendees

Determining When to Host the Breakfast:

MD-1 should consider hosting the Breakfast every three or four years. There is no pre-determined schedule for hosting among the participating Multiple Districts. Generally a Multiple District would have to volunteer to host a year or two in advance. When the Council of Governors and Breakfast Chairperson determine they want to volunteer to host a future Breakfast, they would need to announce it during one of the prior Breakfasts. There should be no cost to any Multiple District for hosting the Breakfast. Everyone attending pays for their own

breakfast and any room or audio visual rental charges should be factored into the cost of each individual breakfast.

Other Multiple Districts include: Indiana, Ohio, Michigan, Wisconsin, Minnesota, Iowa, Nebraska and Arizona.

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 Convention 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 Convention Chairperson and State Secretary-Treasurer's direction, assist the State Convention Chairperson and State Secretary-Treasurer with developing a proposed convention agenda to be presented to the Council of Governors and assist during the State Convention.

STATE MAGAZINE

District Editors, under the leadership of the Editor-in-Chief, shall encourage the flow of information from the club level to the State Magazine. District Editors should work with the Club Publicity Chairperson to instruct them in the requirements and manner in which publicity is to be presented for publication in the State Magazine. The Editor-in-Chief also should 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 MD-1 Constitution and wishes of the Council of Governors.

LIONS EYE HEALTH PROGRAM

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

LONG RANGE PLANNING COMMITTEE

Purpose

Adopted May 15, 1997 by the Council of Governors to promote, strengthen, and expand Lionism throughout MD-1 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 keeping

with MD-1 By-Laws Article III, Section 7, 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 to the Long Range Planning Committee 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 each 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 |
| 2014-2015 | PDGs from A, BK, CN, F, and G 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. 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 may make recommendations to the Council of Governors for 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 Council Treasurer who shall work with the State Secretary-Treasurer 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, any instance of financial impropriety discovered in the financial operations of the Lions of Illinois, Inc.

SECTION V - ADMINISTRATIVE STRUCTURE

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 of 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 also is responsible for the day to day operations of the State Office in addition to serving 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 are set forth in the State Office Guidelines and Procedure Manual.

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.

RECEPTIONIST

If a Receptionist is employed, it will be his/her responsibility for receiving guests, making the daily deposits, and processing mail, as well as general office duties as required and assigned. 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 is set forth in the State Office Guidelines and Procedure Manual.

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

SELECTION OF STATE SECRETARY-TREASURER

In the event the State Secretary-Treasurer position 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 in newspapers published in areas defined by the Council of Governors. 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 applications of those submitted, a minimum of six (if available) and a maximum of twelve candidates, to be interviewed by the 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.
5. 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.
6. Selection of the final candidate shall progress through a secret ballot vote, with the elimination of candidates having the least number of votes, until the State Secretary-Treasurer has been selected.
7. The Lions of Illinois shall incur no expense derived by the applicants in the process of applying for the State Secretary-Treasurer position.
8. 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.

VIRTUAL OFFICE AGREEMENT

Definitions

- **Home based work** — Work performed at an employee's residential address, for an agreed number of hours on a specific day or days, for an agreed period of time.
- **Home based work site** — An area designated in an employee's private dwelling which has been agreed by the employer and the employee for use by the employee to perform home based work (the site).
- **Employer's office** — Normal place of work where the employee works or would work when not working from the home based work site.
- **Equipment** — Computer, telephone, fax or other electronic and related machinery required for the conduct of work.

The Virtual Office Agreement is a voluntary and cooperative arrangement. The terms and conditions of employment between the employer and employee that apply at the employee's place of work also apply at the home based work site.

1. Implementation procedures

- a. Before commencing work from home the employer and employee will designate the home based work site and note it in the schedule (Part 11) to this agreement.
- b. The employee agrees to cooperate with the employer in all measures to ensure that the home based work site conforms with acceptable Occupational Health and Safety standards.
- c. The employer is responsible for the health, safety and welfare of the worker at work, including while at the site. The employer will ensure that the site and the equipment to be used is in accordance with the provisions of the NSW Occupational Health and Safety Act 2000 and other safety requirements and is responsible for all costs associated with compliance.
- d. All Occupational Health and Safety policies which apply at the employee's usual place of work shall, as far as practicable, apply in carrying out home based work at the home based work site.
- e. The employee consents to the employer having access to inspect the site subject to the provision of 48 hour notice or by agreement. This inspection can only take place within designated working hours. The employer will inspect the home based work site with an appropriately qualified person to ensure that it complies with the employer's statutory obligations to provide for the health, safety and welfare of the employee.
- f. The employee agrees to notify the Council Chairperson of any work related accident, injury, illness or disease arising out of home based work.
- g. The employer agrees to furnish the employee with a first aid kit. The employee agrees to ensure that the kit is kept at the home based work site and to notify the employer if any item requires replacement.
- h. The employee agrees that the employer is not responsible for any liability on the part of a third party, unless the third party, or parties, are present in connection with work related duties.

2. Equipment

- a. The employer and the employee will compile a list of equipment used by the employee in the course of carrying out work at the home based work site. This list will specify who owns the equipment or software. This list will be attached to this agreement.
- b. The equipment owned or leased by the employer and for use by the employee at the home based work site will be used solely for the purposes of the employer's work. All equipment owned or leased by the employer will remain the property of the employer or contracted lessor and the employee agrees that the employer may have access to the home based work site during hours of work or after provision of reasonable notice (at least 24 hours) for the removal of the equipment. In removing the equipment the employer will take all reasonable care to minimize damage to the home based work site and ~~for~~ property. If damage to the site is caused by the employer's actions, the employer is responsible for repairs, replacement or compensation.
- c. The employer or contracted lessor will maintain the equipment and for software owned or leased by the employer.
- d. The employee agrees to notify the employer if any problems or difficulties arise with the operation of the equipment and allow access to replace, service or repair the equipment.
- e. The employer shall effect and maintain a policy of insurance in respect of the equipment owned by the employer and used to carry out work for the employer.

- f. If it is agreed that the employee's equipment is to be used at the home based work site for the employer's work, the percentage of costs of maintenance, repair and insurance of the equipment to be borne by the employer will be agreed between the employer and employee. The manner in which consumables will be supplied (eg toner, paper, etc) will also be agreed. These agreements will be documented and attached to this agreement.

3. Security of assets and information

- a. Security of assets and information shall be as agreed for employer's office based employment. It is agreed that the employee will take all reasonable precautions necessary to secure the employer's materials.

4. Dependent care

- a. It is agreed that employee shall not perform dependent care or domestic activities during regularly scheduled work hours.

5. Conditions of employment & variations in the conditions of employment

- a. The terms and conditions of the employment between the employee and the employer that apply at the employee's usual place of employment also apply at the home based work site. In particular the following will not be altered by this agreement:
 - any applicable legislation, awards or agreements
 - classification, grading and related remuneration
- b. The employee engaged in work at the home based work site and employer may agree to vary any of the terms and conditions of the home based work agreement with the exception of the above in 5(a). Any variation must be agreed to by both the employee and the employer and must be in writing and attached to the agreement.

6. Hours of work/overtime

- a. The employee agrees to maintain an accurate and up to date record of hours worked, including work carried out at the home based work site.
- b. The home based work site may be used for overtime.

7. Communication

- a. The employer will ensure regular opportunities for communication between the Executive Committee and employee and take all reasonable steps to provide to the employee all information concerning meetings and training.
- b. The employee agrees to be contactable during the periods in which home based work is carried out and available.

8. Performance

- a. The employer agrees to ensure that the work carried out by the employee in the home based work site is taken into account when the work performance of the employee is under review.

9. Training

- a. The employer agrees to ensure that training and career development opportunities are provided.

10. Termination of the home based work arrangement

- a. The agreement may be terminated by either party prior to expiry, provided that the party wishing to terminate gives reasonable notice.

It is agreed that “reasonable” notice shall be six weeks if the previously agreed period for home based work at the site was six months or more; or, three weeks if the previously agreed period for home based work at the site was less than six months.

11. Schedule

| | |
|---------------------------------------|--|
| Employee name (in full): | |
| Home office address and phone: | |

| | |
|---|--|
| Employer nominee’s name (in full): | |
| Employer’s agency: | |
| Employer’s office address and phone: | |

| | | | |
|--------------------------------------|--|-------------------------------|--|
| Days at home based work site: | | Commencement date: | |
| Days at employer’s office: | | Duration of agreement: | |
| Review date: | | | |

| | | | |
|-----------------------|--|---|--|
| Hours of work: | | Details of work to be performed at home based work site: | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| | | | |
|--|--|--|--|
| Employer’s representative authorised to consent to vary this home based work agreement: | | | |
| | | | |
| Asset/equipment list attached: | | Other attachments (if appropriate): | |
| Date OH&S inspection completed | | | |

| | |
|--|---|
| I have read and understand the conditions set out in this home based work agreement and in the flexible work practices policy and guidelines document. I indicate my acceptance of the terms of this agreement by signing below. | |
| Employee’s signature | Delegated employer nominee’s signature |
| | |

| | | | |
|--------------|--|--------------|--|
| Date: | | Date: | |
|--------------|--|--------------|--|

SECTION VI – FINANCE

BANK DESIGNATION

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

AUTHORIZED BANK SIGNATORIES

In line with Article IX of the MD-1 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 institution(s) 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 the 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 be submitted to the Council of Governors for their consideration and final approval.

CONTRACTS AND RECEIPTS

The Lions of Illinois Council of Governors shall have the sole authority to approve and make any and all contracts on behalf of Lions of Illinois, Inc. The Council of Governors shall not assign nor transfer the authority to make and/or approve any contract on behalf of Lions of Illinois, Inc. to any other business, organization or individual party.

Following the approval of the terms and conditions of a contract to provide an event, conduct an activity, and/or provide services by the Lions of Illinois, Inc. Council of Governors, the Council of Governors shall direct the contract(s) for such event, activity, and/or services to be signed on behalf of the Lions of Illinois, Inc. by the Council Chairperson, the Vice Council Chairperson, the Council Secretary, the Council Treasurer, the State Secretary/Treasurer employed by the Council of Governors, or a combination of any of the aforementioned. Two identical copies of the contract shall be prepared and signed, with one original to the contracted service provider and one for the Lions of Illinois Council of Governors' official office file. Upon execution, a copy of each contract shall be provided to the Council Chairperson and each District Governor within 14 calendar days.

All payments of registration and other fees, including but not limited to fees for meals, activities, advertising, and vendor and/or exhibitor fees, for and related to activities, events, and services sponsored, hosted, or co-sponsored by the Lions of Illinois, Inc. shall be submitted directed to

the Lions of Illinois, Inc. State Office by the registrant. No State Committee Chairperson, except as defined in Section 4, *State Committees*, subparagraph “Host Committee Multiple District 1” herein, shall have the authority to collect registration and other fees for said events, activities, and services, and the Council of Governors shall not assign and/or transfer the authority to any other party to collect registration and other fees for Lions of Illinois, Inc. events, activities, and/or services.

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, all invoices should be submitted to the State Office 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 paid from the Promotion Fund with checks to be signed by signatories as stipulated in the MD-1 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 the State Secretary-Treasurer's name affixed to one card and the Council Chairperson's name affixed to a second card, with such cards to be valid on an annual basis from July 1 through June 30. Receipts for all charges made 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.

STATE PINS

The State Secretary-Treasurer shall determine the number of Lions State Pins needed each year. This determination shall be made by canvassing the sitting Council of Governors for the quantity of Standard Lions Pins, Stick Pins, and Charms each may want. Each governor shall determine the quantity of each type of Lions State Pins they want and are to provide this information to the State Secretary-Treasurer.

The State Secretary-Treasurer also shall canvass the sitting International Director from MD-1, if any, and all Past International Directors from MD-1 to determine if they wish to receive up to 25 complimentary State Standard Lions Pins. This canvassing can be accomplished with a personal

telephone call, a letter, or an email. Only those PID's who desire complimentary Lions Standard Pins will receive them.

The Council of Governors shall determine the price the State Office will charge the Districts for each type of Lions State Pins based on the cost Lions of Illinois, Inc. incurs to purchase each type of pin. Lions of Illinois, Inc. is prohibited from making a profit on selling the Lions State Pins to the District Governors; however, any and all expenses incurred by Lions of Illinois, Inc. to purchase and mail, if required, the Lions State Pins to the District Governors, ID (if any), and PIDs shall be charged to each District.

The State Secretary-Treasurer shall invoice each District for the Lions State Pins as follows:

1. The total price for all Lions State Pins ordered by the District Governor for sale in his/her District.
2. The total price for 25 complimentary Lions State Standard Pins for the District Governor to disburse.
3. The total cost to mail Lions State Pins to the District Governor, if required.
4. A pro rata share of the total price for up to 25 complimentary Lions State Standard Pins for each MD-1 PID and ID who requested Lions State Standard Pins.
5. A pro rata share of the total cost for mailing the complimentary Lions State Pins to each MD-1 PID and ID (if any) who requested Lions State Standard Pins.

SECTION VII – AWARDS

ILLINOIS EXTENSION AWARD

This award was begun in 1981 and is based upon the greatest number of new clubs formed between 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, and 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 GMT District Chairperson whose District has an increase in membership during the fiscal year using Lions Club International statistics as of June 30th. This award is to be presented during the following State Convention.

SECTION VIII - 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 a 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 “Council Meetings” on page 10. 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 distributed, within ten (10) 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, , and any State Standing Committee Chairperson affected by such amendment.

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.

Revision Dates: 12/99; 2/03; 12/05; 2/08; 6/09; 6/10; 6/12;2/13;12/14;1/15; 2/16