

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. Therefore, District Governors are expected to attend all regular and Special Council meetings. In addition, members of the Lions of Illinois Executive Committee also shall attend all Executive Committee meetings. The Council should ever strive to foster the image of Lionism as it relates to humanitarian service.

ELECTION OF OFFICERS BY COUNCIL

Per Article VI, 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 prior to the final plenary session of the State Convention by the District Governors Elect. The Council Chairperson Pro Tempore shall preside over the election meeting, assisted by the current sitting Council Chairperson and the current sitting Parliamentarian. The Council Chairperson Pro Tempore 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 Tail Twister

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.

The Council Secretary should provide a synopsis of the Councils actions as soon as practical after the regularly scheduled Council Meetings for publication in the LOI State Magazine in order to keep the Lions of MD-1 informed.

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 or another member of the Executive Committee 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 Rules of Audit to be presented to the Council for Adoption at the First

Council Meeting; and the Lions of Illinois budget to be presented to the Council for adoption at the Second 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.

The Council Treasurer shall be responsible, with the Council Tail Twister, to count the cash from tail-twisting at the Council meetings and recording the amount turned over for deposit to the State Secretary/Treasurer.

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.

The Council Tail Twister shall, with the Council Treasurer, count the cash from tail-twisting at the Council meetings to be turned over for deposit to the State Secretary/Treasurer.

COUNCIL PARLIAMENTARIAN

The Council shall appoint a Council Parliamentarian 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 Lions Clubs 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 are strongly encouraged to attend all Council meetings and all Vice District Governors Elect are required to attend GETS/VGETS training.

First Council Meeting (To be held at the International Convention)

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.
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 (to be held the 2nd or 3rd Weekend in September)

The Second Council Meeting shall take place on the second or third weekend in September at a designated site in MD-1. 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 (to be held the 1st or 2nd weekend of December)

This meeting shall take place on the first or second weekend in December at a designated site in MD-1, or 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 (to be held the 3rd or 4th weekend in February)

This meeting shall take place on the third or fourth weekend of February at a designated site in MD-1. 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/State Convention

At this Council meeting (held at the State Convention), 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. These meetings will be scheduled by the Council Chairperson at a designated site in MD-1.

Teleconference Meetings

1. Form of Meeting Notice. Each member's notice of a meeting shall include the time of the meeting, the phone number and unique access code the member needs to connect to the teleconference call. The notice shall also include a copy of these rules.
2. Arrival Announcements. Members shall announce themselves at the first opportunity after joining the teleconference call, but may not interrupt a speaker for the purpose of doing so.
3. Departure Announcements. Members who leave the teleconference call prior to adjournment shall announce their departure, but may not interrupt a speaker for the purpose of doing so.
4. Quorum Calls. The presence of a quorum shall be established by roll call at the beginning of the meeting and on the demand of any member. Such a demand may be made following the departure of any member, or following the taking of any vote for which the announced totals add to less than a quorum.
5. Obtaining the Floor. To seek recognition by the chair, a member shall address the chair and state his or her own name.
6. Motions. Motions may be recognized during the teleconference call only.
7. Voting. All votes shall be by roll call. When a vote is taken by roll call, only the number of votes on each side and the number of members present but not voting shall be entered in the minutes.
8. Technical Malfunctions. Each member is responsible for his or her connection to the teleconference call. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented him or her from participating in the meeting.

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 AND TURNOVER

A meeting at a place convenient to both the current and incoming Executive Committees shall be held prior to 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.

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

DISTRICT CONVENTIONS

Attendance of District Conventions is not a reimbursable expense for the purposes of any Lions of Illinois representative or officer.

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 possible, the State Convention should be rotated to different locations around Illinois. Facilities and lodging costs must be considered 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.

TRAINING PROGRAM CANCELLATION AND EXPENSE REIMBURSEMENT

In the event that any Lion who is selected for and registers to attend any training program funded in whole or in part by Lions of Illinois, Inc., including but not limited to the Regional Lions Leadership Institute (“RLLI”), District Governor-Elect Training Seminar (“GETS”), and Vice District Governor-Elect Training Seminar (“VGETS”), and does not: a) cancel his/her registration for the training program in writing at least 10 days prior to the day the training program is scheduled to commence, if unable to attend; or b) attend the entirety of the training program for which he/she registered, the District in which the Lion is registered as a member shall be billed and obligated to pay and reimburse to Lions of Illinois, Inc. all meal, lodging, and materials costs for which Lions of Illinois, Inc. is obligated to pay or has paid on behalf of said Lion.

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 at a time convenient for the committee members prior to the Second Council Meeting 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. Each Committee will have a District Governor from the current council assigned as the "Liaison Governor" by the current Council Chairperson. 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 and the Executive Committee are encouraged to utilize conference calling and/or other electronic means to hold their meetings. Valid conference calling codes will be made available at the beginning of the Lions fiscal year to each Committee Chair and the Executive Committee. 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; 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 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 (When Host of an 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 ACTION TEAM

The Global Action Team encompasses Leadership, Membership and Service. Members of the Global Membership Team (GMT), Global Leadership Team (GLT) and the Global Service Team (GST) work together to develop membership through service and engagement, to increase membership, identify and support future leaders, and to increase service activities and reporting. The three teams support each other's goals and operate jointly as a Global Action Team.

GLOBAL MEMBERSHIP TEAM

The Global Membership Team (GMT) is composed of Lions leaders appointed to serve specific constitutional or geographical areas. GMT appointments allow for adequate analysis of area needs, and the development and implementation of strategic plans.

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.

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.

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.

GLOBAL SERVICE TEAM

The Global Service Team (GST) provides for an enhanced focus on service, which is critical to the future vitality of our association. The GST directs its efforts toward identifying and encouraging service initiatives in MD-1, while providing necessary information, guidance and motivation to the District GST Members. The GST monitors service reporting and encourages the districts and clubs in MD-1 to report their service.

The GST structure encompasses representation at the international, multiple district, single district and district levels and includes district governor teams, providing a comprehensive global platform

for expanding service and from the club level up, while encouraging regional and statewide service activities to further the work of Lions in Illinois.

LIONS CLUB INTERNATIONAL FOUNDATION

Lions Clubs International established the Lions Clubs 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 three 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 shall be handled by the International Convention Chairperson when MD-1 is not hosting. If MD-1 is Hosting, a Chairperson shall be appointed by the Council of Governors.

The chairperson 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 predetermined 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 participating in the Midwest Breakfast 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

The State Magazine Editor is a paid contractor to Lions of Illinois, Inc. and the monthly stipend for production and distribution of the State Magazine should be set by the incoming council and their selected candidate during the selection process at the State Convention. 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 Chairpersons to instruct them in the requirements and the format required to submit information for publication in the State Magazine. The Editor-in-Chief also should assist the Districts Editors with public relations methods in order to gain as much recognition for Lionism in each community as possible.

It shall be the Editor-in-Chief's responsibility to edit and distribute 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. The Chairperson should also coordinate with the Lions of Illinois Foundation Health Services Coordinator to ensure the programs of LIF and MD-1 are aligned.

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. 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.
3. The Committee shall conduct up to four (4) meetings per year, if the budget allows.
4. 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.
5. 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

Odd Years PDGs from A, BK, CN, F, and G; and IPDGs from CS, D, H, J, and M, each beginning a two-year term and selected on each succeeding odd year

Even Years PDGs from A, BK, CN, F, and G IPDGs from CS, D, H, J, and M, 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 shall 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. On-line job search applications and 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 interview 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 nonacceptance 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.

REQUESTS FOR RECORDS OR DOCUMENTS

Any sitting member of the Council of Governors may request a review of documents or records of the Lions of Illinois. ALL requests will be made to the current Executive Committee of the Council of Governors for approval, with a copy of said request going to the State Office. Upon approval, the State Secretary-Treasurer will have two weeks to assemble the requested documentation starting from the date of said approval. If the requested documents are deemed sensitive, their review will be required at the State Office only and at a time that is agreeable to the State Secretary-Treasurer and the Council member requesting the review. If copies of documents are requested, once approved, they must be provided within a time frame, and in a form or manner, as is agreeable to the State Secretary-Treasurer, the Executive Committee, and the Council member requesting the information.

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 immediately 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. Approved invoices for merchandise supplies shall be reimbursed at actual cost. All eligible expenses, including all eligible expenses associated with attending International Convention, incurred by a member of the MD-1 Council of Governors (including Vice District Governors), State Committee Chairpersons, and Lions serving on any State Committee or any Committee funded in whole or in part by MD-1 State Funds shall only be reimbursed per the Rules of Audit upon submission of a completed expense claim form with itemized receipts. No expenses, including eligible expenses associated with attending International Convention, shall be reimbursed prior to being incurred.

The Council Chairperson, District Governors, Vice District Governors, and State Committee Chairpersons are prohibited from being reimbursed by any MD-1 State Fund or any Committee funded in whole or in part by MD-1 State funds for expenses incurred or services rendered while serving in any ancillary Lions position(s), including volunteer positions, at any Lions event in which they are being reimbursed by an MD-1 State Fund for serving in their capacity as Council Chairperson, District Governor, Vice District Governor, or State Committee Chairperson. State Committee members serving on two or more MD-1 State Committees or other Committees funded in whole or in part by MD-1 State funds shall be reimbursed by MD-1 in accordance with the Rules of Audit for approved expenses incurred to serve on any one Committee at any Lions event.

In order to be considered for payment, all invoices should be submitted to the State Office within 60 days of the time that services were rendered, merchandise was received, or expenses incurred. A reimbursement request turned in after this time period may still be considered for payment by the Executive Committee of the sitting Council.

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. The Council Chair's credit card will be available for use at the International Convention or in the case of special need. The credit card of the Council Chairperson must be returned to the State Office immediately at the end of their term of office or after the conclusion of the International Convention. All credit card holders shall be required to sign the adopted Credit Card Affidavit, included herein as Exhibit A, stating they have read and understand this credit card policy. Itemized receipts for all purchases made with the credit card by authorized card holders shall be submitted to the State Office by the 10th of the month for reconciliation and payment. The Council Chair and Council Treasurer shall review the credit card statement and submitted receipts monthly. Only charges for business expenses relating to the Lions of Illinois may be considered for payment. Unrelated charges and expenses made to the credit card will be recoverable from the card holder to the Lions of Illinois. Any questionable or denied charges can be sent with documentation to the Executive Committee of the sitting Council for additional consideration.

CANCELLATION OF THE CREDIT CARD

If there is any sign of credit card abuse or an abnormal amount of denied or unrelated charges other than those charges for approved Lions of Illinois business by ANY cardholder, the Executive Committee must be contacted to convene a special meeting to review the credit card accounts. All members of the Executive Committee of the sitting Council of Governors (less those cardholders who have a potential conflict) will then meet in person or by conference call to determine if any action is to be taken. Copies of documentation of questionable charges will be provided for this meeting to each attending member (prior to the meeting, if possible). If the attending members of this special meeting find misuse of the credit card, the cardholder of the card in question must be immediately contacted and will then have seven (7) days to respond to the charges. If the cardholder does not respond within the seven (7) day time period or the response has not changed the conclusion of the Committee that the expenses are, in fact, not related to Lions of Illinois business nor are otherwise justified, the card then may be directed to be cancelled immediately. Notification of this cancellation will then, without delay, be sent to the sitting Council of Governors. Cancellation of the credit card in no way constitutes a relief of the cardholder of the cancelled card of providing remuneration to the Lions of Illinois for any expenses they are due.

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 – HARASSMENT POLICY

SEXUAL HARASSMENT POLICY

The Lions of Illinois, Inc. (LOI) is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. Any employee's behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal. Sexual harassment could also subject this company and, in some cases, an individual to substantial civil penalties.

The LOI policy on sexual harassment is part of its overall affirmative action efforts pursuant to federal and state laws prohibiting discrimination based on age, race, color, religion, national origin, citizenship status, unfavorable discharge from the military, marital status, disability and gender. Specifically, sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act.

The term employee in this document will include actual employees, and Lions who are members of this association. The term “supervisor” and “manager” will include the Council Chair, District Governors and other members of MD-1 who are acting in a leadership role for the Lions of Illinois.

Each employee of the Lions of Illinois must refrain from sexual harassment in the workplace. No person - male or female - should be subjected to unsolicited or unwelcome sexual overtures or conduct in the workplace. Furthermore, it is the responsibility of all officers to make sure that the work environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment must be eliminated. Instances of sexual harassment must be investigated in a prompt and effective manner.

All employees of the Lions of Illinois, particularly those in a supervisory or management capacity, are expected to become familiar with the contents of this policy and to abide by the requirements it establishes.

DEFINITION OF SEXUAL HARASSMENT

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

One example of sexual harassment is a case where a qualified individual is denied employment opportunities and benefits after rejecting the supervisor's sexual advances or request(s) for sexual

favors or the individual is terminated. Another example is when an individual is subjected to unwelcome sexual conduct by co-workers because of his or her gender which makes it difficult for the employee to perform his or her job.

Other conduct, which may constitute sexual harassment, includes:

- **Verbal:** Sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- **Non-Verbal:** Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- **Visual:** Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- **Physical:** Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.
- **Textual/Electronic:** "Sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

While the most commonly recognized forms of sexual harassment involve the types of conduct described above, non-sexual conduct can also constitute a violation of the applicable laws when that conduct is directed at the victim because of his or her gender (for example, a female employee who reports to work every day and finds her tools stolen, her work station filled with trash and her equipment disabled by her male co-workers because they resent having to work with a woman).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

For this reason, every manager, supervisor and employee must remember that seemingly "harmless" and subtle actions may lead to sexual harassment complaints. The use of terms such as "honey", "darling" and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level. And while use of these terms by an individual with authority over a female employee will rarely constitute an adverse employment action, it may lead to the creation of a hostile work environment.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

"That's an attractive dress you have on."

"That's an attractive dress. It really looks good on you."

"That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment, depending on individual perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach or to err on the side of caution.

Sexual harassment is unacceptable misconduct, which affects both genders. Sexual harassment will often involve a man's conduct directed at a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

RESPONSIBILITY OF INDIVIDUAL EMPLOYEES

Each individual employee has the responsibility to refrain from sexual harassment in the workplace.

An individual employee who sexually harasses a fellow worker is, of course, liable for his or her individual conduct.

The harassing employee will be subject to disciplinary action up to and including discharge in accordance with Lions of Illinois policy or any applicable collective bargaining agreement, as appropriate.

RESPONSIBILITY OF SUPERVISORY PERSONNEL

Each supervisor is responsible for maintaining the workplace free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct. It must be remembered that supervisors are the first line of defense against sexual harassment. By setting the right example, a supervisor may discourage his or her employees from acting inappropriately. In addition, supervisors will often be the first to spot objectionable conduct or the first to receive a complaint about conduct which he or she did not observe.

The courts and the Illinois Human Rights Commission have found that organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with an organization, such as a contractor, customer, sales representative, or repair person).

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline among employees, or on the supervisor, acting as an agent of the organization. It should be noted that recent United States Supreme Court cases involving sexual harassment claims against supervisors have made the employer's liability for supervisors' actions even stricter. Therefore, supervisors must understand that their adherence to this policy is vitally important; both with regard to their responsibility to maintain a work environment free of harassment and, even more importantly, with regard to their own individual conduct. The law continues to require employers to remain vigilant and effectively remedy sexually harassing conduct perpetrated by individual(s) on their coworkers. Supervisors must act quickly and responsibly not only to minimize their own liability but also that of the company.

Specifically, a supervisor must address an observed incident of sexual harassment or a complaint, with equal seriousness, report it, take prompt action to investigate it, implement appropriate disciplinary action, take all necessary steps to eliminate the harassment and observe strict

confidentiality. This also applies to cases where an employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.

Also, supervisors must ensure that no retaliation will result against an employee making a sexual harassment complaint.

Furthermore, managers/supervisors should remind employees, on a regular basis, that their incoming and outgoing electronic messages on employer owned/issued equipment are subject to monitoring and that employees have no expectation of privacy on employer owned/issued electronic equipment. Inform employees that if they are subjected to inappropriate electronic communications while at work or on employer-owned equipment, or even on their personal cell phones and computers, that they should contact their supervisor or Human Resources immediately. Advise managers, supervisors, and employees not to “friend” each other on social networks and to limit their electronic messages to relevant business matters. Investigate complaints on a case-by case basis and remind employees of the company’s code of conduct and ethics rules if applicable.

PROCEDURES FOR FILING A COMPLAINT

An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, her/his supervisor and company contact:

The Council Chair or any other member of the Executive Committee

It is not necessary for sexual harassment to be directed at the person making a complaint.

The following steps may also be taken; document or record each incident (what was said or done, the date, the time, and the place). Documentation can be strengthened by written records such as letters, notes, memos, and telephone messages.

All charges, including anonymous complaints, will be accepted and investigated regardless of how the matter comes to the attention of the company. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome. No one making a complaint will be retaliated against even if a complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Proper responses to conduct which is believed to be sexual harassment may include the following:

Electronic/Direct Communication. If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

Contact with Supervisory Personnel. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor or If the harasser is the immediate supervisor; the problem should be reported to the next level of supervision or

Formal Written Complaint. An employee may also report incidents of sexual harassment directly to will counsel the reporting employee and be available to assist with filing a formal complaint. The company will fully investigate the complaint and advise the complainant and the alleged harasser of the results of the investigation.

Resolution Outside Company. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. In addition, an appeal process is available through the Illinois Human Rights Commission, (IHRC) after IDHR has completed its investigation of the complaint. Where the employing entity has an effective sexual harassment policy in place and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee may, in certain cases, lose the right to further pursue the claim against the employer.

ADMINISTRATIVE CONTACTS:

Illinois Department of Human Rights (IDHR)

Chicago: 312-814-6200 or 800-662-3942

Chicago TTY: 866-740-3953

Springfield: 217-785-5100

Springfield TTY: 866-740-3953

Marion: 618-993-7463

Marion TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)

Chicago: 312-814-6269

Chicago TTY: 312-814-4760

Springfield: 217-785-4350

Springfield TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC) Chicago:

800-669-4000

Chicago TTY: 800-869-8001

An employee, who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges, such as assault or battery.

FALSE AND FRIVOLOUS COMPLAINTS

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

SECTION VIII – 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 IX - 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;8/16; 2/17; 5/17; 7/17; 8/17; 12/17; 2/18; 5/20

EXHIBIT A - LIONS OF ILLINOIS MD-1 CREDIT CARD AFFIDAVIT

I, _____, hereby declare that I have read and understand the "Credit Card Policy" section as presented in the Lions of Illinois MD-1 Policy Manual and agree to abide by all terms and conditions of said "Credit Card Policy" for the duration of time in which I am issued a Lions of Illinois credit card.

Dated: _____

By: _____

Signed: _____

Witnessed

Date: _____

By: _____

Signed: _____

POLICY MANUAL ACCEPTANCE FORM

I hereby declare that:

- A. I have willingly entered into a volunteer service position with Lions of Illinois MD-1 and that no contractual obligation is implied, intended, or construed with respect to my volunteer service position and I may resign my position at any time.
- B. I understand and agree that I am bound by and will comply with all terms, conditions, policies, duties, and responsibilities set forth in the following documents, including any amendments that may be made to them:
- C. Lions Clubs International Constitution and By-Laws and the Board Policy Manual;
 - 1. Lions of Illinois, Inc. Constitution and By-Laws;
 - 2. Lions of Illinois, Inc. Policy Manual;
 - 3. My governing District's Constitution and By-Laws; and
 - 4. My governing Lions club's Constitution and By-Laws.
- D. Furthermore, I acknowledge the continuation of my volunteer service is contingent upon my full compliance with the documents listed above, including any amendments made to them.
- E. I have received a copy of the Lions of Illinois, Inc. MD-1 Policy Manual ("Policy Manual") and understand the Lions of Illinois MD-1 Council of Governors has the sole authority to, and may amend the Policy Manual, in whole or part, without giving cause or justification to any individual Lion serving in a volunteer service position. Any amendment to the Policy Manual shall be made in accordance with *Section VIII – Amendment of Policy Manual*. Any such amendments properly made by the Lions of Illinois, Inc. Council of Governors to the Policy Manual may supersede, modify or eliminate existing policies.

Lion's Name (Printed) _____ Position _____ District _____

Lion's Signature _____ Date _____

Received by _____ Date _____

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