

# **District 27-B1 Policy Manual**

This document is current as of October 8, 2023

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

**Bidding on the District Bank Policy**

**Certification at Convention Policy**

**Childhood Cancer Policy**

**Diabetes Policy**

**District Bean Bag Policy**

**District Bowling Tournament Policy**

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**District Convention Requirements Policy**

**District Convention Site Down Payment Funds**

**District Pin Policy**

**Elections Policy**

**Emergency Fund Policy**

**LCI Yearly Donation to LCIF Policy**

**Leadership Training Funds Policy**

**Zone Chairman Orientation Policy**

## **DISTRICT 27-B1 POLICY MANUAL**

<b>Date of origin:</b>	<b>Authorization of soliciting funds district-wide in 27-B1 Policy</b>	<b>Date of revision: Oct. 8, 2023</b>
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The following organizations, groups and committees are approved to solicit funds District-wide in 27-B1.

- 27-B1 Birch-Sturm Fellowship & Ray Hempel Fellowship
- 27-B1 Diabetes
- 27-B1 Emergency Fund
- 27-B1 Hearing
- 27-B1 Lions Raffles
- 27-B1 Vision Screening
- Childhood Cancer
- Fox Valley Medical Equipment Loan Locker
- Hearing Dog
- Leader Dogs for the Blind
- Lions Clubs International Foundation
- Lions Eye Bank of Wisconsin
- Lions Project for Canine Companions for Independence
- Restoring Hope Transplant House
- Wisconsin Lions Foundation
- Wisconsin Lions Pediatric Eye Clinic
- Wisconsin Lions Pride
- Wisconsin Missions
- Youth Exchange & Outreach & Quest

## **DISTRICT 27-B1 POLICY MANUAL**

<b>Date of origin:</b> 11/13/2020	<b>Bidding on the District Bank Policy</b>	<b>Date of revision:</b>
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Bank will be auctioned at District Convention every year.

Highest bidder by individual, club or clubs will hold possession for one year.

Bank cannot be stolen or hidden from winning bidder.

If bank is taken, person or club that took bank will pay the sum of the highest bidder and not be allowed to bid the following year.

No other District shall be allowed to bid on bank.

Name and year will be displayed on plaque.

Money to be donated to MD Lions Project in Club or persons name (LCIF, WLF, Leader Dog, Eye Bank, Youth Exchange, etc. Melvin Jones, Birch/Sturm, Knight of Sight, Ray Hempel also count).

Will count as annual donation.

Must be paid by end of District convention.

Previous winners:

2013 - Sherwood Pride Lioness - \$6,000  
2014 - Fairwater Lions - \$3,500  
2015 - Fond du Lac Evening Lions - \$5,100  
2016 - Cleveland Lions - \$5,200  
2017 - Fairwater Lions - \$4,500  
2018 - Lioness Affiliate - \$6,840  
2019 - Cleveland Lions - \$7,500  
2020 - Van Dyne Lioness - \$39,733  
2021 - Cleveland Lions - \$5,600  
2022 - Town of Sheboygan Lions - \$5,000

# DISTRICT 27-B1 POLICY MANUAL

**Date of origin:**

**Certification at Convention Policy**

**Date of revision:**

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

## **Rules for Bidding on the District Bank**

Bank will be auctioned at District Convention every year.

Highest bidder by individual, club or clubs will hold possession for one year.

Bank cannot be stolen or hidden from winning bidder.

If bank is taken, person or club that took bank will pay the sum of the highest bidder and not be allowed to bid the following year.

No other District shall be allowed to bid on bank.

Name and year will be displayed on plaque.

Money to be donated to MD Lions Project in Club or persons name (LCIF, WLF, Leader Dog, Eye Bank, Youth Exchange, etc. Melvin Jones, Birch/Sturm, Knight of Sight, Ray Hempel also count).

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<b>DISTRICT 27-B1 POLICY MANUAL</b>		
<b>Date of origin:</b> 3/12/2023	<b>Childhood Cancer Policy</b>	<b>Date of revision:</b>

Funds from the 27-B1 district Childhood cancer account are intended to support efforts, primarily within Wisconsin, to benefit children and families with childhood cancer as determined and approved by the 27-B1 district cabinet.

<b>DISTRICT 27-B1 POLICY MANUAL</b>		
<b>Date of origin:</b>	<b>Diabetes Policy</b>	<b>Date of revision:</b>

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

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

# DISTRICT 27-B1 POLICY MANUAL

**Date of origin:**  
1/3/2021

**District Bean Bag Policy**

**Date of revision:**

1. The Chairperson will invite and advise the clubs of hosting requirements and rules and procedures established by the district.
2. Hosting requirements:
  - A. The hosting of the District Bean Bag Tournament shall be open to all Lions Clubs within the District. This tournament shall be completed on or before the second weekend in March with dates to be determined by the hosting club or clubs. Every club or clubs in the district is eligible to bid on the tournament every year, providing they have a suitable location. A suitable location requires an area of 40 feet by 75 feet to set up 10 sets of bean bag boards.
  - B. Any club or clubs desiring to host the tournament shall submit a written invitation to the District Bean Bag Chairperson by September 1<sup>st</sup> of the year prior to which they wish to host the tournament and turn in the proper nomination papers 30 days prior to the District Convention.
  - C. All clubs submitting a bid will be placed on a ballot to be voted on at the District Convention. The club or clubs receiving the most votes will be awarded the tournament.
3. TOURNAMENT RULES AND REGULATIONS
  - A. A team consists of 4 persons. First round match consists of 10 frames from each player. Team score is a total of all 10 frames from all 4 persons.
  - B. In the first round, the team score will determine their seeding from highest to lowest. The team with the highest score gets the first seed and plays the team with the lowest score or seed. On a tie, the individual with the highest score gets the team's better seed.
  - C. The second-round match consist of 10 frames by each player for a team score.
  - D. After being seeded the highest team wins the match. Winning team advances, the losing team is eliminated. On a tie, each player throws one additional frame, or 4 bags until a winner is determined.
  - E. Boundary is 24 feet from the front of each board.
  - F. Four bags per player per frame.
  - G. Bag in the hole 5 points.
  - H. Bag on the board 3 points.
  - I. Bag in the well is 1 point, all bags must land in the point zone.
  - J. The entry fee must be on the entry form. The host club or clubs will mail/e-mail out entries to all clubs in the district. List of club addresses can be obtained from the Cabinet Sec/Treas.
  - K. Any deviation from the above rules and regulations must be submitted to the District Bean Bag Chairperson for approval by the District Governor's Cabinet.
  - L. All proceeds shall go to the hosting Lions club or clubs.

# **DISTRICT 27-B1 POLICY MANUAL**

**Date of origin:**

**District Bowling Bowling Policy**

**Date of revision:**  
October 13, 2021

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



# **DISTRICT 27-B1 POLICY MANUAL**

<b>Date of origin:</b>	<b>District Convention Policy</b>	<b>Date of revision:</b> Oct. 2, 2022
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## **1. District Convention**

- a. The district shall provide its members with an annual District Convention.
- b. The Convention must be held within the period of the last two weekends of October and the first two weekends of November.
- c. The District Governor will select a Convention Chairperson, and or a Convention Coordinator. "This person shall be from the District and be an active member in good standing of a club in the District and this person should not be a spouse or significant other of the District Governor, 1<sup>st</sup> vice-district governor, or 2<sup>nd</sup> vice-district governor. "In the event that the spouse or significant other of the District Governor, 1<sup>st</sup> vice-district governor or 2<sup>nd</sup> vice-district governor is chosen, they shall forfeit any rights to extra room, registration and meals.
- d. The Convention Committee will be selected by the District Chairperson and the District Governor. The Committee may be individuals, a club, zone, or combination thereof.
- e. The District Governor shall have the right to make changes if they stay within the Convention budget.
- f. The following years Convention location will be decided by the members in attendance with voting rights at the Convention.

## **2. District Convention Procedures**

- a. Registration fee will be established by the Convention committee for all Lions, Leos and Guests.
- b. Registration will be on Friday from 4:00 p.m. to 8:00 p.m. and on Saturday from 8:00 a.m. to 11:00 a.m.
- c. Hospitality will be provided for a social get together for all Convention attendees on Friday evening. Hospitality area will open from 6:00 p.m. to 11:00 p.m. The district will provide entertainment.
- d. The Convention will be called to order no earlier than 8:15 a.m. on Saturday.
- e. The day's agenda will be determined by the District Governor, Convention Chairperson, Convention Coordinator, and the Convention Committee. Voting will be held 15 minutes after the close of the last session and will continue for one half hour.
- f. The closing banquet will be no later than 6:30 p.m.

- g. Dress code to be determined by District Governor and Convention Chairperson and Convention Coordinator.
- h. Convention raffles will be held for Lions and all clubs will be asked to donate raffle items.
- i. Only Convention raffle tickets will be sold. The sale of individual Lions Club tickets is prohibited.
- j. No Convention attendee will be allowed to take part in any activity without proper registration

### **3. Convention Compensations**

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

## **DISTRICT 27-B1 POLICY MANUAL**

<b>Date of origin:</b> 8/5/2012	<b>District Convention Requirements Policy</b>	<b>Date of revision:</b> July 24, 2022
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### **1. Site Selection**

- a. Site must be able to hold 350 attendees in a meeting room
- b. Site must have 100 rooms available for attendees for Friday night and 50 rooms available for Saturday night.
- c. Only the Governor for his or her convention along with his or her convention chair or Cabinet Secretary/Treasurer for that year with the 1<sup>st</sup> Vice-governor being able to sign their contract with his or her convention chair or cabinet Secretary/Treasurer for their year as governor. If at that time no cabinet Secretary/Treasurer or convention chair has been selected, the current Secretary/Treasurer may sign along with the incoming Governor.

### **2. Eating requirements**

- a. Site should be able to accommodate a Friday night buffet for 100
- b. Site should be able to accommodate a Saturday lunch for 250
- c. Site should be able to accommodate a Saturday banquet for 100
- d. Site should be able to accommodate a Saturday possible continental breakfast for 100

### **3. Meeting rooms Lions and Leos**

- a. Site should be able to accommodate a Lions business meeting for 150
- b. Site should be able to accommodate a Friday night hospitality for 150
- c. Site should be able to accommodate three breakout rooms for 75 each for seminars on Saturday afternoon after Luncheon
- d. Site should be able to accommodate a Room for pin traders with 8 tables possible

<b>DISTRICT 27-B1 POLICY MANUAL</b>		
<b>Date of origin:</b> <b>Oct. 8, 2023</b>	<b>District Convention Site Down Payment Funds</b>	<b>Date of revision:</b>

To remove \$1,500.00 from the excess funds from Lions International refund from COVID relief and previous years balance from budgets.

The money shall be placed in a restricted fund for the purpose of making a down payment for the next year's convention site when needed. Shall be transferred from the account to income budget and repaid from the down payment shown on the Hotel billing.

<b>DISTRICT 27-B1 POLICY MANUAL</b>		
<b>Date of origin:</b>	<b>District Pin Policy</b>	<b>Date of revision:</b>

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

## **DISTRICT 27-B1 POLICY MANUAL**

**Date of origin:**

**Elections Policy**

**Date of revision:**  
**July 24, 2022**

The Current District Governor, Vice District Governors, and WLF Directors shall maintain a neutral position regarding nominating candidates for elected office.

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

### **Campaigning**

- 1) Campaigning to be equal for all candidates, at all times, with pamphlets, buttons, wearing apparel, stickers etc., will be allowed until two hours before voting.
- 2) No one standing in line to vote will be allowed to encourage voters who to vote for. (District Sergeant-at-Arms will monitor this.)
- 3) No one may remain in voting room for any reason other than to vote, with no campaigning material allowed in voting room.
- 4) Election chair shall seek help for election room order with approval from District Governor.
  - a. All individuals must be from the district and must be active Lions within the district.
  - b. One Lion to collect the credentials.
  - c. One Lion to hand the individual a ballot.
  - d. One Lion to stand off to the side to answer questions.
  - e. One Lion to stand off to the side to handle ballots with mistakes. Any ballots with a mistake will be marked and placed in a large envelope to be audited when voting is finished. (These ballots will be counted and reported with the voting results.) A new ballot is handed to voter.
  - f. One Lion to oversee collection of ballots; voter will fold the ballot in half and place in ballot box.
  - g. Only these five Lions may stay in the voting room at all times and will stay in the room when voting is finished to count ballots.
  - h. Election chair shall be one of these Lions and shall have full authority in voting room.
  - i. If any of the above names are on the ballot, he or she shall ask the District Governor to be excused and be replaced with a person of the District Governors choice.

<b>DISTRICT 27-B1 POLICY MANUAL</b>		
<b>Date of origin:</b>	<b>Emergency Fund Policy</b>	<b>Date of revision:</b>

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

Use:

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

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

Approval:

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

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

<b>DISTRICT 27-B1 POLICY MANUAL</b>		
<b>Date of origin: 3/7/2021</b>	<b>LCI Yearly Donation to LCIF Policy</b>	<b>Date of revision:</b>

1. As the monies collected from the tail twister are currently designated to various entities, a minimum of \$100 will be set aside for a yearly donation with the option of the District Governor along with his or her cabinet to donate more if desired.
2. If there is an excess of District funds left at the end of the year, an amount may be added to that figure with the discretion of the District Governor and his or her cabinet.
3. All monies donated will be donated to an LCI entity that will accumulate to \$1,000 for a Melvin Jones Fellowship to be awarded by the district.



## **DISTRICT 27-B1 POLICY MANUAL**

**Date of origin: 2/10/2018**

**Leadership Training Funds Policy**

**Date of revision:  
July 24, 2022**

Purpose: Set guidelines for dispersing funds from monies collected from the dues increase for Leadership training. (MD 27 – State of Wisconsin)

Whereas no policy exists as to dispersing of monies collected from the District dues increase for Leadership training, the following shall be use for guidelines:

1. No monies shall be dispersed without the consent of the District Governor.
2. No monies shall be dispersed with the original receipt.
3. No monies shall be given out above the allotted amount without the approval of the District Governor and the District Secretary/Treasurer.
4. Mileage will be set at \$0.50 per mile.
5. If traveling together only on person may collect for mileage and/or room if staying the same room.
6. Monies to be paid out for registration, meals (not including alcoholic beverages), room and mileage.
7. Monies to be paid for those attending Leadership training for their first time and 2<sup>nd</sup> vice-governor, 1<sup>st</sup> vice-governor and District governor until their term as District Governor has expired.
8. Open to Lions of MD27-B1.

For USA/CANADA Forum the amount shall be no more than \$250/person for registration, meals, room, and mileage.

For MD 27 leadership programs such as Communicate Like a Leader, Lions Leadership training and other programs offered by MD27 or District 27-B1 the amount shall be no than \$100 per person.

For programs offered to the District Governor or the Vice-District Governor outside MD 27 the amount shall be no more than \$500 per person.

All monies collected for District 27-B1 Leadership Training shall be kept as a separate line item listed in the District Budget.

<b>DISTRICT 27-B1 POLICY MANUAL</b>		
<b>Date of origin:</b>	<b>Zone Chairman Orientation Policy</b>	<b>Date of revision:</b>

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

If you want to dig through your minutes and find out when these were passed and/or revised, let me know, Tom Clausen.  
Email: [lionsof27b1@gmail.com](mailto:lionsof27b1@gmail.com)