

**PROCEDURES
AND
GUIDELINES**

DISTRICT 1-J

**LIONS OF ILLINOIS
INTERNATIONAL ASSOC.
OF LIONS CLUBS**



REVISED AND AMENDED SEPTEMBER 7, 2016

**PROCEDURES AND GUIDELINES
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**DISTRICT 1-J
LIONS OF ILLINOIS**

PROCEDURES AND GUIDELINES

STATEMENT OF PURPOSE

The following District Procedures are reflections of past procedure and are to serve as a guideline to the leadership of District 1-J, Lions of Illinois, and are to be transferred with the records of the District. However, they are only intended to guide and assist transition, and the good judgment and experience of the District Governor and/or the District cabinet may change them as circumstances require.

ARTICLE I – NAME

This organization shall be known as District 1-J, Multiple District 1, State of Illinois, International Association of Lions Clubs, and will be herein after referred to as “The District” or “District 1-J”.

ARTICLE II – OBJECTS

The purposes of this organization are to advance Lionism within the District in accordance with the objects of Lions International, to bring greater strength to the Lions Clubs of the District through a unity of effort and to provide proper administration throughout the District.

ARTICLE III – MEMBERSHIP

The membership of this organization shall consist of all Lions Clubs in the District duly chartered by the International Association of Lions Clubs, herein after referred to as “Lions International” and in good standing with Lions International.

ARTICLE IV – THE DISTRICT

- A. The District has been organized under the provisions of the Constitution and By-Laws of the Lions of Illinois.

ARTICLE IV – THE DISTRICT (Con’t.)

- B. The boundaries of District 1-J are to consist of that part of McHenry County which is East of State Highway 23 and that part of DeKalb County which is South of State Highway 72, all of Kane County and all of DuPage County and including in said District the communities of Bartlett and Streamwood in Cook County.
- C. The District shall be comprised of five Regions, currently designated as the Central, Fox River, Eastern, Southeastern and Southwestern.
- D. These Regions are further subdivided into a minimum of two Zones each.

ARTICLE V – DISTRICT ORGANIZATION

- A. The District shall be administered by its District Governor. The District Governor shall appoint within thirty days after officially taking office, a District Cabinet consisting of a Cabinet Secretary, Cabinet Treasurer, a Zone Chairperson for each Zone within the District, and various Committee Chairpersons.* As of this time, District 1-J is operating-without Regional Chairperson- The District Cabinet shall also include the Immediate Past District Governor, the elected First Vice District Governor, the elected Second Vice District Governor and the two elected two-year Lions of Illinois Foundation Trustees as voting members. Each Cabinet member appointed by the District Governor shall be a member in good standing of a chartered Lions Club in the District. The District Governor shall have the right to remove any Cabinet member for good and sufficient reasons, and any vacancy in the District Cabinet may be filled by appointment by the District Governor.
- B. The District 1-J Cabinet shall meet at times and places as may be fixed by the District Governor, and a simple majority of the members of the Cabinet present shall at any Cabinet meeting constitute a quorum.

**District Lions Foundation Coordinators are appointed by the Foundation Trustees and can then be appointed by the Governor to the District Cabinet*

ARTICLE V – DISTRICT ORGANIZATION (Con't.)

- C. For the purpose of efficiency, economy and stimulation of action, District 1-J should be divided by the District Governor into regions and each region into Zones of 8 Clubs or less, do regard being given to geographical locations of the Clubs, which divisions shall be subject to change by the District Governor as this Lion may deem advisable for the best interests of Lionism and the individual Clubs.
- D. The District Governor of District 1-J shall be elected at the annual District Convention by the delegates of the Clubs in the District and shall take office at the International Convention following this Lion's election, and serving until the next International Convention. This Lion shall be a member in good standing of a chartered Club in this Lion's District and shall have served:
 - (a) as President or Secretary of a Lions Club for a full term or major portion thereof, or as a member of the Club Board of Directors for a total of three years, and
 - (b) as Zone Chairperson Cabinet Secretary or Cabinet Treasurer of the District for a full term or major portion thereof and
 - (c) First Vice District Governor (Except for Lions year 2009-2010) for a full term or major portion thereof.
- E. The First Vice District Governor of District 1-J shall be elected at the annual District Convention by the delegates of the Clubs in the District and shall take office at the International Convention following this Lion's election, and serving until the next International Convention. This Lion shall be a member in good standing of a chartered Club in this Lion's District and shall have served:

ARTICLE V – DISTRICT ORGANIZATION (Con’t.)

- (a) as President or Secretary of a Lions Club for full term or major portion thereof, or as a member of the Club Board of Directors for a total of three years, and
 - (b) as Second Vice District Governor (Except for Lions year 2009-2010) Cabinet Secretary or Cabinet Treasurer of the District for a full term or major portion thereof and
- F. The Second Vice District Governor of District 1-J shall be elected at the annual District Convention by the delegates of the Clubs in the District and shall take office at the International Convention following this Lion’s election, and serving until the next International Convention. This Lion shall be a member in good standing of a chartered Club in this Lion’s District and shall have served:
 - (a) as President or Secretary of a Lions Club for a full term or major portion thereof, or as a member of the Club Board of Directors for a total of three years, and
 - (b) as the most senior Zone Chairperson, who shall be based on the amount of continuous time served as a Zone Chairperson. In case of a tie, Committee Chairperson and Foundation Coordinators continuous time served shall be considered. In case of continued tie, the current Governor shall have final determination. Or Cabinet Secretary or Cabinet Treasurer of the District for a full term or major portion thereof.
- G The officers of the District, shall be the District Governor, First Vice District Governor, Second Vice District Governor, Immediate Past District Governor, the Cabinet Secretary, the Cabinet Treasurer or Cabinet Secretary/Treasurer and Zone Chairpersons- There shall be a Governor’s Advisory Committee in each Region

ARTICLE V – DISTRICT ORGANIZATION (Con’t.)

composed of the Zone Chairpersons and the Presidents and Secretaries of each club in the Region. The Zone Chairpersons of each Region shall arrange and conduct such number of Regional Advisory Committee meetings during the year in which this Lion holds office as required or recommended by Lions Clubs International, but in no event less than three.

- H. There may be in District 1-J a District Governor’s Honorary Committee composed of Past District Governors within the district. The Chairperson of this Committee shall be appointed by the District Governor and the committee shall meet when and as called upon to meet by the District Governor or its Chairperson.
- I. District 1-J shall have two Foundation Trustees. The Foundation Trustees shall be elected at the same time and place as the District Governor, and shall be elected for a term of two years. One Trustee will be elected each year. (LIF Board changed to two trustees dropping the Governor off the Board in 2006-2007 Lion Year.)

ARTICLE VI – DISTRICT REVENUE

- A. A Budget for each major District Fund Raiser will be prepared by the Event Chairperson and the Cabinet Treasurer for approval by the District. (I.E. District Convention, District Bowling and District Golf).
- B. District revenue shall be handled as stated in the Constitution and By-Laws of the Lions of Illinois.

ARTICLE VII – DISTRICT CONVENTION

- A. The Convention of District 1-J shall be held each year not later than twenty days prior to the State Convention of the Lions of Illinois.

ARTICLE VII – DISTRICT CONVENTION (Con’t.)

- B. Each chartered Club in the District must be in good standing with all District, State and International dues paid, any delinquent dues must be paid at least 15 days prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention, shall be entitled to one voting delegate and one alternate delegate for each ten members of said Club, or fraction thereof, as shown by records of Lions International on the first day of the month last proceeding that month during which the Convention is held.
- C. Each Past District Governor, who is a member in good standing of a Club in District 1-J shall be entitled to full delegate privileges at each District Convention and shall not be included in the delegate quota of this Lion’s club.
- D. The delegates present at any duly scheduled or announced meeting of the District shall constitute a quorum.
- E. A registration or hospitality fee the amount of which shall be fixed by the District Cabinet, shall be collected from each delegate, alternate, Lion, Lioness, Leo and guest attending the District convention. Said fee shall be collected under the supervision of and for the District Cabinet and shall be used for defraying the actual expenses of the convention.
- F. District nominations for District Governor, First Vice District Governor, Second Vice District Governor shall be conducted in accordance with the By-Laws of the Lions of Illinois and held at the District Convention. Furthermore, nominations for District Trustees of the Lions of Illinois Foundation shall be conducted in accordance with the By-Laws of the Lions of Illinois Foundation and held at the District Convention.
- G. The Convention Committee will notify all Clubs of availability of the hospitality rooms and who is to be contacted for reservations.

ARTICLE VII – DISTRICT CONVENTION (Can't.)

- H. The Convention rules will be posted in each of the hospitality rooms. Hospitality rooms opening and closing times and rules will be set by the Convention Committee.
- I. The District hospitality will be hosted by the club or committee appointed by the District Governor.
- J. A budget for the District Hospitality Room will be established by the Convention Committee.
- K. Gratis Registration Fee, Meals and rooms could be waived at the Governors discretion that could include Lion and spouse of:
 - 1. Guest Speaker
 - 2. District Governor
 - 3. Incoming District Governor
 - 4. Cabinet-Secretary
 - 5. Cabinet Treasurer
 - 6. District Convention Chairperson or Co-chairperson
 - 7. District Trustees
 - 8. Host for Guest Speaker
- L. At the Governor's discretion, the District Convention Committee shall invite each current District Governor and spouse, First Vice District governor and spouse, Second Vice District governor and spouse of each District from MD-1 consisting of complimentary registration.
- M. The sale of any items or tickets for any event or raffle outside of the Hospitality Rooms by a registered Lion will be in a designated area within the Convention Facility. Convention Committee has the option of charging a fee for tables for the purpose of selling said raffle tickets or other items.

ARTICLE VIII – DISTRICT OFFICER DUTIES

- A. District Governor: The District governor, as chief executive officer of the District, shall preside at all meetings of the Cabinet, shall supervise the work and activities of the District, and shall perform those duties imposed and conferred upon this Lion by both the State and International Constitution and By-Laws. In the event of the absence of the District Governor, the First Vice District Governor or Second Vice District Governor in that order, a member appointed by the Cabinet, shall preside at the meeting in this Lion's place.
- B. First Vice District Governor: The First Vice District Governor is the second ranking chief executive officer of District 1-J and shall preside at any meetings in the absence of the District Governor and shall perform those duties imposed and conferred upon this Lion by both the State and International Constitution and By-Laws. This Lion shall be a voting member of the Cabinet.
- C. Second Vice District Governor: The Second Vice District Governor is the third ranking chief executive officer of District 1-J and shall preside at any meetings in the absence of the First Vice District Governor and shall perform those duties imposed and conferred upon this Lion by both the State and International Constitution and By-Laws. This Lion shall be a voting member of the Cabinet.
- D. District Cabinet Secretary: Under the supervision and direction of the District Governor and this Lion's Cabinet, the District Secretary shall:
- Keep accurate records of the proceedings of all meetings of the Cabinet
 - Forward a copy of the minutes to Lions Clubs International

ARTICLE VIII – DISTRICT OFFICER DUTIES

- Shall be a voting member of the District Cabinet and perform such duties as are specified or implied in the Constitution and By-Laws or as may be assigned by the District Governor and/or the Cabinet
- Shall sign all notices and documents issued by the District

District Cabinet Treasurer: Under the supervision and direction of the District Governor and this Lion Cabinet, the District Treasurer shall:

- Keep the accounts
- Receive and record all money paid to the District
- Deposit all monies and disperse same as directed by the Cabinet
- Make reports to the Cabinet at each meeting or at such times as the Cabinet may require
- Remit to the State Secretary/Treasurer all State dues collected in the District
- Chair the Budget Committee and prepare the annual budget as well as budgets for all fund raising functions
- Be responsible for filing all Federal and State Tax returns as required by law
- Shall be a voting member of the Cabinet and perform duties as specified or implied in the Constitution and By-Laws or as assigned by the District Governor or the Cabinet

F District 1-J Lions of Illinois Foundation Trustees: These two Lions shall be responsible for representing the Lions of District 1-J on the Lions of Illinois Foundation Board of Trustees. This Lion shall be a voting member of the District 1-J Cabinet.

ARTICLE VIII – DISTRICT OFFICER DUTIES

- G District Zone Chairperson: Duties of the Zone Chairperson shall be as outlined in the Constitution and By-Laws of the Lions of Illinois and the By-Laws of Lions International and this Lion shall be a voting member of the District 1-J Cabinet.
- H Immediate Past District Governor: The Immediate Past District Governor shall perform duties requested or designated by the District Governor and shall be a voting member of the District 1-J Cabinet.
- I District Governor’s Cabinet: Duties of the District Governor’s Cabinet shall be as outlined in the Constitution and By-Laws of the Lions of Illinois and the By-Laws of Lions International.

ARTICLE IX – COMMITTEES

- A. State Standing Committees and Foundation Standing Committees. The District Governor shall appoint a District Chairperson to each State Committee and a District Coordinator to each Foundation Committee according to the Lions of Illinois Constitution and By-Laws, and the Lions of Illinois Foundation Constitution and By-Laws. Each District Chairperson and Coordinator shall attend all Cabinet meetings and be available to discuss their programs with the District Cabinet.
- B. District Committees. The District Governor shall appoint Chairperson to District Committees as are necessary for administration of the District, such as Diabetes, Newsletter, and Public Relations, District and State Pins, District Activities and others as the District Governor deems necessary.

ARTICLE X – FISCAL YEAR

- A. The fiscal year of this District shall be from July 1 to June 30 inclusive of each year.

ARTICLE XI – DISTRICT PROCEDURE

- A. All Cabinet appointments to be reported by actual date and time of appointment to the Cabinet Secretary. If a member of the Cabinet is dropped and is re-appointed to the Cabinet, this Lion's service date will start from the time of re-appointment.
- B. A gift for the outgoing District Governor shall be in an amount set by the District Budget approved by the District Cabinet. A gift for the outgoing Partner in Service shall be in an amount set by the District Budget approved by the District Cabinet. Any additional requests by the outgoing Governor and Partner in Service shall be at this Lion's/person's own expense.
- C. Expenses for the District Chairperson or Foundation Coordinators will be paid by the District only upon presentation of proper bills and approved by the District Governor.
- D. District 1-J shall pay for the registration fees of the District Governor, First Vice District Governor, Second Vice District Governor, Cabinet Secretary and Cabinet Treasurer to the USA/Canada Forum.
- E. A Budget and Audit Committee shall be established by the incoming District Governor in sufficient time for a budget to be presented to the first Cabinet meeting and to be approved by the Cabinet
- F. The District Governor-Elect is responsible for the arrangements of the Joint Cabinet meeting with the outgoing administration responsible for notifying all who are to attend.
- G. The Cabinet Secretary shall invite all District 1-J Past District Governors, and Past International Officers to the Cabinet meetings where convenient, including spouses of deceased Past District Governors and Past International Officers of District 1-J.

ARTICLE XI – DISTRICT PROCEDURE

- H. The District Policy on sending “Get Well Wishes at the time of sickness, or “Condolences” at the time of death should be restricted to Cabinet members and their spouses. Flowers, cards or memorial donations will be at the discretion of the District Governor.
- I. Roberts Rules of Order shall be the guideline for the Cabinet meetings and the District Convention.
- J. A suitable appropriate public presentation and acknowledgement of certificates and awards shall be presented by the District Governor to the Immediate Past District Governor. These are to include District Governor’s Certificate, and /or 100% Governor’s Award (if applicable), and any other honors earned.
- K. The District 1-J Roar shall be the responsibility of the First Vice District Governor and his or her Lions Club. This responsibility shall include the making of all arrangements, publicity, providing entertainment and the running of the Roar itself. This shall be at no expense to the District. All Roar profits are to be retained by the host Club. It shall be understood that no person serving in any capacity at the Roar shall engage in activities or performances or make statements or “jokes” that are obscene, vulgar or lewd. This must be observed to protect the excellent reputation of District 1-J Lions and to maintain the spirit of cooperation between those Lions and the general public.
- L. If a District activity of money making nature is sponsored by a Club (other than the District 1-J Roar), all funds, including all raffles collected at the District Fund Raising activities, such as Bowling, Golf etc., shall be sent to the District Cabinet Treasurer and this Lion shall remit 25% of the total net profits to the host Club.

ARTICLE XI – DISTRICT PROCEDURE

- M. All checks for District expenses shall be signed by two Cabinet Officers authorized to sign checks, namely the District Governor, Cabinet Treasurer and the First Vice District Governor.
- N. All purchases by the District are to be approved by the District Governor.
- O. Name badges for Club Presidents and Secretaries in the District will be ordered by the District. Each Region shall make arrangements to repay the District the cost of such name badges
- P. The Zone Chairperson shall be responsible for all Regional meetings. Profits from any raffles held at these meetings will be pre-designated to a charitable cause and reported at the meeting. All other fund raising activities at a Regional meeting shall be restricted with permission by and at the discretion of the host Club Committee. All proceeds to be distributed with the Governor’s approval.
- Q. When a new Club (Lion, Lioness or Leo) is chartered in District 1-J, the District shall purchase the banner for the new Club
- R. No region shall have a separate region account. All region funds shall be maintained in the District region account and overseen by the Cabinet Treasurer.

ARTICLE XII – AMENDMENTS

- A. This Policy Manual can be amended only at a regular Cabinet meeting by two-thirds affirmative vote of the members of the District 1-J Cabinet present. This Cabinet will have the authority to amend this policy.
- B. This Policy Manual shall be reviewed each year and posted on the District web site.

This revised Procedures and Guidelines Manual for District 1-J, Lions of Illinois, International Association of Lions Clubs was approved on September 7, 2016.

Bonnie Bradbury
Cabinet Secretary
District 1-J