

**DISTRICT 1-D LIONS**  
**POLICY MANUAL**  
**and**  
**DISTRICT OFFICER GUIDELINES**



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## **SECTION 1 – PURPOSE**

It is understood that all District 1-D policies must conform to the International Association of Lions Clubs Constitution and By-Laws, the Lions of Illinois Multiple District One (MD-1) Constitution and By-Laws, and the District 1-D Constitution and By-Laws. The purpose of this Policy Manual is to present pertinent procedures to be followed by the District 1-D Cabinet and the Lions of District 1-D in the performance of the duties pertaining to this body. This Policy Manual upon its adoption may from time to time be amended as deemed necessary by the procedure set forth in Section 9 - Amendments

## **SECTION 2 – DISTRICT 1-D CABINET**

The District 1-D Cabinet shall be the governing body of the Lions of District 1-D. It is desirable that each member of the Cabinet recognizes that the Cabinet must, as a body, represent the best interests of the Lions of District 1-D. The Cabinet should always strive to foster the image of Lionism as it relates to humanitarian service.

## **SECTION 3 – REVENUE**

Revenue for the Administrative Operations of District 1-D shall come from two sources. The primary source shall be from annual per capita dues. The second source shall be from District administrative fund raisers.

***District Dues*** – the rate for per capita dues is set annually according to the District 1-D By-Laws, Article VIII, Section 1. It shall be reviewed annually and adjusted as needed.

***Administrative Fundraisers*** – All fund-raising proposals must be submitted to and approved by the Executive Committee.

The District Governor, along with the Executive Committee shall recommend to the District 1-D Cabinet any fund-raising project that is to be used. Funds raised must be used to promote Lionism throughout District 1-D as set forth by the current Cabinet and not for the benefit of one Lions Club. Expenditures for the fundraiser must follow budget guidelines established under Section 4 of the District Policy Manual.

Examples of such fundraisers may include, but not limited to, Plenty for \$20, District Governor Outing, etc.

## **SECTION 4 – FINANCES**

### **BANK DESIGNATION / SIGNATURE APPROVALS**

If established banks are changed, at least two individual accounts shall be established between those banks for the upcoming Lions year as follows: District 1-D Lions General Fund Account and District 1-D Calendar Fund Account. Signature approval on checks for Lions Account and Calendar Account shall require one of the following: the District Treasurer or Secretary/Treasurer, District Governor or 1st Vice District Governor. If/when the Cabinet Treasurer changes, the District Governor Elect in conjunction with the incoming Cabinet Treasurer shall designate the new bank to be used in the conducting of business of the District 1-D Lions based on the Cabinet Treasurer's location.

***This does not include the Disaster Fund Account, refer to the District Disaster and Welfare Fund heading of this Board Policy Manual.***

### **BUDGET COMMITTEE**

The Budget Committee shall be comprised of the current District Governor and District Governor-Elect, the current and incoming Cabinet Treasurers, current and incoming Cabinet Secretaries, and the First and Second Vice District Governors-elect. The Budget Committee shall meet as soon as possible before the new Lion year begins. At that time the Committee shall prepare the District 1D Administrative Budget which will then be submitted to the District 1-D Cabinet for their consideration and approval at the first Cabinet meeting of the new Lion year.

During the Budget process, any item that is in excess of \$1,000.00 must be submitted to the District Budget committee with at least 2 bids/quotes. This does not include any item that is a refundable deposit. It will be the responsibility of the 1<sup>st</sup> Vice-District Governor to coordinate and assemble any prepared proposals from the District Budget Committee and appointed Committee Chairpersons brought in for specific Budget Line Items for the upcoming Lions Year. Multi-year bids may be accepted under the following terms: only the current District Governor can sign the contract, it is with the approval

of the District Governor's of the years the contract falls, the contract must note that the Person of Contact will change each year, and the contract is no more than three years in duration.

## **PURCHASES**

The District Budget committee shall approve all expenditures more than \$200.00 that are not included in the budget. A period of up to two (2) weeks from the time the purchase is requested, and its approval will allow for additional investigation by the committee. A simple majority vote of the Budget Committee is needed for the purchase and voting can be done electronically.

The District Governor and the 1<sup>st</sup> Vice District Governor, each for their respective years, shall be responsible for and be authorized to purchase all merchandise and supplies subject to the Budget guidelines.

## **DISTRICT PEACE POSTER CONTEST**

The award presented to the district winner of the annual Peace Poster Contest shall consist of ~~be~~ a monetary gift of \$50, the winner's artwork framed, and a plaque engraved with the winner's name, the name of the contest and the year of the award. The winner shall be formally recognized at the District Convention during the Lunch Banquet. Additionally, the winning student, along with two parents/guardians and the art teacher, shall be invited to attend the annual District 1-D Convention, with lunch provided by the District. The District Peace Poster Chairperson is responsible for advertising, collecting posters from Clubs, and arranging a committee of no less than 5 members to choose the District PP winner. The Chair is also responsible for arranging for all awards to be presented at the District Convention as well as the presentation of the award.

## **MEMORIALS**

In recognition of their service, it is the policy of District 1-D that at the passing of a Past District Governor or their spouse, and a Cabinet Officer, a single rose will be presented at the funeral or visitation, and District 1-D will make a donation of \$100 to LCIF, LIF or the Center for Sight and Hearing, at the family's direction. The money comes out of the miscellaneous line in the Budget and the District Chaplain and

Immediate Past District Governor is responsible for getting the rose to the funeral and will be reimbursed by the Cabinet Treasurer when necessary.

## **CABINET TREASURER**

The District 1-D Treasurer, in addition to duties stated in District By-Laws, Article III, Section 4, shall provide a copy of the check registry detailing all of checks issued since the previous Cabinet meeting, to the cabinet at each District 1-D Cabinet meeting.

## **DISTRICT DISASTER AND WELFARE FUND**

This fund is for the purpose of assisting any Lions Club where a sudden disaster might give rise for immediate financial assistance in excess of the funds which the Club might have available in its treasury for that purpose. The Fund shall remain in a separate interest-bearing account. Disbursements from said account for the foregoing purpose may be made without prior Cabinet approval upon signatures of any two (2) of the District Governor, Cabinet Secretary and/or Treasurer and 1<sup>st</sup> Vice District Governor.

## **SECTION 5 – GRANTS**

### **OBTAINING GRANTS**

All Lions Clubs in District 1-D as well as the District 1-D Cabinet should be encouraged to obtain Grants for activities involving Lions projects.

Individual Lions Clubs may obtain non-LCIF grants for specific projects in their communities without authorization from the District 1-D Cabinet.

District 1-D Cabinet may obtain grants but these grants must be used to promote Lionism in the District as set forth by the current Cabinet. All grants obtained by District 1-D Cabinet, must be available to all clubs in the District. Specific goals and objectives must be written in the application. The District Executive Committee, along with the appropriate District Cabinet Committee Chairperson will then confirm the club selection process, distribution procedures and uses of these grant monies. Grant applications, if necessary, must also follow Budget guidelines as established in the Policy Manual, Section 4.

## **SECTION 6 - CABINET MEETINGS**

### **FIRST CABINET MEETING:**

The first Cabinet should be held within 30 days after the completion of the International Convention. ALL District Officers and Committee Chairpersons should be invited to this meeting as well as submit preliminary reports, programs and budgets to the Cabinet for their consideration.

Other items of business may include:

- Define a quorum
- Establishment of goals for the District for the current fiscal year.
- Reaffirmation of District Cabinet Rules.
- Reaffirmation of District Convention dates and site.
- Establishment of District Governor Outing and other Administrative Fundraisers.
- Review and establishment of the budget.
- Review of the financial structure.
- Designation of a financial institution for the year.
- Such other items of business that will be deemed necessary and proper.

### **SECOND CABINET MEETING:**

This meeting should be held in the month of October or the first weekend in November

*Items of business may include:*

- District Convention.
- District Events
- Such other items of business that will be deemed necessary and proper.

### **THIRD CABINET MEETING:**

This meeting should generally be held in the month of January early February.

- The principle concern of this meeting is to finalize plans for the District Convention
- review progress shown by the various District Standing Committees,
- and such other business that is deemed necessary and proper.

Any activity to be held during the District Convention must be approved by the Cabinet. Requests for all Convention activities or scheduling must be in writing to the District Secretary no later than ten days prior to the January Cabinet Meeting.

### **DISTRICT CONVENTION: (COMBINED) SPECIAL CABINET MEETING:**

A special Cabinet meeting shall be held during the District Convention. The purpose of this meeting is to

- hold the elections for offices of Governor, Vice Governors, and Lions of Illinois Foundation Trustee(s),
- vote on any proposed amendments to the District Constitution and By Laws.
- The District Governor shall report to the delegates at the District Convention in a concise manner, activities and accomplishments of the District up to this point in the Lion year.
- this meeting may be counted as the fourth cabinet meeting, allowing for a District Awards Banquet to be held in May or June to distribute District awards and recognition.

#### **CABINET MEETING SITES:**

In order to facilitate planning, every effort should be made to establish future Cabinet Meeting sites prior to the start of the new Lions year. The incoming District Governor should attempt to schedule Cabinet meetings across the District if possible. The locations and dates for the Cabinet meetings should be provided to all District members as soon as they are known either via the District newsletter or other form of notification.

#### **SECTION 7 - OFFICER TRAINING COMMITTEE**

The District Governor Elect shall, along with the GLT, set up Officer Training for the next Lions Year. Training should be held in June/July and on multiple days throughout the District.

#### **SECTION 8- GLOBAL LEADERSHIP/GLOBAL MEMBERSHIP TEAM**

##### **GLOBAL LEADERSHIP TEAM COORDINATOR**

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

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

The Sub-District Global Leadership Team Chairperson coordinates all levels of training with the Sub-District. He/she coordinates such training meetings as new member orientation, club officers training seminars, Vice District Governors, Zone and Region Chairpersons. See Article III, Section 7 of the District Constitution and Bylaws

### **GLOBAL MEMBERSHIP TEAM COORDINATOR**

The Global Membership Team is composed of Lions leaders appointed to serve specific constitutional or geographical areas. GMT appointments are three-year terms to allow for adequate analysis of area needs, and the development and implementation of strategic plans. All GMT leaders are subject to annual review and confirmation of appointment or removal based on performance. Members of the GMT and GLT work together to develop membership through service and engagement and also to support present Lions leaders and identify future leaders. The two teams operate as parallel structures.

The Chairperson shall prepare an aggressive Membership Development Program each year. The goal of the Committee will be to motivate the Lions of Illinois to increase membership. The Chairperson will procure and distribute membership materials and information to the Committee for distribution to the Districts and Clubs. The Chairperson shall also prepare and promote an active program to retain members. The Committee will provide leadership to encourage each Club to adopt a Keep 'em Plan to reduce drops. See Article III, Section 6 of the District Constitution and Bylaws

## **SECTION 9 - AMENDMENT OF POLICY MANUAL**

### **AMENDMENT PROCEDURE**

Any proposed amendment to the District 1-D Policy Manual must be introduced to the District 1-D Cabinet in writing at least two (2) weeks prior to the next scheduled Cabinet Meeting. The District

Cabinet, while in session with required adoption approval, may make changes/revisions to amendment proposals. Adoption of an amendment to the Policy Manual will be simple majority of a quorum of the District 1-D Cabinet. Amendments will become effective immediately, which automatically updates Policy Manual revision of the latest approval date.

### **EDITORIAL CHANGES**

With the approval of the District Cabinet, the Cabinet Secretary, or any other authorized Cabinet member, is authorized to make minor editorial changes to the Policy Manual, which in no way affects District 1-D 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 District 1-D Cabinet must be mailed, or electronically posted, within ten (10) business days of its adoption, to each Cabinet member and club in the District.

### **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”.

# **APPENDIX A: DISTRICT 1-D OFFICER GUIDELINES**

## **SECTION 1 - GOVERNOR**

The general duties of the District Governor are determined by LCI and are listed in the District Constitution and By-laws Article III Section 1.

He/she is the CEO of the District. Duties include:

- attend Governor Elect Training School (GETS) in the state
- attend the Lions Clubs International (LCI) convention and the District Governor Elect (DGE) training scheduled at the start of your year
- work with the district leadership chairperson to schedule training for the cabinet positions
- support and be knowledgeable of Lions Club International (LCI) and Lions Clubs International Foundation (LCIF)
- support and be knowledgeable of Lions of Illinois Foundation (LIF) and Lions of Illinois Endowment Foundation (LIEF)
- develop the district budget with the incoming and outgoing Cabinet Treasurer (CT), or Cabinet Secretary/Treasurer (CST), outgoing Governor and Vice District Governors
- supervise the district officers and chairpersons
- supervise organization of new clubs
- preside over cabinet meetings
- attend all Multiple District 1 (MD-1) Council of Governors (COG) meetings
- visit each club in the district (you or one of your Vice Governors) during their regular meeting.
- attend as many club and district social events as possible
- complete and submit monthly expense reports to Lions Club International (LCI).
- attend the LCI convention at the end of your year
- participate in the MD-1 council, including any appointments as one or more of the liaison governors

## **SECTION 2 - SETTING UP YOUR CABINET**

One of the most important appointments is your Cabinet Secretary and Cabinet Treasurer. The desired Cabinet Secretary appointee should have good computer and communication skills. The desired Cabinet Treasurer should be knowledgeable of accounting methods. Start early! As First Vice District Governor, observe and monitor current cabinet members, their involvement, attendance at meetings, etc. Following the second cabinet meeting, consult with the sitting governor as to his/her recommendations. Have conversations with potential candidates as to their desire to continue in their position. Do not reappoint poor performers. Be sure to schedule training for those new in a position and provide necessary guidance. Consult with the foundation trustees as you consider appointments of the foundation coordinators on your cabinet.

### **SECTION 3 - DISTRICT DIRECTORY**

Work with the printer to lay out and plan the district directory. It is imperative to have it completed and printed before your first Cabinet Meeting. Leave blank any club officer not confirmed with the PU 101's. When confirmed it is easier for everyone to fill in the spot than to correct errors. Plan the Calendar of Events for the directory. Use the previous directory for guidelines. Completed directories should go to the following:

- cabinet members
- each Club gets 2 copies. One for the President and one for the Secretary. Have these ready for each Zone Chair at the first Cabinet Meeting. It is their job to hand them out.
- send 1one copy to the LIF office
- District Governors and Vice District Governors in MD1. You will take these to the September Council of Governors Meeting to place at their seat; along with your pin. The State Secretary Treasurer also gets one along with the Council Chair.

### **SECTION 4 - CABINET MEETINGS**

Plan the four cabinet meetings. Schedule the first one soon after your return from the International Convention. Plan the second in the fall, the third right after the first of the year and the fourth during the convention, or later in the spring. They can be held on any evening during the week, or on weekends – either in the morning or afternoon. Plan for a meal to be served, keep the cost low. They should be rotated in a central location.

## **SECTION 5 – DISTRICT GOVERNOR PINS**

The 1st Vice District Governor is responsible for selecting a personal slogan, choosing a District Governor Project, and designing and ordering a custom pin. It is recommended to begin the pin design process early, as multiple revisions with the manufacturer may be required. Once the final pin design proof is approved, it should be shared with the District Cabinet for informational purposes. Formal Cabinet approval is not required for ordering the pin, provided that the expenditure aligns with the approved budget and follows established budgetary guidelines.

## **SECTION 6 – FIRST AND SECOND VICE GOVERNOR DUTIES**

### **THE FIRST VICE DISTRICT GOVERNOR**

The general duties of the First Vice District Governor are determined by LCI and are listed in the District Constitution and By-laws Article III Section 2.

- a club visit may be assigned to you if the Governor is unable to attend.
- required to attend the Governor Elect Training (GETs) training provided by the State
- communicate on a regular basis with the other Vice Governor and District Governor
- you are expected to attend all four Multiple District (MD1) Council of Governors (COG) meetings
- will prepare his/her cabinet assignments prior to becoming District Governor
- will work with his/her council to schedule his/her district convention on different weekends, as all Governors try to attend one another's convention
- will work with the current, or most recent, MD1 International Director (ID), to arrange your convention speaker. Consult with your district past International Director (PID) if available.
- the governor can delegate duties as he/she deems necessary

### **THE 2ND VICE GOVERNOR:**

The general duties of the Vice District Governor are determined by LCI and are listed in the association's constitution and by-laws Article III Section 3.

- Attend all 2<sup>nd</sup> Vice District training, these may be zoom and/or in person
- You are expected to attend all Multiple District 1 (MD1) Council of Governors (COG) meetings
- communicate on a regular basis with the other Vice Governor and the District Governor
- shall assist the 1st Vice Governor in preparing his/her cabinet

- attend the Vice Governor Elect Training (VGETs) training provided by the State
- the governor can delegate duties as he/she deems necessary

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