

**MULTIPLE DISTRICT-17  
STANDARD OPERATING  
PROCEDURES**

**SOPs**

# **MD-17**

## **STANDARD OPERATING PROCEDURES**

### **INTRODUCTION**

**APPROVAL:** These documents need to be adopted by each new Kansas Lions State Council as their policy directives to each committee. The State Council must then allow each committee time and support for doing the tasks assigned.

**PURPOSE:** The primary reasons for developing Standard Operating Procedures is to have clear expectations of the work of a committee by the State Council and to help committee members quickly focus upon their purpose for being appointed. This is of great importance when the personnel in various positions are in office only one year and only four meetings are available to conduct business.

**HISTORY:** The first effort to develop written SOP's was made in 1983. During 1986 and 1987, these original documents were extensively revised with some additions of content and complete reorganization into a standard format. In June 1998, two SOP's were added, Leadership, Extension, and Membership (LEM) and Youth Activities, and other SOP's were revised and approved. In 1999 LCIF and State Vice-Council Chairperson SOP's were added. Retention was added to the MEL in 2004 and it became the MERL Team.

**FORMAT:** To provide a consistent set of SOP's a first priority was to use a common writing style. The style needed to be concise and the major points needed to be highlighted so that they were easily located. The paragraph heading style was selected. The following major divisions would be used for the presentation:

- Purpose of Committee
- Committee Selection
- Duties
- General Operating Procedures
- Calendar of Events
- Other Suggestions.

**REVISIONS:** These documents must be continually changed as the mission and operations of the Kansas Lions are modified. Various State Councils might want to change the direction or responsibilities assigned to a committee. Each Committee Chairperson is also encouraged to recommend changes as needed.

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## STANDARD OPERATING PROCEDURE

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# **STATE COUNCIL KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 1.00.....November 2008**

## **PURPOSE OF COMMITTEE**

This committee shall be charged with the responsibility of conducting the necessary business of the Kansas Lions State organization.

## **COMMITTEE SELECTION**

This committee is composed of members as specified in Article IV, Section 1 of the Constitution and By-Laws of Multiple District 17 and includes the duly elected District Governors in the State. State Council officers are detailed in Article V of the Constitution.

## **DUTIES**

**DECISION MAKING:** In this body shall be vested the power to make final decisions on all matters expressed and implied by the Constitution and By-Laws and the Standard Operating Procedures, subject to the International Constitution and By-Laws, and International Board policies. It shall have general management and control of the business, property and funds of the Kansas Lions State organization and it shall exercise general control and supervision over all officers and committees of the Kansas Lions State organization.

**PUBLICITY:** The Council shall make every effort to fully inform all Lions in the State of all aspects of the State Council decisions. This shall include prior publicity of upcoming decisions so that interested Lions may contact their District Governor with their input on the decision. Decisions shall be made known to all Lions in Kansas as quickly as feasible.

## **GENERAL OPERATING PROCEDURES**

**COMMITTEES:** The State Council shall refer all items of business to the relevant committee that has been established to make recommendations on the topic being considered.

**OPEN MEETINGS:** State Council business affects all Lions in the State of Kansas. All actions of the State Council should be taken in open sessions where all Lions are welcome. All meetings of Lions groups should conform in principle with the Kansas Open Meeting Act.

**EXECUTIVE SESSIONS:** Private Sessions may be needed, however, on certain occasions, to discuss matters prior to action by the State Council. The following subject matter areas are appropriate for discussion in executive session:

1. Personnel matters which, if discussed in public, would constitute an invasion of privacy.
2. Consultation with legal council with regard to litigation.
3. Discussions pertaining to business actions with outsiders which need to be kept confidential.

**REVIEW MEETING:** A "review meeting" may be held at the discretion of the chairperson for the purpose of reviewing issues anticipated to be presented to the State Council.

# **STATE COUNCIL SOP**

**DECISION DISSEMINATION:** Once a decision is made, a full and complete presentation of the results shall be made to the Lions of Kansas via the Kansas Lions News and any other available communications. Each District Governor shall fully discuss the decisions with their Lions during Cabinet meetings and Zone meetings.

**STATE CONVENTION:** Decisions which can be postponed until the Convention might be submitted to the delegates of the State Convention for a decision rather than being made by the State Council. The State Council should agree by motion to accept the vote of the delegates.

## **CALENDAR OF EVENTS**

**BUDGET PROPOSAL:** Prior to the first State Council meeting the chairperson shall submit a budget proposal for the committee expenses to the Budget and Finance Committee. The budget request will follow the rules of audit provided by Lions Clubs International.

# **COMMITTEE ON COMMITTEES KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 1.01.....November 2008**

## **PURPOSE OF COMMITTEE**

This committee is to recommend to the new State Council assignments to all Multiple District 17 committees including chairperson and vice-chairperson and scheduling and location of State Council meetings for the coming fiscal year.

## **COMMITTEE-SELECTION**

This is a standing committee provided for in Article VI, Section 1 of the By-Laws to the Multiple District 17 Constitution.

The newly elected State Council Chairperson will serve as Committee Chairperson. The Vice-Chairperson of the State Council and the outgoing State Council Chairperson, as an ex-officio member, will serve as members of the committee. The State Secretary and State Treasurer may serve as advisors to this committee.

## **DUTIES**

**MEETING:** This committee will meet during the State Convention as soon as possible after the election of the new State Council officers.

**COMMITTEE ASSIGNMENTS:** This committee is to make recommendations to the new State Council at a meeting during the State Convention for standing and special committee assignments, including chairperson and vice-chairperson, so that the continued operation of the State Lions organization is insured.

**STATE COUNCIL MEETINGS:** This committee will also make recommendations regarding scheduling and location of State Council meetings as required by the Constitution.

## **GENERAL OPERATING PROCEDURES**

**OUTGOING GOVERNORS:** An outgoing District Governor should submit their recommendation for committee assignment to a member of the newly elected Committee on Committees immediately following the election of the new State Council officers at the State Convention. Outgoing District Governors are favored with assignments to the committee of their choice whenever possible.

**INCOMING GOVERNORS:** Newly elected District Governors should be assigned to a committee as an ex-officio member, in order that continuity can be established on committees from year to year and that direct input can be had in each committee by a member of the State Council.

**OTHER APPOINTMENTS:** Each District Governor should inform the constituents of the availability of appointments to various state committees. The Governor should ask that a request for committee assignment be submitted and will submit these requests to the Committee on Committees immediately following the election of new officers at the State Convention.

## **COMMITTEE ON COMMITTEES SOP**

**COMMITTEE MEMBERSHIP:** Standing committees are those included in Article VI, Section 6 of the By-Laws of the Constitution of Multiple District 17. These committees are:

- (1) Committee on Committees
- (2) Budget and Finance
- (3) K-I Committee
- (4) State Convention
- (5) Constitution and By-Laws, SOP's & Parliamentarian
- (6) International Convention
- (7) Public Relations and State Publications Committee
- (8) Long Range Planning Committee
- (9) Leadership, Extension, Retention and Membership (MERL)

Standing committees shall have no less than three or more than five members. Special committee assignments can be made as deemed necessary. Standing and special committee appointments, except MERL, shall be for a period of one year. Committee members may not serve in excess of three successive years on any given committee and a Committee Chairperson cannot succeed himself/herself in office. All appointees must be Lions in good standing belonging to a Lions Club in good standing within Multiple District 17.

**ADDITIONAL FACTORS:** Since these committees are responsible for the Lions program on a state-wide basis, it is suggested that committee appointments be widely distributed among all the Districts. It is further recommended that the political aspect of assignment to committees be eliminated and that only the most qualified Lions be selected. It is strongly suggested that all committees be limited to the minimum number provided in the Constitution and that additional members be used only when in the best interest of Kansas Lionism. Acceptance of committee responsibility should be obtained from the appointee before the list of appointments is printed for distribution.

**REFERENCE:** The State Secretary shall compile a list of standing and special committee appointments for the last five (5) years and make a list available to the Committee on Committees for reference purposes.

### **CALENDAR OF EVENTS**

**TIMING:** The committee has only a short time to function. The committee can meet after the election of the new State Council officers and must complete required work before the first meeting of the new State Council. All these events occur during the State Convention weekend. The election is often held on Thursday night and the new State Council meets on Sunday morning.

# **BUDGET AND FINANCE COMMITTEE KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 1.02.....November 2008**

## **PURPOSE OF COMMITTEE**

This committee is to oversee the financial matters of the State Council by handling budgetary items referred to it, reviewing the books of the Treasurer, and working closely with the State Treasurer.

## **COMMITTEE SELECTION**

This is a standing committee provided for in Article VI, Section 6 of the By-Laws of District 17 Constitution. This committee should consist of three members who are acquainted with the state accounting procedures and the overall financial objectives of Multiple District 17. The Chairperson of the committee should be the immediate past Vice-Chairperson of this committee, the Vice-Chairperson should be the immediate past third member of this committee, and the third member should be a Lion who is familiar with Multiple District 17 and who has experience in the field of accounting or business management.

## **DUTIES**

**BUDGET:** This committee will recommend to the State Council the disposition of all funds. It shall be the responsibility of this committee to accept budget requests from all committees, and, after consideration of all needs, to prepare a general budget (or budgets) representing anticipated receipts and expenditures of all State Council funds. If said budgets are approved by the State Council, all payments made within their limits shall be considered approved. The committee shall also review all expenditures of funds of the State Council throughout the year and recommend revision of the budget (or budgets) as needed. The expenditure of any State Council money not derived from regular State Council revenues shall be reviewed by this committee before being approved by the State Council. The budget form is shown in Rules of Audit Appendix 1.

**SUPERVISION OF STATE TREASURER:** During the year, this committee shall review the accounting records of the State Treasurer to insure that expenditures are being made in line with approved budgets and to check on the accuracy of financial statements presented to the State Council by the Treasurer. The form for requesting payment of expenses is shown in Rules of Audit Appendix 5.

**OTHER:** This committee will be familiar with the provisions of the Kansas Lions State Constitution, especially Article VII. It shall be the responsibility of this committee to see that all dues are collected by the State Treasurer, and shall assist in the audit of all State Council funds that is performed by the Audit Committee at least once a year. It shall recommend State Council official depositories and amounts of surety bonds.

## **GENERAL OPERATING PROCEDURES**

**REPORTS:** A report of committee action and recommendations shall be submitted at each State Council meeting.



# **BUDGET AND FINANCE COMMITTEE SOP**

**MONITORING:** This committee will review all Council expenditures to determine that they are authorized by the budget. They shall also receive, review and recommend action on all subsequent requests for unbudgeted funds and determine availability of funds.

**SEGREGATION OF FUNDS:** This committee will determine that all funds delineated in Article VII, Section 2 are properly segregated on the books of the State Treasurer.

## **CALENDAR of EVENTS**

**NOTIFICATION:** At least ten (10) days prior to each State Council meeting, the Chairperson shall notify each committee member and the State Council Chairperson that a meeting of the committee is to be held. The notification should include a proposed agenda for discussion.

**PREPARATION MEETING:** Prior to first council meeting, the following preparations are recommended:

- notify all standing and special Committee Chairpersons of the budget preparation meeting, supply them with necessary budget information and forms for requesting funds, and inform them that the completed budget request form must be received by the start of the meeting.
- prepare a budget request for your own committee.
- prepare necessary worksheets for use in developing Council budgets.
- prepare a preliminary estimate of Council income from dues, sale of book, pins and inventories and other sources.
- prepare a preliminary estimate of funds available for each Council fund and inform the appropriate Committee Chairperson.
- prepare a preliminary estimate of administrative expenditures, including meals, transportation, and room expense for each committee.

**FIRST COUNCIL MEETING:** The following actions are necessary during the first session:

- receive budget request from Committee Chairperson.
- prepare a proposed budget for the fiscal year including detailed budgets of allowable expenditures by each committee.
- recommend allowances for mileage, meals and room in the rules of audit.
- recommend bond for State Treasurer.
- recommend depository for Council funds.
- recommend petty cash funds to be allowed and the maximum amount to be in each fund.

**EACH COUNCIL MEETING:** These specific activities are recommended for each Council meeting:

- hold committee meeting if needed.
- receive request for allocations of unbudgeted funds at least fourteen days prior to the Council meeting.
- consider all requests for additional funds to determine if request is appropriate and that funds are available.
- review the books of the State Treasurer to determine that all receipts and expenditures of funds are properly accounted for and that financial reports are accurate.

# **KANSAS-INTERNATIONAL COMMITTEE KANSAS LIONS MULTIPLE DISTRICT 17**

## **SOP 1.03.....November 2008**

### **PURPOSE OF COMMITTEE**

The Kansas-International (K-I) Committee is to serve as a liaison between the State Council, each Sub-District, Lions Clubs International and other Districts of Lions Clubs International on all matters of an International nature, to promote Kansas Lionism at the International level and to promote qualified candidates from Multiple District 17 for the offices of International Director or Vice-President.

### **COMMITTEE SELECTION**

This committee is established as part of the structure of Multiple District-17 as provided in Article XII of the Constitution.

**APPOINTMENT:** This committee shall consist of one member from each sub-district, who shall be a Past District Governor in good standing of a Club in good standing within the sub-district, appointed or re-appointed by the respective District Governor-elect prior to the fourth State Council meeting. Any Past International President and Past International Director residing in and in good standing within Multiple District 17 shall serve as ex-officio members of the committee.

**CHAIRPERSON:** The Chairperson of the K-I Committee shall be selected at the fourth Council meeting from among the incoming committee members by a majority vote of the district committee members. The chairperson will take office on the last day of the International Convention.

### **DUTIES**

**CANDIDATES:** It shall be the responsibility of this committee to cooperate with similar committees of other Districts of Lions Clubs International to the end that qualified candidates shall be elected to the office of International Vice-President and to the Board of Directors. Particular emphasis should be directed towards the advancement of qualified candidates from Multiple District 17 to one or more of the aforesaid positions.

**GIFTS:** The committee shall annually consider the selection, purchase and presentation of gifts at the Lions International Convention to International officers, the International Board of Directors and to incoming District Governors.

### **GENERAL OPERATING PROCEDURES**

**MEETINGS:** The K-I Committee shall meet at the discretion and call of the Chairperson or at the request of any three (3) voting members. A majority of the total membership of the committee shall constitute a quorum. Meetings will normally be held in conjunction with the quarterly Kansas Lions State Council meeting.

# **KANSAS-INTERNATIONAL COMMITTEE SOP**

**SPOKESPERSON:** The Chairperson of the K-I Committee shall be the official spokesperson of and for the committee. The Chairperson shall be governed by the rule of the majority of the voting members of the committee, and shall make periodic detailed reports to the State Council.

**EXPENSES:** The expenses of the voting members of this committee shall be budgeted for and paid by the State Council from the administrative fund when necessary and when in accordance with established financial policies and procedures of the State Council.

**PROJECT FUND:** A Kansas-International Fund to be used for the promotion of the activities of this committee is provided by Article VII, Section 2(e) of the Multiple District Constitution. This fund is provided from the annual per capita state dues at sixty cents per member.

## **CALENDAR of EVENTS**

**BUDGET PROPOSAL:** Prior to the first State Council meeting, the Chairperson shall submit a budget proposal for the committee expenses to the Budget and Finance Committee. The budget request will follow the rules of audit.

**NOTIFICATION:** At least ten (10) days prior to each State Council meeting, the Chairperson shall notify each committee member and the State Council Chairperson that a meeting of the committee is to be held. The notification should include a proposed agenda for discussion.

**SECOND COUNCIL MEETING:** The Committee shall agree on the selection of gifts for the International family and incoming District Governors, with consideration to providing donations to the Lions Club International Foundations (LCIF).

**FINAL REPORT:** Within fifteen days following the adjournment of the International Convention, the outgoing Committee Chairperson shall forward a report of the committee to the new Chairperson of the State Council, with copies made available to members of the committee at the First Council Meeting.

# STATE CONVENTION KANSAS LIONS MULTIPLE DISTRICT 17

**SOP-1.04.....November 2008**

## **PURPOSE OF COMMITTEE**

This committee has the responsibility to plan and successfully conduct the annual meeting of the Lions of Multiple District 17.

## **COMMITTEE SELECTION**

This is a standing committee provided for in Article VI, Section 6 of the By-Laws of the Multiple District 17 Constitution. The Chairperson and Vice-Chairperson assigned to this committee should have served previously as a Host Convention Chairperson. The third member of this committee should be the Host Convention Chairperson for the next State Convention. The fourth member should be a Lion from the district of the next following Convention.

## **DUTIES**

**PLANNING:** The Committee shall make plans for the State Convention within the guidelines offered by the State Council. Meetings shall be held at each State Council meeting.

**STATE COUNCIL APPROVAL:** The committee shall work closely with the State Council and secure approval for all intentions. The committee shall be available at Council meetings for the purpose of presenting ideas and tentative plans, making progress reports, budgeting and finance, and allowing for the exchange of ideas.

**HOST CONVENTION COMMITTEE:** The State Convention Committee shall appoint a local committee of sufficient numbers who will be responsible for successfully conducting individual events during the Convention. The Host Committee Chairperson shall also serve on the State Convention Committee.

**BUDGETS:** The committee shall prepare budgets of receipts and expenditures. The administrative budget request should be sufficient to cover expenses of each member to attend sufficient State Council meetings to complete the planning for the convention. The project budget should be sufficient to allow for expenses by the local committee for printing, postage, etc. prior to the receipt of Convention registration fees. Surplus project funds shall be returned to the State Treasurer within 45 days of the conclusion of State Convention.

**CONVENTION BIDS:** The committee shall receive bids for future conventions as specified in Article VIII, Section 2 of the Multiple District 17 Constitution.

## **GENERAL OPERATING PROCEDURES**

The actions of this committee shall be governed by Article VIII of the Constitution and Article VII, Section 1 of the By-Laws of the Lions of Multiple District 17.

**STATE SECRETARY:** The Secretary will provide the continuity and assistance of past conventions to the committee. The Secretary will provide the continuity and assistance of past conventions to the committee. The Secretary shall be given the responsibility for arranging, coordinating, pricing, and planning for facilities, accommodations, meals, protocol, seating arrangements, place cards, and protocol order of parade and meals. The Secretary may prepare all voting ballots with the counsel of the Chairperson of the Constitution and By-Laws Committee, and will be responsible for the transportation of banners, flags, sound and recording systems, and all sale items of the State Office. The Secretary will be responsible for the financial accountability of the sale items. The Secretary will be responsible for getting all photos required for the Convention booklet. All files, records, and photos of the State Conventions will be kept at the State Office for accessibility to the Chairperson from year to year. The State Secretary may attend meetings of the State Convention Committee for the purpose of coordinating responsibilities and services of the State Office for the State Convention.

# STATE CONVENTION SOP

**SPEAKER:** Committee needs to verify that a speaker has been obtained for the Convention. Also check on the arrangements for the speaker in coordination with the State Secretary.

**MEETINGS:** Regular monthly meetings of the Host Convention Committee should be scheduled to allow communication of plans, give progress reports, and generally discuss needed arrangements. Coordination with the State Secretary and State Convention Committee is required. Responsibilities include:

- Setup of all State Council business meetings during the Convention.
- Governor-elect and/or other training sessions.
- All meal functions including speakers, menus, tickets, decorations and head table. These events include Thursday evening events, Friday lunch, Past District Governor dinner or reception and a Get Acquainted function, Saturday breakfast, Model Club luncheon, the main banquet, and the Sunday breakfast.
- Dance or other Convention activity in the evening
- Lioness and spouses programs.
- Parade and other Lions information activities.
- Band concert, ushers and programs.
- Necrology service.
- Transportation as needed.
- Mailing of registration materials to Lions of Kansas and registration.
- Development of printed Convention programs including pictures, current information and schedules.
- Convention publicity including the Kansas Lions News, local and area newspaper, TV, and mailing to Kansas Lions.
- Sale of Lions items at the convention.

**HOST CONVENTION SUB-COMMITTEES:** Suggested positions and assignments include:

General Chairperson (approved by State Council)  
Lions and spouses  
Secretary-Treasurer  
Tail twisting  
Registration  
Lion Tamer  
State Supplies  
Hospitality  
Parade  
Publicity  
Credential and Election  
Necrology  
Seminar and Training  
Sergeant-at-Arms  
Golf  
Information  
Advertising  
Decoration

**COORDINATION:** Once Host Committees are assigned, then the following notifications must be made:

- To State Treasurer and State Convention Treasurer.
- To State Secretary the person responsible for sales and monies for State Lions items at the Convention.
- To Chairperson of Constitution and By-Laws the people handling Credentials and Election.
- To the State Convention Committee and State Secretary a full list of the position and committee assignments.

# STATE CONVENTION SOP

**KANSAS LIONS STATE BAND COMMITTEE:** The host Convention Committee shall work with the State Band Committee in implementing plans for the band activities and performances. The host committee may recommend local band directors to direct the performances and other arrangements. All band expenses are handled by the State Band Committee.

**SALE OF SUPPLIES:** Supplies should be ordered from Lions International through a local Club or District, with payment from committee funds. Be sure to use approved Lions emblems on all items.

**GIFTS:** Gifts for the International guests should be acquired by the State Council for presentation at the banquet. Gifts or plaque exchanges for State Council members or other special awards are an activity of the State Council Chairperson.

The Council Vice-Chairperson is responsible for arranging for a gift or plaque for the Council Chairperson to be presented at the banquet.

## CALENDAR OF EVENTS

**BUDGET PROPOSAL:** Prior to the first State Council meeting, the Chairperson shall submit a budget proposal for the committee expenses to the Budget and Finance Committee.

**NOTIFICATION:** At least ten (10) days prior to each State Council meeting, the Chairperson shall notify each committee member and the State Council Chairperson that a meeting of the committee is to be held. The notification should include a proposed agenda for discussion.

**PROPOSED AGENDA FOR STATE CONVENTION:** The following events and time schedule are normally a part of the Convention:

Wednesday - Governor-elect seminars

Thursday - Informal dinner for early arrivals; Council first business session; Election of new State Council officers. Governor- elects seminars.

Friday - Golf (bowling, etc.), Governor-elects seminar, PDG Luncheon, second business session, Past District Governor dinner or reception, get acquainted activity and dinner, and a dance.

Saturday - Key member and awards breakfast, Lions information, seminars, parade, Model Club luncheon, annual business meeting, reception for International guests, band concert and banquet.

Sunday - Breakfast, Necrology service, and organizational meeting of new State Council.

## OTHER SUGGESTIONS

**CONVENTION EMPHASIS:** Thursday evening and Friday are working sessions of the State Council. State Council business needs to be separated from the rest of the Convention. A low cost, fun activity needs to be planned for Friday evening. The events need to be planned to mix Lions from across the State.

**AWARDS:** It is best to limit the presentation of awards to the Key Member breakfast for membership awards and the Model Club luncheon for public relations winners. International recognitions and awards should be made during the banquet. The emphasis of the banquet is upon the International speaker and his message.

**PROMOTION:** The entire Convention needs to be planned early and promoted heavily in every Club, Zone and District.

**HEAD TABLE:** Arrangement of the head table will be managed by the State Secretary in coordination with the State Convention Committee.

# STATE CONVENTION SOP

LIONS AND SPOUSES LUNCHEON: On Friday, the program should welcome Lions to the host community and indicate what the local area has to offer.

FRIDAY NIGHT DINNER: A barbecue or other informal activity is suggested for Friday evening. Some entertainment is desirable. No speaker is needed but someone should be placed in charge.

KEY MEMBER AND AWARDS BREAKFAST: On Saturday morning, a motivational speaker is desired. Key members should be recognized.

MODEL CLUB LUNCHEON: This Saturday event should demonstrate how to successfully hold a Club meeting with tail twisting, fun, a brief business session, and an informative speaker.

CONVENTION BANQUET: Formal attire is needed for the two head tables. Flowers should be provided for all at the head table and a spotlight is needed for entrance introductions. The International guest is to be the speaker and should be the focus of the evening. This should be the highlight of the convention with emphasis towards the message provided by the International guest.

SUNDAY MORNING. A relaxed atmosphere is advised here. A nice Necrology Service of the All-Faith type is desired, along with a sit down breakfast.

**CONSTITUTION AND BY-LAWS  
PARLIAMENTARIAN/SOP COMMITTEE  
KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 1.05.....November 2008**

**PURPOSE OF COMMITTEE**

This committee is to review the Constitution and By-Laws of Multiple District 17, to receive proposed amendments from other Lions and to recommend to the State Council any amendments that it deems necessary.

**COMMITTEE SELECTION**

This is a standing committee provided for in Article VI, Section 6 of the By-Laws of the Multiple District 17 Constitution.

This committee shall be composed of four (4) members, Chairperson, Vice-Chairperson, Current District Governor, and a general member. The Chairperson shall have served the previous year as Vice-Chairperson. The Vice-Chairperson shall be appointed for a two-year term as the Chairperson the second year.

**DUTIES**

**GOAL:** The Constitution provides Multiple District 17 with an efficient organization, headed by the District Governors, for the express purpose of advancing Lionism and providing proper administration throughout the State. This committee will insure the integrity and internal consistency of the Constitution as an efficient means of administering District 17.

**PARLIAMENTARIAN:** The chair of the Constitution and By-Laws Committee shall serve as Parliamentarian for the State Council and be seated at the head table. If the parliamentarian is unable to attend, the Vice Chair of the Constitution and By-Laws Committee shall serve in his or her place. The parliamentarian shall notify the Council Chair and the Vice-Chair of the Constitution and By-Laws Committee of inability to attend.

**SOP MAINTENANCE:** A complete set of SOPs shall be maintained by the State Secretary in both printed and computerized form. Each year, approximately one-third of the SOPs shall be reviewed and updated by this committee. The outgoing committee chairperson will be asked for any proposed revisions in current SOPs.

**PROPOSALS:** This committee shall receive and review all proposed amendments to said Constitution and By-Laws and present same to the State Council, along with recommendations. This committee shall also receive and review all proposed changes to the SOPs and present same to the State Council, along with recommendations.

**NOTIFICATION:** The chair shall insert a copy of the proposed amendments in the Kansas Lions News at least sixty (60) days prior to the convening of the State Convention.



# **CONSTITUTION AND BY-LAWS PARLIAMENTARIAN/SOP COMMITTEE SOP**

## **GENERAL OPERATING PROCEDURES**

The organization, duties and responsibilities of this committee shall be governed by Article VI and Article VII, Section 4 of the By-Laws of Multiple District 17.

**PREPARATION:** The members of this committee should receive from the State office copies of the following:

- International Association of Lions Clubs Constitution and By-Laws.
- Kansas, MD-17, Lions Constitution and By-Laws.
- Standard Operating Procedures
- Kansas Lions Sight Foundation Constitution and By-Laws.
- Kansas Lions Band Foundation Constitution and By-Laws.
- Kansas Lions Foundation Constitution and By-Laws.

These documents should be studied in order to obtain a working knowledge of the constitution and by-laws.

**AMENDMENTS:** Any proposed amendment may be made by resolution presented by the State Council Constitution and By-Laws Committee, by the State Council, by a District Cabinet, or by an individual Lions Club and adopted by a majority affirmative vote of the State Council and of the delegates registered in the State Convention, present in person, certified and voting.

**DEADLINE:** Any proposed amendment must be presented to the State Council and the State Council Constitution and By-Laws Committee not less than ten (10) days prior to the second quarterly meeting of the State Council. The final draft of all proposed amendments must be acted upon at the third State Council meeting.

**PUBLICATION:** The Chair of the Constitution and By-Laws Committee shall mail a copy of the proposed amendments or proposal for amendment(s) or a notice of the nature and general content of the amendment(s), including the Article and Section proposed to be amended, to the editor of the Kansas Lions News by not later than March 1 prior to the convening of the State Convention.

**CONSTITUTION & BY-LAWS:** The Constitution and By-Laws can be amended only at the vote of the delegates registered in the State Convention, present in person, certified and voting. Procedures of presentation, proposal and notification as detailed in Article XIV of the MD-17 Constitution shall be allowed.

## **CALENDAR of EVENTS**

**BUDGET PROPOSAL:** Prior to the first State Council meeting, the chair shall submit a budget to the Budget and Finance Committee. The budget request will follow the rules of audit.

**NOTIFICATION:** At least ten (10) days prior to a State Council meeting, the chair shall notify each committee member and the State Council chair that a meeting of the committee is to be held. The notification should include a proposed agenda for discussion.

# INTERNATIONAL CONVENTION COMMITTEE KANSAS LIONS MULTIPLE DISTRICT 17

## SOP-1.06.....JANUARY 2007

### PURPOSE OF COMMITTEE

This committee is to plan, arrange and supervise all activities of Multiple District 17 at the International Convention which are not specifically delegated to other committees.

### COMMITTEE SELECTION

This is a standing committee provided for in Article VI, Section 6 of the By-Laws to the Multiple District 17 Constitution.

The committee shall consist of three Past District Governors who have served as chairperson of the State Council and who are members in good standing of Multiple District 17. The chairperson of the committee should be the immediate past State Council chairperson, the Vice-chairperson should be the immediate past chairperson of the committee, and the third member should be past Vice-chairperson.

### DUTIES

**INTERNATIONAL CONVENTION:** It shall be the responsibility of this committee to prepare and carry out a program of planned activities for the International Convention. This may include such items as hospitality rooms, floats, Kansas breakfast, caucus meeting, parade participation, uniforms, bands, sunflowers and any other activity it may deem appropriate and feasible. An outline of the program for the forthcoming International Convention shall be set forth in the committee's initial report to the State Council and shall be approved by the State Council.

**INFORMATION TO LIONS:** It shall be the responsibility of this committee to see that the Lions of Kansas are properly informed on all phases of the International Convention, with particular emphasis upon this committee's activities.

**BUDGETS:** The responsibilities shall include the preparation of both administrative and project budgets for the International Convention.

**TRADING PIN ORDERING AND SELECTION:** The committee is responsible for distribution of sufficient trading pins for the current year and also administration of the selection and ordering of state pins for the following year.

### GENERAL OPERATING PROCEDURES

**REPORTS AND CORRESPONDENCE:** The chairperson is responsible to the Council for correspondence regarding the International Convention, for preparing reports to the Council and to the International Convention office and for supervision of all activities for the Committee.

**STATE SECRETARY:** Assistance may be provided to the International Convention Committee by the State Secretary. The Secretary may prepare packets of state pins, stick-on-sunflowers and large sunflowers to be distributed to Kansas registrants at the convention. Gifts for International Officers and District Governors-elect may also be assembled at the State Office. Transportation of those items and all supplies needed may be arranged by the Secretary. The State Secretary will attend Conventions. While at the Convention, duties will include registration of Kansas attendees, sale of items such as pin, assisting with preparations for events, and assisting with distribution of gifts for District Governor-elects.

**SUNFLOWERS:** The committee must determine the number and type of sunflowers needed. The State Office shall then be responsible for the production, inventory, packaging, and distribution of the sunflowers.

# INTERNATIONAL CONVENTION COMMITTEE SOP

**TRADING PINS:** The pin is selected by vote of all Lions at the Mid-Winter Rally. The pin design selected at the Mid-Winter Rally should be ordered as quickly as possible and delivered to the State Office. The committee should regularly consult with the Lions State Office to see that the current state trading pin is available and that Clubs can order pins from the office. Next year's pin selection begins with a solicitation of pin designs from the Lions of the State. The committee shall submit all proposed designs to the State Council at the Mid-Winter Rally. The Council will select three designs to be voted on by Lions attending the Mid-Winter Rally to select next year's pin. Bids and sample pins should be obtained from several vendors for the winning design. The manufacturer of the winning design will be selected by the incoming Council from these bids.

**RULES FOR PIN CONTEST:** These rules, which are subject to approval by the State Council, are suggested for holding the annual pin contest:

1. Designs can be submitted by any Kansas Lion, Lioness, or any Club.
2. Designs must be submitted to the respective District Governor by the Mid-Winter Rally.
3. Designs must include the Lions emblem, date and location of the International Convention and the word "Kansas." Designs should also include color and size specifications. No sample pins will be allowed-only paper drawings. Drawing of pin shall not exceed a scale of 5 to 1.
4. Suggested designs will be voted on by the State Council at the Mid-Winter Rally until three designs are selected.
5. These three selected designs will be voted on by the Kansas Lions who sign the District rosters at the Mid-Winter Rally.
6. Voting and voting procedure will be handled by the International Convention Committee.
7. The designer of the winning pin will receive a \$100.00 check at the following State Convention.
8. The International Convention Committee will be responsible for seeking pin samples, pin bids, and placing the pin order for MD-17 and the Districts.

**INTERNATIONAL CONVENTION OFFICE:** The Council chairperson or State Secretary shall notify this office with the Committee Chairperson's name. The "Delegation Events Form" must be completed and sent to the Office not later than January 1. The Committee must certify with the International Office that the International Band and Kansas Marching Delegation will be participating in the parade. The International Band Business Manager can help with this.

**KANSAS HEADQUARTERS HOTEL:** After receiving hotel assignments from the International Convention Office, confer with the Kansas headquarters hotel regarding facilities and arrangements for various activities including the hospitality room, Kansas breakfast room (ask for menu and prices) and caucus room.

**PRINTING:** The committee will arrange for printing including the District Governor-elect invitations and gift certificates, registration cards for Kansas Lions at the convention, tickets for Kansas breakfast, and other printing needs.

**PUBLIC RELATIONS:** Regularly send information to the State Lions paper regarding International Convention plans including hotel assignments and convention schedules. District Governors must keep promoting the convention. Send out information to those Kansas Lions planning to attend the convention-particularly to first time attendees. Your information must include as much information as possible regarding the Kansas breakfast, caucus, marching in the parade, the Kansas hospitality room. Do not assume that they know what to do.

**KANSAS BREAKFAST:** Arrange for the Kansas band to play at the breakfast if possible. Invite all present International officers, Directors, and Past International Presidents visiting in Kansas during the year to the Kansas breakfast.

**KANSAS CAUCUS:** Schedule caucus in consultation with Council Chairperson and candidate Committee Chairperson, if any.

**HOSPITALITY ROOM:** The following items shall be available in the hospitality area:

- Kansas State flag
- Hospitality signs
- Stapler, staples, tape, decorations, centerpiece, easel, miscellaneous tools
- Kansas Lions trading pins for each registered Kansas Lion

# INTERNATIONAL CONVENTION COMMITTEE SOP

**INTERNATIONAL PARADE:** The committee is in charge of the marching delegation during the parade. The official parade uniform will be selected by the committee and approved by the Council of Governors. Arrange for sale of trading pins at the State Convention. This should be handled by the State Convention Committee or State Secretary.

**DELEGATION:** The Chairperson of this committee may delegate authority for carrying out its activities to as many special committees as is deemed necessary with the approval of the State Council.

## **CALENDAR of Events**

**BUDGET PROPOSAL:** Prior to the first State Council meeting the Chairperson shall submit a budget proposal for the committee expenses to the Budget and Finance Committee. It should include both administrative expenses and pin purchase money.

**MEETING NOTIFICATION:** At least (10) days prior to each State Council meeting, the Chairperson shall notify each committee member and the State Council Chairperson that a meeting of the committee is to be held. The notification should include a proposed agenda for discussion.

**FIRST STATE COUNCIL MEETING:** In the first written report, the chairperson will initiate planning and coordination for the following:

- A hospitality room on Wednesday, Thursday, and Friday with appropriate refreshments
- A Kansas breakfast on a suitable day (Thursday?)
- The purchase of necessary sunflower parts for making sunflowers to be given away at the International Convention
- The purchase of stick-on sunflowers
- A pin contest to select a pin for the following year
- The number of trading pins to be ordered for the present year and the number of free pins needed with list of people to receive them
- Determine if a Kansas tour to the convention is desired.

After the report; the Chairperson shall follow-up on all approved recommendations.

**SECOND STATE COUNCIL MEETING:** Prepare written report including as much information concerning the convention as has been received. Remind all Lions to pre-register as soon as possible and provide registration blanks for their use.

**JANUARY:** Check with the State Office to be sure that state pins will be available for sale at the Mid-Winter Rally.

**MID-WINTER RALLY:** Set up a table at the Rally with International Convention registration blanks, state pins and tickets to the Kansas breakfast available. Start collecting a list of Lions and spouses that are planning to attend the International Convention.

**APRIL-MAY:** Start preparation for the Kansas State Convention report. A newsletter should be prepared for those Lions who have indicated that they have registered. In coordination with the State Secretary, send invitations and gift certificates for the District Governors-elect to International for presentation to them. Send invitation to attend the Kansas breakfast to a selected list of the International officers.

**STATE CONVENTION REPORT:** The report should be geared to all Lion members, outlining as much detail as possible. Include the uniform for the parade. Make it the most informative report of the year.

## INTERNATIONAL CONVENTION COMMITTEE SOP

INTERNATIONAL CONVENTION: The Chairperson should plan on being at the site on the Sunday before the convention begins.

1. Make final arrangements at the headquarters hotel for the hospitality room, breakfast, and caucus.
2. Go to the parade office and receive packet and discuss schedules. Notify the Band Chairperson where he can pick up the band material from you. Be sure band is certified for the parade.
3. Arrange the hospitality room. Perhaps each committee member can be assigned a day to assist with the room.
4. Get to the parade assembly site at least one-half hour before any marchers have been told to report so that all will know proper location of assembly. Pin marching delegation ribbon on each participant as required.
5. Kansas breakfast. Discuss with Council Chairperson who will sit at head table and what his program will be. This is still his show, but the committee will help by taking tickets and being sure everything is ready at the appointed time. Inform the head table who is to sit there, arrange place names at head table, and reserve places for District Governors and Governors-elect.
6. With the assistance of the State Secretary, inform candidates when the caucus will be held. Attend the meeting of the International candidate's nominees to inform them of the Kansas Caucus. Pick a day that most of the Kansas Lions and Kansas State Council can attend, if possible.
7. Settle all bills with the hotel while the State Treasurer or State Secretary is still at the convention. Decide whether the Treasurer or you will bring home monies collected for pin sales and breakfast.
8. be sure arrangements are complete to transport remaining items back to Kansas. Inventory all items so Chairperson will have the correct counts.
9. Submit the final expense accounting to the State Treasurer.

FINAL REPORT: Within fifteen days following the adjournment of the International Convention, the Committee Chairperson shall forward a final report for his committee to the new Chairperson of the committee and to the new Chairperson of the State Council. Make the report positive since it was a most successful convention with your committee guiding the Kansas Lions members.

**PUBLIC RELATIONS AND STATE PUBLICATIONS  
COMMITTEE  
KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 1.07.....JANUARY 2007**

**PURPOSE OF COMMITTEE**

This committee is to manage publication of a Kansas Lions newspaper and other publications of a historical nature.

**COMMITTEE SELECTION**

This is a standing committee provided for in Article VI, Section 6 of the By-Laws of the Multiple District 17 Constitution. This committee should consist of four qualified Lions. It is recommended the Chairperson of the committee be the member who has served the two preceding years.

**DUTIES**

**KANSAS LIONS NEWS:** This newspaper will be devoted to news of Lionism in the State of Kansas. The committee will oversee publication, will help determine appropriate content, and will work to ensure a high-quality product.

**HISTORICAL PUBLICATIONS:** At least once each ten years, the committee will oversee the publications of a book or manuscript which summarizes recent events in the world of Kansas Lionism. This book will include major events in the world of Kansas Lionism, District Governors who have served in each District, and a review of major activities of each Lions Club in Kansas.

**KANSAS LIONS WEBSITE:** This committee will oversee the official website of The Kansas Lions. The committee will recommend content and work with the webmaster to maintain a website to benefit all Kansas Lions

**PUBLIC RELATIONS**

**PUBLICITY OF MULTIPLE DISTRICT:** This committee shall assist in publicizing public service performed by Multiple District 17, in addition to local media throughout the State, the Kansas Lions News and the Lions magazine shall be utilized.

**ASSIST LOCAL CLUBS:** This committee shall make available to local Lions Clubs resources to improve their public relations efforts. Such resources might include directories of media addresses, articles about writing news releases, and demonstrations on how to properly photograph an event.

**CONTEST:** The Public Relations Committee shall annually hold Club contests on newspaper publicity, Club bulletin, and/or Club scrapbooks. All contest details shall be announced by the First State Council meeting.

# **PUBLIC RELATIONS AND STATE PUBLICATIONS COMMITTEE SOP**

## **GENERAL OPERATING PROCEDURES**

**PHILOSOPHY:** Public relations are regarded as one of the most important responsibilities connected with Lionism. Most of the success of individual Lions Projects depends on winning the sentiment of your community. If the residents and members of your community know about your Club and speak highly of its activities, then you have good public relations.

**CLUB NEWSPAPER PUBLICITY CONTEST:** This contest involves sending news items to the local newspaper as well as using pictures, Club bulletins and various projects in the keeping of a scrapbook. Usually, only one scrapbook is selected from each District.

**CLUB BULLETIN CONTESTS:** Each Club is encouraged to send a bulletin periodically to members of its Lions Club to keep them informed and interested in their local Club. Clubs should be encouraged to enter these in a Multiple District contest.

**INTERNATIONAL CONTESTS:** Due to the short time between the Kansas Lions Convention and the International Convention, the state winners cannot be entered in the International contest. The committee shall consider whether the State contest deadline shall be prior to the Kansas Convention so that International contest entry is possible.

**MAILING LIST:** By working with the state secretary, the committee will strive to keep the Kansas Lions News address list current.

**DATA GATHERINGS:** The committee will contact each outgoing District Governor and obtain a picture of him/her and a brief summary of accomplishments during the year as Governor. It will work with the State Office to see that all historical material is properly filed.

**EDITOR OF KANSAS LIONS NEWS:** This committee will recommend to the State Council an editor for the Kansas Lion News and secure a contract from the editor for a term of one to three years with options for revisions in the event of increased mailing or supply cost.

## **CALENDAR of EVENTS**

**BUDGET PROPOSAL:** Prior to the first State Council meeting, the Chairperson shall submit a budget proposal for the committee expenses to the Budget and Finance Committee. The budget request will follow the rules of audit. Article VII, Section 2(b) of the Multiple District 17 Constitution provides for a portion of the annual per capita dues to be allocated for the publication of the newspaper. Budgeted project expenses should not exceed this amount without specific approval of the State Council.

**NOTIFICATION:** At least ten (10) days prior to each State Council meeting, the Chairperson shall notify each committee member and the State Council Chairperson that a meeting of the committee is to be held. The notification should include a proposed agenda for discussion.

**MEETING REPORTS:** Prepare a progress report for each State Council meeting if called for by the Council Chairperson.

**FINAL REPORT:** Within fifteen days following the adjournment of the International Convention, the Committee Chairperson shall forward a final report to the new Chairperson of the committee and to the new Chairperson of the State Council.

# **LONG RANGE PLANNING KANSAS LIONS MULTIPLE DISTRICT 17**

## **SOP 1.08.....November 2008**

### **PURPOSE OF COMMITTEE**

This Committee is to recommend to the State Council appropriate goals for the State of Kansas and monitor committee work to check the effectiveness of activities.

### **COMMITTEE SELECTION**

This is a standing committee provided for in Article VI, Section 6 of the By-Laws to the Multiple District 17 Constitution. This Committee should consist of five members who are acquainted with the operation of Multiple District 17 and overall objectives. The Chairperson of the Committee should be the Immediate Past Vice-Chairperson; the Vice-Chairperson should have served one year on the Committee.

### **DUTIES**

**GOAL SETTING:** A primary function of this Committee will be consideration of changes in direction or procedures for the Multiple District organization. This committee shall analyze forces impacting Lionism in Kansas and suggest appropriate actions.

**MONITORING:** The committee shall evaluate progress in the Multiple District activities and submit reports on effectiveness when needed. This review will be used for improvement of methods or reevaluation of goals.

### **GENERAL OPERATING PROCEDURES**

**COMMITTEE ACTIVITY:** It shall be the responsibility of this committee to review, revise and recommend to the State Council appropriate goals for the State of Kansas.

### **CALENDAR of EVENTS**

**BUDGET PROPOSAL:** Prior to the first State Council meeting, the chairperson shall submit a budget proposal for the committee expenses to the Budget and Finance Committee. The budget request will follow the rules of audit.

**NOTIFICATION:** At least ten (10) days prior to each State Council meeting, the chairperson shall notify each committee member and the State Council chairperson that a meeting of the committee is to be held. The notification should include a proposed agenda for discussion.

**DG TRAINING:** At the fourth State Council meeting, the committee shall ask that a *part* of any training program for the incoming District Governors include a review of all SOPs and the structure of the Kansas Lions organization. The committee chairperson should be prepared to make this presentation.



**MEMBERSHIP, EXTENSION, RETENTION, LEADERSHIP  
MERL  
KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 1.09.....JULY 2004**

**PURPOSE OF UNIT**

It shall be the responsibility of this unit to promote and develop Lions leadership skills, encourage and assist with the formation of new Lions clubs, and develop and promote a program for membership growth and retention of Lions within Multiple District 17.

**COMMITTEE SELECTION**

This is a standing committee provided for in Article VI, Section 7 of the By-Laws to the Multiple District 17 Constitution.

This unit shall be made up of the chairpersons of the Multiple District 17 Membership, Extension, Retention and Membership Committees. The chairperson of the Membership, Extension, Retention and Leadership (MERL) Growth and Development Advisory Unit shall be selected from one of the committee chairpersons.

**MEMBERSHIP COMMITTEE  
PURPOSE OF COMMITTEE**

This committee is to develop, promote, and continually evaluate a program for the retention and growth of membership in Lions Clubs in Multiple District 17.

**COMMITTEE SELECTION**

The chairperson of the committee will be appointed for a three year term by the State Council and approved by Lions Clubs International. In addition to the chairperson, the committee shall consist of one additional member from each district appointed by the respective District Governor. These appointed members shall be District Membership Chairpersons. These are three year appointments.

**DUTIES**

**MEMBERSHIP GROWTH PROGRAMS:** The primary duty of this committee is the development of a membership growth program for Multiple District 17. This plan will include a program for attaining new members, retaining current members and indoctrinating new members of Lions, Leos, and Lioness Clubs. This membership development program should include Lions Clubs International's October and January-March Membership Growth programs. The plan developed by this committee must be approved by the State Council.

**SUB-DISTRICT PROGRAMS:** The District Membership Development chairperson will be responsible for the actual implementation of the program. The chairperson will work with each District Chairperson to implement these programs in each District. These programs must emphasize the importance of each Club developing its own membership development plan which should include membership recruitment, orientation, and retention.

**NOTIFICATION:** At least ten (10) days prior to each State Council meeting, the chairperson shall notify each committee member and the State Council chairperson that a meeting of the committee is to be held.

**FINAL REPORT:** Within fifteen (15) days following the adjournment of the International Convention, the Committee chairperson shall forward a final report for his committee to the new chairperson of the committee and to the new chairperson of the State Council.

# **MEMBERSHIP, EXTENSION, RETENTION, LEADERSHIP MERL SOP**

## **GENERAL OPERATING PROCEDURES**

**NEW MEMBER RECRUITMENT:** This committee shall work to encourage the recruitment of new members with particular emphasis on the October Growth and January, February, and March Membership months.

**RETENTION:** This committee shall also be concerned with the retention of Lions members. The involvement of all Lions in the work of the Association is to be sought.

**DEVELOPMENT OF NEW LIONS:** New member orientations will be encouraged and actually implemented by the committee if necessary. Emphasis during leadership training is to be placed upon new member training and involvement.

**REPORTS:** At each State Council meeting, the Committee chairperson will report on membership and changes in membership by District. The reports will include the number of new and lost Clubs and membership changes from Club gains and loses.

**AWARDS PROGRAM:** The committee will annually present a program of membership, extension, and/or retention awards. These awards can be for the Districts, Regions, Zones, local Clubs, or individual Lions. Contest rules shall be announced by the second Council meeting.

## **CALENDAR OF EVENTS**

**MEMBERSHIP PROGRAM:** Prior to, or in conjunction with the first State Council meeting, the Membership Committee will put together the Multiple District 17 Membership Program for the coming Lions year. This proposal must be approved by the State Council at its first meeting.

**BUDGET PROPOSAL:** Prior to the first State Council meeting, the chairperson shall submit a budget proposal for the committee expenses to the Budget and Finance Committee. The budget request will follow rules of audit.

# **MEMBERSHIP, EXTENSION, RETENTION, LEADERSHIP MERL SOP**

## **EXTENSION COMMITTEE PURPOSE OF COMMITTEE**

This committee is to develop, promote, and continually evaluate programs for forming new Lions Clubs within Multiple District 17. The committee is responsible for the training and development of the District Extension Chairpersons.

## **COMMITTEE SELECTION**

The chairperson of the committee will be appointed for a three year term by the State Council with approval from Lions Clubs International.

In addition to the chairperson, the committee shall consist of one additional member from each district appointed by the respective District Governor. These appointed members shall be District Extension Chairpersons. These are normally three year appointments.

## **DUTIES**

The primary duty of this committee is the development of new clubs throughout the Multiple District by implementing a detailed extension plan.

The chairperson will work with each of the District Extension Chairpersons to implement these plans in each District. These plans must emphasize the importance of forming new Clubs in each District.

## **GENERAL OPERATING PROCEDURES**

**NEW CLUBS:** The development of new clubs in communities or segments of communities with existing potential previously not involved with Lionism is the goal of the committee. The committee will work with Lions Club International in any joint efforts to improve extension results.

**AWARDS PROGRAM:** The committee will annually sponsor an extension awards program. These awards should recognize extension efforts at each level of Lionism. Contest rules will be presented at the first State Council Meeting.

## **CALENDAR OF EVENTS**

**EXTENSION PROGRAM:** Prior to the first State Council meeting the Extension Committee will develop the Multiple District 17 Extension Plan for the coming Lions year. This proposal must be approved by the State Council at their first meeting.

**BUDGET PROPOSAL:** Prior to the first State Council meeting, the chairperson shall submit a budget proposal for the committee expenses to the Budget and Finance Committee. Budget request will follow rules of audit.

**NOTIFICATION:** At least ten (10) days prior to each State Council meeting, the chairperson shall notify each committee member and the State x Council Chairperson that a meeting of the committee is to be held. The notification should include a proposed agenda for discussion.

**FINAL REPORT:** Within fifteen (15) days following the adjournment of the International Convention, the Committee Chairperson shall forward a final report for the committee to the new Chairperson of the committee and to the new Chairperson of the State Council.

# **MEMBERSHIP, EXTENSION, RETENTION, LEADERSHIP MERL SOP**

## **RETENTION COMMITTEE PURPOSE OF COMMITTEE**

This committee is to develop, promote, and continually evaluate a program for the retention of membership in Lions Clubs in Multiple District 17.

## **COMMITTEE SELECTION**

The chairperson of the committee will be appointed for a three year term by the State Council and approved by Lions Clubs International. In addition to the chairperson, the committee shall consist of one additional member from each district appointed by the respective District Governor. These appointed members shall be the District Retention Chairpersons. These are three year appointments.

Qualifications: The Retention Chairperson shall have qualifications consistent with Lions Clubs International guidelines.

## **DUTIES**

**RETENTION PROGRAMS:** The primary duty of this committee is the development of a retention program for Multiple District 17. This plan will include retaining current members and indoctrinating new members of Lions and Lioness Clubs. This retention program should be consistent with Lions Clubs International's retention guideline. The State Council must approve the plan developed by this committee.

**SUB-DISTRICT PROGRAMS:** The Sub-District Retention Chairpersons will be responsible for the actual implementation of the program. The MD Chairperson will work with each District Chairperson to implement these programs in each District. These programs must emphasize the importance of each Club developing its own membership/retention development plan, which should include retention, recruitment, orientation and indoctrination.

## **GENERAL OPERATING PROCEDURES**

**RETENTION PROGRAMS:** The development of retention programs for the Lions Clubs in the State of Kansas is the goal of the committee.

**REPORTS:** At each State Council meeting, the Committee Chairperson will report on retention programs.

**AWARDS PROGRAM:** Lions Clubs International retention awards program shall be supported and promoted by the retention committee.

## **CALENDAR OF EVENTS**

**RETENTION PROGRAM:** Prior to or in conjunction with the First State Council meeting, the Retention Committee will put together the Multiple District 17 Retention Program for the coming Lions year. This proposal must be approved by the State Council at their first meeting.

**BUDGET PROPOSAL:** Prior to the First State Council meeting, the Chairperson shall submit a budget proposal for the committee expenses to the Budget and Finance Committee. Budget expenses will include awards and plaques to be presented, Chairpersons lodging, mileage and meals expenses as allowed by rules of audit, and other expenses such as telephone and postage. Lodging or mileage expenses as allowed by the Rules of Audit will be paid for committee members to attend one Multiple District meeting called by the Chairperson.

**NOTIFICATION:** At least ten (10) days prior to each State Council meeting, the Chairperson shall notify each committee member and the State Council Chairperson that a meeting of the committee is to be held. The notification should include a proposed agenda for discussion.

**FINAL REPORT:** Within fifteen days following the adjournment of the International Convention, the Committee Chairperson shall forward a final report for their committee to the new Chairperson of the committee, and to the new Chairperson of the State Council.

# **MEMBERSHIP, EXTENSION, RETENTION, LEADERSHIP MERL SOP**

## **LEADERSHIP DEVELOPMENT COMMITTEE PURPOSE OF COMMITTEE**

This committee is to develop curriculum for the District Club Officers schools and to ensure implementation within each of the Districts. Develop the MD-17 Reference Manual and to maintain an annual update.

The committee is responsible for leadership development curriculum to be utilized in schools for Zone Chairperson and the Guiding Lion program.

The MD-17 Leadership Development Chairperson is responsible for the planning of dates, location, materials and presenters for the enhancement of leadership skills for the MD-17 Governor Elects.

## **COMMITTEE SELECTION**

The Chairperson of this committee shall be appointed for a three year term, and should have served at least two years on the Leadership Development Committee and must have a proven record of successful leadership development experience. A desirable trait is that the Chairperson shall have, or be willing to participate in the Multiple District Leadership Development Seminar conducted at Lions Clubs International. The Committee consists of one member from each District, appointed by the District Governor of each of the Districts. This appointed member must be the District Leadership Chairperson.

## **DUTIES**

**LEADERSHIP DEVELOPMENT PLAN:** This committee is responsible for the planning and implementation of a comprehensive leadership development plan for Multiple District 17. This plan should include leadership skills and learning opportunities through activities and events provided to Lions from the Club through the District to the State Council level.

**SEMINARS/WORKSHOPS:** The Chairperson shall be responsible for the seminars and workshops at the Kansas Lions State Convention and the Mid-Winter Rally. The Chairperson will consult with the person and/or persons responsible for these events about the subject matter and specific topics. These topics will be developed by the Chairperson with assistance from the Leadership Development Committee. The people responsible for these Multiple District events will work with the Chairperson in agenda scheduling and making arrangements for necessary facilities and equipment.

**DISTRICT LEADERSHIP CHAIRPERSON SEMINAR:** A Leadership Development Seminar will be conducted in August or September to educate and reinforce leadership development skills to the District Leadership Chairperson. At this seminar, preliminary plans will be made for seminars and workshops to be conducted at the Mid-Winter Rally and the State Convention.

**DISTRICT EFFORTS:** District Leadership Development Chairperson will work to implement the comprehensive leadership development plan for their respective Districts. They will keep the Multiple District Leadership Development Chairperson informed of leadership development activities in the Districts.

**SELECTION AND ENCOURAGEMENT OF DISTRICT LEADERSHIP:** The Past District Governors and the current District Governor would have responsibility to promote qualified candidates for District Governor, Vice Governor, Region Chairpersons, Zone Chairpersons, and other Cabinet Officers. A meeting of the Governor and Past District Governors to be called no later than January of each year for the purpose of review of qualified Lions for the positions. A list is to be maintained and retained by the District Governor and passed on to each District Governor-Elect. Future District Governor potentials should then be involved in cabinet positions for training and experience.

# **MEMBERSHIP, EXTENSION, RETENTION, LEADERSHIP MERL SOP**

## **CALENDAR OF EVENTS**

**BUDGET PROPOSAL:** Prior to the first State Council meeting, the Chairperson shall submit a budget proposal for the committee expenses to the Budget and Finance Committee. Budget requests shall include the annual Leadership Development Seminar; all other budget request will follow Rules of Audit.

**MEETINGS:** The Committee will meet only when requested by the Chair of the Committee or the State Council.

**NOTIFICATION:** At least ten (10) days prior to each meeting the Chairperson shall notify each committee member and the State Council Chairperson that a meeting of the committee is to be held. Every effort should be made to have the meeting at the time and place of the State Council meetings to minimize travel expense for the Committee Chairperson.

**REPORTS:** At each State Council meeting, the Chairperson will report on leadership development activities occurring in Multiple District 17 and will encourage District Governor participation.

**REIMBURSEMENT:** The Chairperson of this committee is to receive expense reimbursement as allowed by Rules of Audit. Lodging or mileage expenses that are allowed by the Rules of Audit will be paid for committee members to attend one Multiple District Meeting called by the Chairperson. Each individual District may reimburse any expenses of the Single District Chairperson.

**FINAL REPORT:** Within fifteen (15) days following the adjournment of the International Convention, the Committee Chairperson shall forward a final report of the committee to the new State Council Chairperson and the new Chairperson of the Committee.

# MID-WINTER RALLY COMMITTEE KANSAS LIONS MULTIPLE DISTRICT 17

## SOP 2.02.....November 2008

### PURPOSE OF COMMITTEE

The purpose of this committee is to plan and execute a Mid-Winter Rally for the Lions of Kansas during late January or early February.

### COMMITTEE SELECTION

This is a special committee which must be approved by the State Council each year.

The chairperson of this committee should be a third year member of the Mid-Winter Rally Committee. The chairperson of this committee should be from the area of the Mid-Winter Rally. The Vice-Chairperson should be from the area of next years Rally. The third member of this committee is a District Governor who is able and willing to serve on this committee for three years and be from the area of the Mid-Winter Rally two years from now.

### DUTIES

**RALLY BANQUET.** An event of the Rally is the Saturday evening banquet featuring an International speaker. This committee is in charge of all arrangements for the event in coordination with the State Secretary. The Secretary will provide the continuity and assistance of past Mid-Winter Rallies to the committee. The Secretary shall be given the responsibility for arranging, coordinating, pricing, and planning for facilities, accommodations, meals, protocol, seating arrangements, place cards and protocol order at meals.

**STATE COUNCIL MEETING:** The Council Meeting will be held in conjunction with the Rally. This minimizes travel by combining the events. The Rally Committee will assist the State Secretary with making arrangements.

**FACILITY ARRANGEMENTS:** At least two years in advance, the facilities should be reserved, based on the availability of a speaker. Major needs are a Rally hotel and convention center for the banquet.

**MEALS:** The Rally Committee shall plan and arrange for all meals during the Council Meeting and Rally.

**HOSPITALITY:** The hospitality room should be open following the Friday evening reception, all day Saturday, and Sunday morning. Districts or Clubs can be responsible for hospitality room operation. The committee should be asked to cover the cost of food and soft drinks.

### GENERAL OPERATING PROCEDURES

**SPEAKER SELECTION:** The State Council Chairperson, in coordination with the International Family shall secure a speaker.

# MID-WINTER RALLY COMMITTEE SOP

**HOTEL/MOTEL RESERVATIONS:** Meet with the hotel/motel and block rooms for reservations. The State Secretary will make reservations for all rooms Friday night and Saturday night for State Council, International Officers, Past International Officers, the International speaker, State Secretary and State Treasurer. All others make their own reservations.

**OTHER FACILITIES:** Rooms for the State Council meeting, all meals, and the Rally banquet must be made one year in advance.

**MEAL ARRANGEMENTS:** A committee meeting should be scheduled for the later part of September. Choose menus, set prices and make all other arrangements as completely as possible. The committee is responsible for:

- a. The Friday evening reception.
- b. The Rally on Saturday evening.
- c. The Past District Governor's breakfast on Sunday morning.

The lunch on Saturday is not a committee responsibility but the committee should suggest to the motel/hotel management that they set up a buffet and expect a crowd.

**SUPPLIES:** Supplies should be ordered from Lions Clubs International through one of the local Clubs, which is then reimbursed from committee funds. Be sure to use approved Lions emblems on all items. Lion napkins and place mats are needed.

**FRIDAY EVENING RECEPTION:** This is an informal chance to meet with the speaker. The Council (and anyone else interested) normally attends. Plan to provide a few minutes for the guest to speak informally on International policy and answer questions.

**RALLY BANQUET:** The Rally banquet is the focus on the weekend. Decide early upon table style and arrangement, provisions for the head table seating, the need for a stage, piano, microphone, etc. The dress is dinner jackets for those at the head table. Arrange for help from Clubs with ticket taking and tail twisting. Tell tail twisters to eat early. Arrange for dinner music. Have 600 programs printed. The guests will be informed that the banquet will start at 6 p.m. sharp. Preliminaries take about ten minutes. Inform the caterer that he can begin serving at 6:10 P.M. All concerned must realize the importance of starting and ending on time. International recognitions and awards should be made during the banquet.

**PAST DISTRICT GOVERNORS BREAKFAST:** The PDG breakfast is a committee responsibility. Plan the menu, print and sell tickets and arrange for a minister. Coordinate with the PDG President to see that the event is taken care of.

**PUBLICITY:** Arrange for publicity in Kansas Lions News fall issue. Send reservation forms to secretaries five weeks ahead of time. Stress in all communications that the Rally is for all **Lions**, spouses, and family members. Encourage Governors to publicize in their District. Promote the **event** locally by utilizing radio stations and newspapers asking them to send reporters and photographer to the hotel on Saturday and the banquet on Saturday night.

**COMMITTEE CHAIRPERSON:** The following activities are assigned to the Chairperson:

1. Secure mailing labels from the Kansas Lions State Office.
2. Have all envelopes, publicity forms, and reservation forms prepared.
3. Make a mailing to all Lions Club Secretaries, District Governors, Past District Governors, and Past International Officers with reservation forms giving full publicity to the Mid-Winter Rally event some six weeks prior to the event.



## **MID-WINTER RALLY COMMITTEE SOP**

**COMMITTEE TREASURER:** The Rally Committee shall select a treasurer to perform the following duties:

1. Set up a bank account for Mid-Winter Rally Fund. The allocated funds can be requested as needed.
2. Number the tickets and proof the numbers.
3. Before going to the Rally, proof the cash with the paid tickets and proof pick-up tickets in the envelopes.
4. Make a list of all ticket orders including whether paid with cash or check or unpaid. Use envelopes to hold tickets which will be picked up at Rally.
5. Deposit checks as they come in.
6. Hold all orders for tickets to be distributed the day of the rally. Tickets are placed in envelope and either marked paid or amount due.
7. Keep the caterer informed of the count and arrange for as late as possible conformation time.
8. Make a list of Clubs attending with the number of reservations and total paid. Take plenty of change--at least \$300. Set up table in Convention hotel lobby. Be there all day Saturday. After making guarantee to caterer, you can still sell more if you want to gamble on "no shows." Some Lions will want to pick up only their tickets from those reserved for the Club. List names and be sure they pay for them. Make arrangements for selling reserved tickets canceled after the final count. Some will show up without tickets hoping to get in and can probably be admitted.
9. Banquet must start at 6:00 P.M. sharp. Have your crew on hand at 5:00 P.M. Arrange with hotel management to open ball room doors no later than 5:45 p.m.
10. You should have 4 Lions taking tickets, 2 on the reservations table and 2 directing traffic. Be sure everyone who walks in the door has paid.
11. Don't be in a hurry to close the books. The bills just keep coming in.
12. A preliminary financial report shall be presented during the Sunday morning Council Meeting. The final report will be given at the following Council Meeting.

**DISTRICT GOVERNOR-HOST DISTRICT:** The current District Governor from the host district will serve as Chairperson of the Saturday evening banquet.

### **CALENDAR of EVENTS**

**BUDGET PROPOSAL:** Prior to the first State Council meeting, the Chairperson shall submit a budget proposal for the committee expenses to the Budget and Finance Committee. The budget request will follow the rules of audit. Surplus project funds shall be returned to the State Treasurer within 45 days of the conclusion of Mid-Winter Rally.

**NOTIFICATION:** At least ten (10) days prior to each meeting, the Chairperson shall notify each committee member, the State Council Chairperson, and the Council Secretary-Treasurer that a meeting of the committee is to be held. The notification should include a proposed agenda for discussion.

**FINAL REPORT:** Within fifteen days following the adjournment of the International Convention, the Committee Chairperson shall forward a final report of the committee to the new Chairperson of the committee and to the new Chairperson of the State Council.

# **LCIF COMMITTEE KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 2.03.....November 2008**

## **PURPOSE OF COMMITTEE**

It shall be the responsibility of this committee to communicate with the Lions Clubs about how they can serve locally and internationally through Lions Clubs International Foundation (LCIF).

## **COMMITTEE SELECTION**

This is a special committee which must be approved by the State Council each year.

The Chairperson of this committee shall be appointed for a two year term, and have served at least one year on this committee. This committee shall consist of the Chairperson and District LCIF Chairpersons as appointed by their respective District Governors.

## **DUTIES**

**LCIF GOALS:** This committee, in coordination with the District Governors, is responsible for setting and reaching goals within Multiple District 17 with respect to LCIF, and to urge clubs to promote the overall goals.

**DISTRICT LCIF CHAIRPERSON SEMINAR:** An LCIF seminar will be conducted in July or August to educate the District LCIF Chairpersons on LCIF programs and activities. District Governors will be invited to attend this seminar to assist in setting their respective LCIF goals.

**DISTRICT EFFORTS:** District LCIF Chairpersons shall:

1. Visit as many of the clubs as possible. Encourage clubs to appoint an LCIF Chairperson. Inform the members concerning any LCIF grants made, as well as grants made elsewhere. Explain the "emergency grant" process.  
Discuss the types on contributions and the recognition available for each one. It will be helpful to talk about the district's record of giving to LCIF. Mention district and club awards available from LCIF.
2. Maintain communications with club presidents and club LCIF Chairpersons by telephone, letter, fax or personal visit. Stay abreast of the status of projects/fundraisers to benefit LCIF.
3. Become familiar with LCIF grant application procedures and be prepared to answer questions about grant programs and the types of projects that receive funding.
4. Assist clubs in planning for LCIF WEEK.

# **LCIF COMMITTEE SOP**

## **GENERAL OPERATION PROCEDURES**

The chairperson shall:

1. Serve as the liaison between Multiple District 17 and the LCIF office at International Headquarters.
2. Be prepared to serve as a speaker, fundraiser, group leader, LCIF WEEK coordinator, public relations expert, and "answer" person.
3. Maintain communication (at least monthly) with all District LCIF Chairpersons.

## **CALENDAR OF EVENTS**

**BUDGET PROPOSAL:** Prior to the first State Council meeting, the chairperson shall submit a budget proposal for the committee expenses to the Budget and Finance Committee. Budget request will follow Rules of Audit.

**LCIF WEEK:** This event is always the week in which January 13 falls. (January 13 is the birthday of Melvin Jones.)

# **SPECIAL ACTIVITIES COMMITTEE KANSAS LIONS MULTIPLE DISTRICT 17**

## **SOP 2.04.....November 2008**

### **PURPOSE OF COMMITTEE**

This committee is to publicize and promote activities of the areas of concern: Diabetes and LEHP (Lions Eye Health Program.)

### **COMMITTEE SELECTION**

This is a special committee which must be approved by the State Council each year.

The Special Activities Chairperson should have served on this Committee for the two previous years. There should be a District Governor assigned as an additional member of the Committee. Lions selected for this committee, excluding the Service Activities Chairperson and District Governor, will be assigned responsibility at the time of selection for one of the activity areas listed above under PURPOSE OF COMMITTEE and considered as Coordinator of the assigned activity area.

### **DUTIES**

**DIABETES COORDINATOR:** The coordinator will publicize any information that a District or local Club can use in the continuing effort to provide funds for research into the various aspects of this disease. Each District Governor will be asked to appoint a District Chairperson of Diabetes and inform him/her of the appointment so that the coordinator can maintain contact with that member and provide him/her with information as it is received from the International headquarters.

**LEHP (LIONS EYE HEALTH PROGRAM):** Lions Eye Health Program was made possible by a LCIF grant. Lions Clubs can participate in this Sight First program in the United States. LEHP is a community outreach education program to help reduce diabetic eye disease and glaucoma, two leading causes of blindness in America. The MD17 coordinator will be in charge of training District LEHP Chairpersons and be a resource for the training of participating clubs. Coordinator will serve as a liaison between LEHP and the State Council. The coordinator will publicize any information that a district or local club can use in an effort to promote the LEHP program. Each District Governor will be asked to appoint a District Chairperson for the LEHP program. In some cases, it may be the same Lion as the diabetes coordinator.

### **GENERAL OPERATING PROCEDURES**

**DATA GATHERING:** Each Activity Chairperson will maintain contact with the International headquarters so that any directives or available materials in his/her activity area can be made known to the Districts and local Clubs. He/she should also maintain contact with each District so that information of District activities can be compiled and reported.

**MEETING REPORTS:** Each Activity Chairperson should prepare a progress report to be submitted by the Service Activities Chairperson to the State Council as called for by the Council Chairperson.

# **SPECIAL ACTIVITIES COMMITTEE SOP**

**PUBLICITY:** Each Activity Chairperson will keep Districts informed about the progress of his/her activity area and needs in the Multiple District. Notices shall be submitted to the Kansas Lions News so that all Lions in Kansas will be informed of progress and needs.

## **CALENDAR of EVENTS**

**BUDGET PROPOSAL:** Prior to the first State Council meeting the Service Activities Committee Chairperson shall submit a budget proposal for the committee expenses to the Budget and Finance Committee. The budget request will follow the rules of audit.

**MEETING NOTIFICATION:** At least ten (10) days prior to their joint meeting, the Service Activities Committee Chairperson shall notify each committee member and the State Council Chairperson that a meeting of the committee is to be held.

**FINAL REPORT:** Within fifteen days following the adjournment of the International Convention, the Service Activities Committee Chairperson shall forward a final report for the committee to the new Chairperson of the committee and to the new Chairperson of the State Council.

# **AUDIT COMMITTEE KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 2.05.....November 2008**

## **PURPOSE OF COMMITTEE**

This committee is to examine the financial statements of the Lions of Kansas and other groups associated with Multiple District 17 to determine whether the financial statements presented by each group accurately describe the conditions actually existing.

## **COMMITTEE SELECTION**

This is a special committee which must be approved by the State Council each year.

The chairperson of this committee should have served on the committee for the previous two years and the Vice-Chairperson should have served one year on the committee. A third member should be appointed who has expressed a desire to serve on the committee because of a knowledge of business, financial management, and/or accounting and who makes a commitment to serve on the committee for three years.

Independence of each committee member from the groups being audited should be maintained. In other words, a committee member should not also be a member of the Band Committee if the Band funds are being audited.

## **DUTIES**

**ACCOUNTS TO EXAMINE:** This committee shall be prepared to examine the financial statements of the Kansas Lions prepared by the State Treasurer and of all subsidiary or independent Lions groups associated with the Kansas Lions. Subsidiary groups include the Mid-Winter Rally, State Convention, International Band, and perhaps even the Kansas Lions Foundation, Kansas Band Foundation and Kansas Sight Foundation unless independent auditors are hired separately.

**ADEQUACY OF ACCOUNTING RECORDS:** A major conclusion to be reached by the auditors is the adequacy of the accounting performed during the previous year. Were all transactions recorded accurately and in the proper accounts? Do the books balance and do account balances agree with bank balances? In certain instances, the records may be so inadequate that no auditing conclusions can be reached other than that better accounting is essential in the future.

**REVIEW OF INTERNAL CONTROL:** The auditors must review whether amounts paid out or received were in accordance with State Council budgets and the Constitution, By-Laws, and SOP's governing the Lions of Kansas. Did the Budget and Finance Committee provide authorization for the expenditures made? Are appropriate reports made to the State Council at each Council meeting?

# **AUDIT COMMITTEE SOP**

## **GENERAL OPERATING PROCEDURES**

**PHYSICAL CHECKS:** It is necessary that a member of the Audit Committee actually make a physical count of major items of inventory appearing upon the balance sheet of the organization.

**ACCOUNT BALANCES.** The committee shall also make independent checks of the amount of funds deposited in depositions at the close of the year.

**INCOME AND EXPENSES:** Each item of revenue or expense shall have a statement, invoice, or bill indicating the specific purpose of the transaction and when and how paid. The treasurer of each group shall take care to maintain a file of these statements for verification of each transaction.

**TYPE OF ACCOUNTING:** In nearly all cases, the financial statements will not conform completely to Generally Accepted Accounting Principles. Accrual expenses and revenues will generally not be computed and only actual cash revenues and expenditures will be shown.

## **CALENDAR OF EVENTS**

**BUDGET PROPOSAL:** Prior to the first State Council meeting, the chairperson shall submit a budget proposal for the committee expenses to the Budget and Finance Committee.

**AUDIT OF STATE COUNCIL FUNDS:** The accounting records and all supporting papers from the previous year's accounting shall be presented to the audit committee at the first State Council meeting of the following year. At the second State Council meeting, the Audit Committee shall report in writing regarding their findings.

**AUDIT OF OTHER ACCOUNTS:** The audit of other groups associated with Kansas Lions shall be performed as soon as possible following the submission of the financial statements of the State Council. Generally most reports, such as the State Convention and International Band, will not be available until the first State Council meeting of the following year.

# STATE AND INTERNATIONAL BAND COMMITTEE KANSAS LIONS MULTIPLE DISTRICT 17

**SOP 2.06.....January 2004**

## **PURPOSE OF COMMITTEE**

The purpose of this committee is to develop annually an All-State Lions Band from the high school youth of Kansas for the concert at the State Lions Convention and when feasible, to send a marching band to the Lions International Convention.

## **SELECTION OF COMMITTEE**

This is a special committee which must be approved by the State Council each year. This committee should consist of a minimum of four members (Chairperson, Vice-Chairperson, current District Governor, and a general member). The Chairperson of this committee should have been the Vice-Chairperson of the committee the previous year. The Vice-Chairperson should have been a member of the committee the previous year. All appointees must have demonstrated an interest in promotion of the bands. A financial officer will be appointed by the State Council and work with the State Treasurer in managing the receiving/dispersing of all band funds.

## **DUTIES**

**PHILOSOPHY:** The committee shall work to ensure high standards throughout the band program. Discipline, hard work, teamwork, and individual excellence in musical ability are all expected.

**STAFFING:** The committee shall select a Band Director to be in charge of band operations and to handle arrangements in the convention city. The Band Director shall select Assistant Band Directors as needed to ensure sufficient musical staff to operate the program.

**STATE BAND:** An All-State Band shall be selected and gathered at the Kansas Lion State Convention for the purpose of playing in the State Convention concert. Youth are to be selected from high school students who should be nominated by a local Kansas Lions Club.

**INTERNATIONAL BAND:** The committee, in coordination with the International Band director, can select youth from the All-State Band for further training to perform in the Lions International Convention Band. An International band shall be selected unless the location of the International Convention is too remote or participation is cost prohibitive. The Band Committee will select a travel agency to assist in making all appropriate arrangements for the International Convention trip.

**BUDGET PROPOSALS:** The Committee shall be responsible for preparing a budget for actual Committee expenses and for preparing a budget for actual band expenses upon which the cost of tuition can be based. Prior to the first State Council meeting, the Committee chairperson shall submit a budget proposal for Committee expenses to the Budget and Finance Committee. Budget requests for Committee members' expenses (except the District Governor member) will follow Rules of Audit. Expenses for the District Governor member of the Committee will be reimbursed by the State Council under his Governor's expense account.



# STATE AND INTERNATIONAL BAND COMMITTEE SOP

## GENERAL OPERATING PROCEDURES

**DETERMINATION OF TUITION:** Costs of State Band camp will consist of housing, meals and snacks, staff, music, brochures, band books and other mailings to students, telephone calls, rental of performance hall, press release, transportation, T-shirts, renewable items (gloves/first aid supplies), programs, name tags, uniform cleaning, and such other items as may be involved in a specific situation. Be sure to determine whether there is a separate charge for rehearsal space. Use the maximum number of students expected plus the number of staff and Lion volunteers who will be staying in the dorms and taking meals to produce the cost, and then divide by only the number of students to determine the tuition. Costs involved in International Band will include transportation, food, lodging, shipping large instruments and equipment, shirts/hats/backpack, parade theme materials, and fees for entrance to attractions or tours. The total trip cost should be figured by using band members plus accompanying staff to obtain cost. After total costs have been determined, funds available from The Kansas Lions Band Foundation and any other sources should be deducted from the total. That total will then be divided by the anticipated number of students to determine a cost per member.

**EXPENSES:** Expenses for the band staff will be as per Rules of Audit of Kansas Lions Multiple District 17. All band material, travel, and other purchases will be affected by competitive bid. Every effort will be made to ensure actual band expenses are covered by the application fee. As a guideline, State Band directors are normally paid \$750.00 and band director assistants are paid \$250.00 for full week participation. The International Band Director normally receives \$500.00. Unless Lion volunteers are available, dorm counselors will be needed on the basis of one for each 30 students or one for each floor for night supervision and may be compensated up to \$100.00 for the week.

## MAILINGS & PRESS RELEASES

**TO LIONS CLUBS:** The Committee shall obtain annually a list of Kansas Lions club presidents and high school band directors (two sets of each), and mail appropriate information and application forms to each. The State Secretary can provide labels for club presidents at a nominal cost if requested early in the year. Mailing labels for the high school band directors may be obtained from Kansas State High School Activities Association at a nominal fee. The application form should contain dates and costs for participation in each band, deadlines and amounts for deposits and refunds, State and International directors' names, and name, address, and phone number of the financial officer. Information required from the student should include band(s) applied for, date of application, student's name, address, phone, age, sex, school class and uniform size. School name and information on band instrument and experience is requested, and the school band director's letter of recommendation should be attached. The name of the sponsoring Lion/Lioness club and the name, address, and phone of the club president is needed also. The initial mailing, with application forms and application deadline should occur as soon as practical, but at least thirty days prior to the application deadline. Development of all mailing materials should be accomplished in coordination with the band director(s). A press release may be made through the Kansas Press Association to all newspapers in Kansas for a nominal fee. Such a release should be made to coincide with the first mailing. Request that the information also be included on their web site.

**RECEIPT OF APPLICATION:** The Band Committee/financial officer will receive all band applications. Financial officer's name, address, and telephone number will be listed on the application form. The financial officer will accomplish the following upon receipt of band applications.

1. Maintain contact with the State and International Band Directors as required.
2. Return incomplete or illegible applications to the sponsoring club for correction.
3. Maintain a data base with backup of applications received including at least name, address and phone number of the musician, instrument played, sponsoring club, and amount of fee paid with application.
4. Forward monies received to the State Treasurer.

# STATE AND INTERNATIONAL BAND COMMITTEE SOP

**SELECTION OF BAND MEMBERS:** The Band Committee in coordination with the State and International directors is responsible for selection of applicants to participate in the State and International bands. The following factors should be considered in making selections:

1. Date application received.
2. Recommendation from high school band director.
3. Need for the type of instrument played.
4. Intent to participate in the International band.
5. Preference to single application from a Club so the maximum numbers of clubs participate.

**ENROLLMENT FORMS:** The Band Committee will provide each selected applicant with enrollment and medical forms to be returned to the Band Committee confirming the band member's intention to participate in one or both bands, and providing other required information. Personal information must include parents' names, addresses and phone numbers, personal physician's phone number, and medical information concerning any prescription medications in use or physical conditions present which might affect the student's comfort and well being during his/her stay. The Band Committee should use the enrollment forms to create a data base including the above information plus, fee paid, whether participating in International band, and whether the band member will arrive or need to depart early. Appropriate reports should be produced for use in dormitory check-in, uniform distribution and production of name tags. Medical information on students should be arranged in alphabetical order for use by the attending nurse.

**BAND INFORMATION:** Information will be mailed to each participating student as it becomes available, to include a roster of key personnel, schedules, band history, and a listing of music selected for performance by the band. Dorm rules and personal items or clothing required or recommended should be covered here. The dates and times of practices and performances should also be clearly reflected.

## CALENDAR of EVENTS

### July

1. Submit a proposed budget to the Budget and Finance Committee at least a week before the first State Council meeting.
2. Initiate a search for a band director(s) for the following year, in coordination with the State Convention chairperson.
3. Arrange for collection, cleaning and storage of band uniforms.
4. Make reservations for a suitable facility for the next State Convention concert. Arrange for lodging and meals for campers and staff and develop cost estimates prior to the end of August. Bid should include transportation, food, lodging, transport or rental of larger instruments, and suitable sightseeing activities. A site visit to assess condition of facility and logistical problems is highly desirable. Check with the facility on whether linens, towels and pillows are provided.

### August

1. Make initial report to the State Council regarding activities, accomplishments and plans.
2. Coordinate with the State Convention Committee chairperson to select band director(s) and coordinate with band director(s) to design the band applications, letters from the band director(s), and information brochure.
3. Coordinate with the Kansas Lions Band Foundation concerning the amounts of band funds available on deposit.
4. Request mailing labels from the State Secretary and Kansas High Scholl Activities Association.
5. Assess competitive bids for State and International band requirements and select providers in coordination with band director(s). Use these cost estimates in conjunction with amounts available from the Kansas Lions Band Foundation to determine band application fees.
6. Provide band director(s) a copy of the Committee SOP, and information concerning dates and activities expected at State and International Conventions.

# STATE AND INTERNATIONAL BAND COMMITTEE SOP

## **September/October/November**

1. Arrange for printing of band applications, letters, and brochures.
2. Meet with Committee and band director(s) and exchange information, identify challenges, determine courses of action, assign responsibility, and prepare for a report to the second State Council. Ensure plans are made for development of enrollment forms and other information as required
3. Inform Kansas Lions Bank Foundation in writing of band plans, costs, and the amount of funds which will be needed and when they will be needed.
4. Provide promotional material to the Kansas Lions News and District Governors. Encourage Band Foundation members to promote band enrollment at District cabinet meetings and conventions.
5. Make deposits on lodging/transportation for International band if appropriate.

## **December**

1. Ensure plans are made for development of enrollment forms, information flyers, and concert programs.
2. Begin effort to establish contact with a photographer and recording studio, select T-shirt vendor, arrange for chaperons for band camp, and identify a printer for concert programs.

## **January**

1. Mail band information to Lions clubs and high school band directors. Prepare press release and distribute, also consider providing public service announcements to selected radio stations, and inclusion on school and Lion web sites.
2. Confirm reservations for food, housing, and similar requirements.
3. Prepare, coordinate, and present a written report for the third State Council meeting.

## **February**

1. Mail follow-up reminders to high school band directors and Lions Clubs.
2. Check to ensure plans have been made for band counselors and a nurse.
3. Establish arrangements for quick response medical attention for band camp.

## **March/April**

1. Terminate receipt of applications early enough to make travel commitments and deposits.
2. Coordinate with band director to determine if an International band is possible.
3. Inform Committee, Council Chairperson, and State Secretary of International Band decision.
4. Plan for Committee meeting with band director(s) in April to coordinate final plans.
5. Submit recommended changes to SOP if appropriate.
6. Contact International to register as a parade entrant if International band is formed.
7. Make final commitment and deposit to transportation provider for International band travel.
8. Ensure band materials are ordered (i.e. T-shirts, Information Books, concert programs, etc.)
9. Finalize all State Band plans to include final numbers for lodging and meal arrangements.
10. Obtain the necessary certificates of insurance from legal department of Lions International and if desired, contact the convention division at International Headquarters about opportunities to perform at an additional activity, such as a plenary session.

## **May**

1. Plan to assist with registration and uniform issue at band camp.
2. Proofread and print final concert program for State Convention.
3. Coordinated arrangements for the International Band to perform at the Kansas breakfast.

## **June/July**

1. Collect receipts and bills and pay State band staff and other bills.
2. Report band status to State Council
3. Review and finalize plans for the International band trip.
4. Contact the Lions of Connecticut and advise of our students will be attending their teen mixer.
5. Maintain coordination with travel agent, International band Director, and International convention chairperson regarding International band.
6. Ensure band students know the time to arrive for International band travel.

**FINAL REPORT:** Within fifteen days following the adjournment of the International convention, the committee chairperson shall forward a final report with a copy of the data base to the new chairperson of the committee and to the new State Council chairperson. Forward the set of materials for archiving to the State Secretary.

# **STATE OFFICE COMMITTEE KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 2.07.....AUGUST 1989**

## **PURPOSE OF COMMITTEE**

This committee is to plan, oversee, and evaluate the operation of the Kansas Lions State Office and the State Secretary position.

## **SELECTION OF COMMITTEE**

This is a special committee that must be approved by the State Council each year.

This committee shall consist of the State Council Chairperson, the State Council Vice-Chairperson, and the State Treasurer.

## **DUTIES**

**PLANNING AND BUDGETING:** This committee shall be responsible for planning the activities of the Kansas Lions State Office and proposing a budget to the Budget and Finance Committee to cover all aspects of operating the office.

**MONITOR PROGRESS:** The committee shall meet at each State Council meeting and review the State Office activities that have occurred since the previous State Council meeting.

**EVALUATION OF OFFICE:** At least once a year, the committee shall make a detailed evaluation of the performance of the Kansas State Secretary and the activities performed during the previous year.

## **GENERAL OPERATING PROCEDURES**

**EVALUATION OF STATE SECRETARY:** Each year, the committee shall do a detailed evaluation of the performance of the State Secretary during the previous year. This evaluation should generally be completed prior to or at the fourth State Council meeting and should be closely based upon the requirements set out in the State Secretary Standard Operating Procedure. The evaluation, which is to be confidential, should be presented to the State Council in executive session at the fourth State Council session.

# YOUTH ACTIVITIES KANSAS LIONS MULTIPLE DISTRICT 17

## **SOP 2.08.....November 2008**

### **PURPOSE OF COMMITTEE**

This committee is to publicize and promote the potential youth activities. The committee will represent: Youth Outreach, Lions Quest, Youth Exchange and Leo Clubs.

### **COMMITTEE SELECTION**

This is a special committee appointed by the MD 17 Committee on Committees and approved by the State Council each year. This committee should consist of six members. The Youth Activities Coordinator should have served as one of the following representatives for the previous two years: Youth Outreach, Lions Quest, Youth Exchange, or Leo Clubs. Each of these sub-committees shall be represented by one committee member. A District Governor should also be assigned to this committee.

### **DUTIES**

**YOUTH ACTIVITIES COORDINATOR:** The State MD17 Youth Activities Coordinator's responsibility is to coordinate the activities of the four sub-committees, Youth Outreach, Youth Exchange, Lions Quest, and Leo Clubs. With the concurrence of the State Council Chairperson, conduct a pre-organizational meeting before the first State Council Meeting.

**YOUTH OUTREACH:** Representative will publicize any information that a district or local club can use to further youth activities within the state from materials received from Lions International or other sources. This sub-committee is to help the youth become responsible adults and help them to achieve their full potential. The sub-committee will promote the Peace Poster Contest and any other programs not assigned to other state youth sub-committees to promote the youth of Kansas. Each District Governor will be asked to appoint a District Chairperson for Youth Outreach and supply that name to the State Secretary. It is the responsibility of the State Youth Outreach representative to keep all District Youth Chairpersons informed of International and State programs. It is the responsibility of the Youth Outreach representative to publicize youth programs.

**YOUTH EXCHANGE:** Lions MD17 Youth Exchange representative will coordinate with the District Youth Exchange chairpersons to provide information to further Youth Exchange within the perspective Districts. The representative should further aid the Districts in finding hosts and sponsors for foreign youth to Kansas. Each District Governor will be asked to appoint a District Chairperson for Youth Exchange and provide the name to the State Secretary. It is the responsibility of the MD17 Youth Exchange representative to publicize Youth Exchange programs.

**LIONS QUEST:** Lions Quest is a partnership between Lions International and Quest International. MD17 Lions Quest representative will provide information to promote the Lions Quest program within the State of Kansas. Each District Governor will be asked to appoint a District Chairperson for Lions Quest and provide that name to the State Secretary. It is the responsibility of the State MD17 Lions Quest representative to publicize Quest programs.

**LEO CLUBS:** The duties of the MD17 Leo representative are to coordinate with the District Leo Chairpersons and Extension Chairpersons in forming new Clubs. This sub-committee is to develop, promote, and continually evaluate a program for the retention and growth of membership, to promote projects and activity ideas at the district level and to promote a district and/or State organization for Leo Clubs. Each District Governor will be asked to appoint a District Leo Chairperson and provide that name to the State Secretary. It is the responsibility of the MD17 Leo Club representative to publicize Leo activities and programs.

# YOUTH ACTIVITIES SOP

## CALENDAR OF EVENTS

**DATA GATHERING:** Each Youth Activity Representative will maintain contact with Lions International headquarters. The representative should also maintain contact with each District so that information can be compiled, reported, and shared.

**MEETING REPORTS:** Each MD17 Youth Representative shall prepare a progress report to be submitted to the Youth Activities Coordinator who will forward it to the State Council.

**PUBLICITY:** Each Youth Activity Representative will keep Districts informed about the activities and goals within the Multiple District. Information shall be submitted to the Kansas Lions News and District Governors newsletters so that all Lions in Kansas will be informed of Youth activities. An area may be set aside at each State Council Meeting, Mid-Winter Rally and State Convention to promote Youth activities and projects.

**BUDGET PROPOSAL:** Prior to the first State Council meeting, the Youth Activities Coordinator shall submit a budget proposal for the committee expenses to the Budget and Finance Committee. Budget request will follow rules of audit.

Funding to support Youth Outreach shall be as defined in Article VII, Section 2, (g) of the Constitution and By-Laws, Multiple District 17, Kansas.

**NOTIFICATION:** At least ten (10) days prior to the State Council meeting or special meeting, Youth Activities Committee Chairperson shall notify each committee member and the State Council Chairperson that a meeting of the committee will be held. The notification should include a proposed agenda for discussion.

**FINAL REPORT:** A final written report should be given to the State Council, at the State Convention or no later than fifteen days following the adjournment of the International Convention, the Youth Activities Coordinator shall forward a final report for the committee, to the new coordinator of the committee and to the new Chairperson of the State Council.

# **SERVICE PROJECTS FUND COMMITTEE KANSAS LIONS MULTIPLE DISTRICT 17**

## **SOP 2.09.....JUNE 2003**

### **PURPOSE OF POSITION**

This committee is to evaluate proposed statewide projects and develop a budget for the Service Project Funds as established by Article 7 Section 2(G) of MD17 Constitution.

### **COMMITTEE SELECTION**

This is a special committee, which must be approved by the State Council each year.

The committee shall consist of two District Governors, two Immediate Past District Governors, and a Vice District Governor.

The Service Project Chairman shall be selected from the two immediate Past District Governors serving on the committee.

### **DUTIES**

The primary duty of this committee is to administer the Special Projects Fund.

### **GENERAL OPERATING PROCEDURES**

The Committee will receive and review requests from State Service Projects for funding for the current fiscal year. These requests will be evaluated consistent with the MD-17 Constitution and By-laws. The committee will to the best of their ability prioritize the projects and allocate funds according to their evaluation and consistent with the history and needs of the state.

The proposed budget must be submitted to the Budget and Finance committee and approved by the State Council. Special requests for money from this fund must also be submitted to the budget and finance committee and approved by the State Council.

**REPORTS:** At each State Council meeting, the Committee Chairman will report on the Service Projects Fund.

**CALENDAR OF EVENTS:** The chairman shall request from each service project their budget request from the Service Project Funds. Due to the nature of the planning for Service Projects, budget requests may be made as needed. However, any request must precede the Council Meeting for which council approval is needed.

**BUDGET PROPOSAL:** Prior to the first State Council meeting, the Chairman shall submit a budget proposal for the committee expenses to the Budget and Finance.

# STATE COUNCIL CHAIRPERSON KANSAS LIONS MULTIPLE DISTRICT 17

## SOP 3.01.....JANUARY 2005

### PURPOSE OF POSITION

The State Council Chairperson serves as the leader of the Lions of Kansas and the Executive Officer of the State Council.

### SELECTION OF STATE COUNCIL CHAIRPERSON

The State Council Chairperson will be elected in a meeting of State Council and District Governor elects prior to the Fourth State Council meeting. This is a special meeting of the State Council for the election of the Council Chairperson and Vice Council Chairperson. Selection is made from the outgoing District Governors as specified in Article V, Section 2 of the Lions Multiple District 17 Constitution.

### DUTIES

**STATE COUNCIL MEETINGS:** The Chairperson is responsible for scheduling, preparing agendas, and conducting all meetings of the Council of Governors of Multiple District 17.

**COMMITTEE ON COMMITTEES:** The Chairperson heads this committee which prepares recommendations on all committee assignments. The State Secretary will prepare recommendations of locations and dates for the State Council Meetings. See SOP 1.01 for a complete description of these duties.

**MONITOR COMMITTEES:** The Council Chairperson will maintain regular contact during the year with all Committee Chairpersons to ascertain that they are accomplishing their goals for the year and are effectively fulfilling their responsibilities as defined in the Constitution and appropriate SOP.

**STATE OFFICE OPERATIONS:** The Chairperson shall be responsible for overseeing the duties of the State Secretary as well as the functions of the State office. The State Council will do a yearly evaluation of the State Secretary at the State Convention. The evaluation will then be compiled by the Council Chairperson and a copy submitted to the State Secretary, the current State Council and Council Chairperson-Elect, with a copy to be kept on file in the State Office.

### GENERAL OPERATING PROCEDURES

**COMMITTEE ON COMMITTEES:** As soon as possible following the election the Committee on Committees (composed of the State Council Chairperson elect, the State Council Vice-Chairperson elect, the State Council Chairperson and the State Secretary) the Committee on Committees meets to make the committee assignments for the succeeding Lions year.

(This meeting should take place before May 20th). The Council Chairperson elect is chairperson of this committee. A desirable custom in the past has been for the District Governor-Elect to submit to the Committee on Committees a list of qualified Lions from their District to be considered for appointment to the various committee positions. The Committee on Committees should make every effort to appoint qualified Lions to the committees that can best use their talents and at the same time distribute appointments among the various Districts of Kansas.

Budget considerations are often included in the appointment as to the number of Lions on committees where size of membership was not specified in the State Constitution. The Constitution should be followed in the committee structure as directed. The committee assignments or appointments are submitted to the incoming Council for approval at the Fourth State Council Meeting.



## STATE COUNCIL CHAIRPERSON SOP

**SPEAKER SELECTION:** Speakers are usually chosen a year or more in advance by the Kansas International Family. The State Secretary should submit speaker request form and have information from LCI forwarded to the Council Chairperson. The Council Chairperson should fill out the speaker evaluation form within 21 days of the event and return it to LCI.

**HOSPITALITY OF SPEAKER:** The Council Chairperson is responsible for the arrangements and hospitality for the visiting dignitaries. Arrangements for the “extras” such as flowers, fruit for the rooms, hospitality arrangements, etc. shall be made by the Council Chair and the bill submitted to the Mid-Winter Rally or State Convention Committee for reimbursement. Also, the Council Chairperson should obtain a gift for the guest speaker and spouse and bills should be submitted to the appropriate committee.

**INTERNATIONAL CONVENTION:** The Council Chairperson in conjunction with the International Convention Chairperson hosts the Kansas Breakfast. The Council Chairperson is also in charge of the Kansas Caucus and short business meeting after the various candidates for an International office or their representatives have campaigned or solicited the Kansas Delegation support.

**STATE COUNCIL BUDGET:** The State Council Chairperson with the assistance of the State Treasurer should prepare the State Council Budget. It should contain the following consideration: Mileage for Council Chairperson and State Treasurer, and visiting personages. Motel-hotel accommodations and meals for Chairperson, Treasurer, District Governors, gifts (this has included \$100 for State Secretary and \$50 for Office Assistant at Christmas), miscellaneous expenses, Treasurer's Bond, and audits. Historically, Lions International has paid for attendance of the District Governors at three council meetings. The State Treasurer prepares a schedule showing whether or not the meeting expense is charged to Lions International (I) or State Council (C). Traditionally, those meetings which are farthest away from the person's home and involving the most expense are charged to Lions International. International will pay expenses for eight guest speakers for district and state functions. The State Council Chairperson may determine the least expensive and then the State Convention will pay that expense. The most expensive speaker will be charged to that District. The State Secretary's office sends the agenda with reservation arrangements to the speaker at least three weeks prior to the meetings.

**HOST DISTRICT GOVERNOR RESPONSIBILITIES:** The State Secretary shall make arrangements for the Council Meeting with the direct assistance of the District Governor in whose District the Council meeting is being held:

1. Location
2. Registration and ticket sales
3. Decorations
4. Banquet Entertainment
5. Spouse activities as available and desired.
6. Preside at banquet in conjunction with the State Council Chairperson.
7. Assist President of PDG Club with arrangements for the breakfast on Sunday morning. This could be speaker, etc. as requested by PDG Club officers.
8. Arrangements and hospitality for visiting dignitaries as assigned by Council Chairperson.

**INFORMAL COUNCIL MEETINGS:** Information meetings of the Council have often been held prior to the Council Meetings. These informal meetings provide a time for the discussion of any problems or activities, to include those presented by the Committee Chairpersons, which may require action by the Council. Individual Committee Chairpersons should contact the Council Chairperson in advance to schedule a specific time to meet with the Council. These meetings have also proven to have merit in providing the Council Chairperson and State Treasurer with information concerning problems faced by each of the District Governors. The sharing by the District Governors also provides an exchange of ideas that work.

# STATE COUNCIL CHAIRPERSON SOP

## CALENDAR of EVENTS

### June

1. Communicate with each Kansas Lions Foundation President to let them know of your interest and concern.
2. Confirm Mid-Winter Rally dates.
3. Provide Kansas Lions News Editor or Historical- Publications Committee Chairperson with approved and accepted Committee appointments plus Council meetings places and dates.
4. Attend International Convention and participate in the seminar for Council Chairpersons.

### July

1. Provide First State Council meeting agenda to State Secretary early in July.
2. When agenda is sent to State Secretary include a letter addressed to District Governors and State Treasurer which gives them the time of the informal meeting of the Council and items which you wish to discuss.
3. Meet and prepare the Council Budget with State Treasurer.
4. Write International Officers who have agreed to be present for the Mid-Winter Rally and State Convention.

### August

1. Attend and chair the First State Council meeting. (Note specific duties in SOP 3.04 which host governor will perform). Word of caution: The Council does not provide any money for the expenses of hosting a council meeting.
2. Submit July-August expense to the State Treasurer.
3. Communicate your interest, support and concern to the Sight Week (Candy Day) Chairperson.
4. Contact State MD-17 MERL Team Chairpersons regarding their goals for leadership, extension, retention and membership.
5. Council Chairperson will coordinate with MD17 PDG Club to encourage PDG Clubs to identify and encourage potential District leaders.
6. The Chairperson asks District Governors to send copies of their newsletters to the International speakers for the Mid Winter Rally and State Convention, and the State Secretary to send copies of the Kansas Lions News.

### September

1. Keep the Kansas International officers informed about various matters of mutual interest. Submit speaker request form.
2. Finalize plans with chosen International officers invited to Mid-Winter Rally and State Convention. Inform Rally Chairperson who the International guest will be, provide him the guest's biographical sketch and encourage him/her to get his committee to firm up caterer for meals, rooms for Council meetings etc. in conjunction with the Rally.
3. Contact State MD-17 Extension Chairperson regarding to extension of new Clubs.
4. Contact International guest of location, attire, format of Council Meeting at Mid-Winter Rally, transportation from air terminal and who will meet the guest and spouse.

### October

1. Provide Second Council meetings agenda to State Secretary early in October. This agenda to be sent to District Governors and State Treasurer giving them the time of the informal meetings of the Council and items to be discussed.
2. Contact Constitution and By-Laws Chairperson regarding the need to inform Council members about the time schedule for amendments to the State Constitution & By-Laws. [Constitutions & By-Laws SOP 1.05.]
3. Request a report from the Mid-Winter Rally Committee.

# STATE COUNCIL CHAIRPERSON SOP

## November

1. Chair the second State Council meeting. (Note specific duties of host governor elsewhere).
2. Submit September, October and November expenses to State Treasurer.
3. Request progress report on MD-17 MERL Team goals.
4. Council Chairperson will coordinate with MD17 PDG Club President to encourage PDG Clubs to identify and encourage potential District Leaders.

## December

1. Prepare and mail letter to State Secretary addressed to: Governors, State Committee Members and the International Officers of Kansas. Text of letter should include your thanks for a job well done thus far, holiday greetings and the need for unified and concerned effort on the part of all for the remainder of the Lions year.
2. Meet with Mid-Winter Rally Chairperson to finalize program items-entertainment, music, introductions, and other last minute details. These questions may be a result of this SOP.
3. Write confirming letter to International Guest for Mid-Winter Rally finalizing plans.
4. Provide Third Council Meeting agenda to State Secretary in Mid-December. This agenda is to be sent to the District Governors and State Treasurer giving the time of an informal meeting following a dinner hosting the International Guest and spouse.
5. Obtain Christmas gift for State Secretary and assistant.

## January

1. Chair the Third State Council meeting at the Mid-Winter Rally.
2. Chair Mid-Winter Rally Banquet and share the responsibilities with the Host District Governor. Following Mid-Winter Rally write letter of thanks to International Guest.
3. Inform District Governor-Elects to be prepared to submit names of Lions in their District and recommend committees for which they would be qualified to serve.
4. Submit December-January expenses to the State Treasurer.

## February

1. Request progress report from MD17 MERL Team goals.
2. Write the International Guest a letter of welcome and advising that the State Secretary will send information in March regarding the names of Governors, Governors-Elect, number of Clubs, total members and other pertinent information.
3. Council Chairperson will coordinate with MD17 PDG Club President to encourage PDG Clubs to identify and encourage potential District leaders.
4. Contact Governors-elect and inform them about the voting process and the election of new officers. Also encourage them to review current SOP's so that they understand committee structure.

## March

1. Write to State Convention Chairperson for a progress report of the plans for the State Convention.
2. Schedule election of State Council Chairperson and Vice Council Chairperson not less than 30 days prior to State Convention.
3. Advise the Council Chairperson Elect to schedule a meeting with next years Committee on Committee for selection of next year's committees and chairpersons.

# STATE COUNCIL CHAIRPERSON SOP

## April

1. Request a progress report on MD 17 MERL Team goals.
2. Work on a "rough" draft of the Program of Events of the State Convention. Previous convention brochures are helpful. Contact the State Convention Chairperson and Host District Governor to finalize this portion of the Convention planning.
3. Advise the Council Chairperson Elect to contact each of the selected state committee members and receive their commitment to serve. Specify to committee chairpersons your objectives for their committees for the coming year. With approval of Committee on Committees, appoint other Lions for those who did not accept.
4. Prepare and send Fourth State Council and State Convention agenda to State Secretary late in April.
5. Coordinate with the State Secretary for selection and purchase of gifts, plaques, or certificates.

## May

1. Coordinate with State Convention Committee to ensure State Convention plans are progressing.
2. Write International Guest and spouse giving final details about State Convention attire and who will meet him, when and where.

## June

1. Chairperson for the Fourth State Council meeting and business session.
2. Host the International speaker.
3. Host Saturday evening banquet. See that the most recent Past International President or current International Director of Kansas introduces the International guest. Present Kansas Lions gifts to guest and spouse after presentation.
4. Recognize State Convention Chairperson, State Secretary, State Treasurer, local chairperson of convention, and all who made convention a success.
5. Arrange for the International guest to meet with the current District Governors and the District Governors-Elect.

## July

1. Attend the International Convention
2. Coordinate with International Convention Committee Chairperson to assure that all arrangements have been completed for hospitality room, Kansas caucus and the Kansas breakfast.
3. Encourage the Council Chairperson-Elect to attend the seminar for Council Chairpersons.
4. Attend the International caucus and take the Council Chairperson-Elect with you. Notify the District Governors, District Governors-Elect and other appropriate Lions of the time and place of the International caucus so they may attend.
5. Preside at the Kansas State Breakfast and the Kansas caucus meeting.
6. Following the International Convention, send thank you letters to those who have contributed to the success of Kansas Lionism during your year as Council Chairperson.
7. Organize your records and files so they can be turned over to the new State Council Chairperson.

# STATE TREASURER KANSAS LION MULTIPLE DISTRICT 17

**SOP 3.02.....MAY 2008**

## **PURPOSE OF POSITION**

The State Treasurer shall be responsible for financial affairs of the Kansas Lions Multiple District 17, including the receipt and disbursement of funds.

## **APPOINTMENT OF TREASURER**

The term of office for the State Treasurer will be the Lions fiscal year with no specified limit on the number of terms that may be served. A letter of intent to vacate the office should be made by the State Treasurer to the State Council Chairperson no later than the second State Council Meeting of the Lions year. Notice of the ensuing vacancy, the qualifications for the position, and a request for applications to fill the vacancy will be published in the issues of the Kansas Lions News distributed prior to the third and fourth State Council Meetings. Written applications for the position must be received ten (10) days prior to the State Convention. District Governors Elect and the incoming State Council chairperson will interview applicant(s) and an appointment of a successor State Treasurer will be made at a meeting of the District Governors Elect and incoming State Council Chairperson, during the State Convention. Upon appointment, the State Treasurer should study the MD 17 Constitution and SOP, as it applies to the State Treasurer's position and be familiar with State Council actions that the State Treasurer is expected to implement. Additionally, the new State Treasurer should review materials and records received from the previous State Treasurer.

## **QUALIFICATIONS**

1. Be a Lion in good standing of a Lions Club in good standing within Multiple District 17.
2. A knowledgeable person of acceptable accounting procedures and fiscal operations as described in the Multiple District -17 Constitution & By-Laws and SOP's.
3. A knowledgeable person of computer software applications to ensure that all records can be entered and maintained on a computer.
4. A person willing to serve at least three (3) to five (5) years and without salaried compensation. Expenses will be approved in the State Council budget and paid according to Rules of Audit.

NOTE: The State Treasurer may be removed by majority vote of the State Council for failure to perform duties as described in the Constitution and SOP's. Should a vacancy occur in the office during the term, due to death, resignation, or removal, the Council will appoint a "Treasurer Appointee" who will assume the State Treasurer duties until appointment of a successor State Treasurer is made. The State Council will direct the editor of the Kansas Lions News to publish position qualifications and a request for applications to fill the position of State Treasurer.

## **DUTIES**

1. Funds - The State Treasurer shall be responsible for all receipts and disbursements of funds subject to the review of the Budget & Finance Committee and approval of the State Council. All receipts will be deposited in such depository(s) as may be designated by the State Council.
2. Financial Records - The State Treasurer will maintain the financial accounts and records of Multiple District 17. All records will be open to inspection by the State Council, Budget & Finance Committee, Audit Committee, and any auditors named by the State Council.

# STATE TREASURER SOP

3. Audit - The State Treasurer will make all financial records available for audit after the final Treasurers report at the first State Council meeting. If a State Treasurer Appointee has been appointed, all records will be delivered to the new State Treasurer prior to the convening of the first State Council meeting.
4. Recommendations To Budget & Finance Committee - The State Treasurer will make recommendations on the Rules of Audit, official depository, State Treasurer bond, and other recommendations as needed to the Budget & Finance Committee.
5. State Council Budget - Prior to the first State Council meeting, the State Treasurer will prepare a proposed draft budget for the current fiscal year. The budget will include mileage, lodging, meals, supplies, postage, telephone, and other miscellaneous expenditures as appropriate.
7. International Convention - The State Treasurer will assist the International Convention Chairperson by receiving all monies collected that are directly related to the International Convention.
8. Committee On Committees - The State Treasurer will serve as an advisor to the Committee on Committees (SOP 1.01).

## GENERAL OPERATING PROCEDURES

1. Proposed Budget - The State Treasurer will prepare the proposed budget used for the original budget submission and subsequent requests for additional funds. A copy of the proposed budget will be sent to the Budget & Finance Committee and committee chairs, fourteen (14) days prior to the first State Council meeting.
2. Budget Reports – Once the budget is approved at the First State Council Meeting, budget updates will be completed and mailed out to State Council, State Secretary, DGEs, committee chairs, and Past International Family prior to follow-on Council Meetings. Budget updates will be in the form of a Balance Sheet, Comparative Budget Report, and Comparative State Council/State Office Budget Report. These reports will be supported by Trial Balance, Profit and Loss Detail, and Balance Sheet Detail reports.
3. Dues Billings To Districts - The State Treasurer shall bill the District Treasurers for the semi-annual dues based on their District membership as of June 30 and December 31. Bills should be sent by August 10 and February 10.
4. Disbursement Of Funds - The State Treasurer will receive requests for reimbursement of expenses and pay same if properly presented according to the Rules of Audit SOP. Funds will not be disbursed beyond specified budget amounts or for unbudgeted purposes without prior approval of the Budget & Finance Committee and the State Council. Only the signature of the State Treasurer is required on all checks.
5. Lump Sum Payments - Several committees receive project budget money in a lump sum payment and maintain separate bank accounts. Lump sum payments are authorized for the Mid-Winter Rally and State Convention committees.
6. Kansas Lions Band Committee – The State Treasurer will support the Band Committee by depositing and disbursing band funds as requested/directed by the Kansas Lions Band Committee. Financial transactions supporting the Kansas Lions Band Committee will be part of the annual Multiple District 17 financial audit.

# RULES OF AUDIT

## KANSAS LION MULTIPLE DISTRICT 17

### SOP 3.02, APPENDIX 1..... MAY 2008

#### PURPOSE

These Rules of Audit govern reimbursement of expenses and are reviewed annually by the Budget and Finance Committee. When amended or revised, the Rules of Audit must be approved by the State Council as a basis for reimbursing expenses.

#### REQUIREMENTS FOR REIMBURSEMENT OF EXPENSES

1. Properly authorized per the fiscal budget as presented by the Budget and Finance Committee and approved by the State Council.
2. Requests for reimbursement must be submitted on the Expense Voucher Form and be properly itemized with appropriate receipts attached.
3. Reimbursement requests must be submitted within thirty (30) days following State Council meetings or the date expense was incurred.
4. Claims must be for Multiple District 17 expense. Requests for reimbursement for work performed for or paid by Lions Clubs International, a MD17 District, a MD 17 Foundation, or other Lions entity will be disallowed.

#### REIMBURSIBLE EXPENSES

1. Ground Transportation - Reimbursement for expenses will be on a twenty eight cents (\$.28) per mile basis. This allowance rate will be paid for trips outside Multiple District 17 only if authorized and the cost by ground transportation is less than economy air fare. Expenses for highway tolls will be reimbursed (must provide toll receipts with reimbursement voucher).
2. Air Transportation - Reimbursement based on economy air fares. Canceled transportation tickets are required.
3. Lodging - Maximum allowance is \$50.00 per day.
4. Meals - Reimbursement for meals will not exceed \$16.00 per day.
5. Office Expense - Reimbursement for copying, paper supplies and other expendable supplies will be paid on the basis of actual cost incurred.
6. Communication Expenses - Reimbursement claims for official calls must be itemized, showing the person, purpose, and date. A copy of the phone bill will be attached to the claim.
7. Postage - A reasonable amount will be allowed for **authorized** mailings. A general statement as to the purpose of the mailings will be included with the claim.
8. The State Council may pay expenses of Council Chairperson to attend State Council meetings, District Conventions, new Club charter events, Club charter anniversaries (25<sup>th</sup>, 50<sup>th</sup>, 75<sup>th</sup>), and the USA/Canada Leadership Forum.
9. The State Council may pay expenses of State Secretary and State Treasurer to attend State Council meetings that are not reimbursed by Lions International. Rule Exception: Full lodging rate will be reimbursed.
10. The State Council may pay expenses of District Governors to attend their closest State Council meeting. If the District Governor is reimbursed by the State, they will not be reimbursed by Lions International.

## **RULES OF AUDIT SOP**

11. The State Council may pay expenses of District Governors Elects to attend special training sessions during State Council meeting(s). Expenses will be limited to roundtrip mileage and one (1) night's lodging, or two (2) nights lodging if they travel over 250 miles (one-way) to get to the meeting location. Rule Exception: Reimbursement will include up to three (3) night's lodging, three (3) day's meals, and roundtrip mileage when attending the spring DGE workshop (at State Office; paid from MERL funds) and State Convention.

12. The State Council may pay expenses of Past International Officers and visiting dignitaries to attend State Council meetings if not reimbursed by Lions International.

### **SAMPLE BALANCE SHEET and STATEMENT OF CHANGES in FUND BALANCES**

#### **KANSAS LIONS MULTIPLE DISTRICT 17**

**FOLLOW BELOW**



**SOP 3.02, APPENDIX 2.....JUNE 1998**

<b>KANSAS LIONS STATE COUNCIL SAMPLE BALANCE SHEET DATE</b>			<b>LIABILITIES AND ACCOUNT BALANCES</b>		
ASSETS	Beginning	Current	Accounts Payable	<b>\$0.00</b>	<b>\$0.00</b>
Cash in Bank	\$0.00	\$0.00	Funds		
Investments	0.00	0.00	Administrative	0.00	0.00
Accounts Receivable	<u>0.00</u>	<u>0.00</u>	International Convention	0.00	0.00
<b>Total Assets</b>	<b>\$0.00</b>	<b>\$0.00</b>	Kansas International	0.00	0.00
			Kansas Lions News	0.00	0.00
			State Convention	<u>0.00</u>	<u>0.00</u>
			<b>Total Liabilities and Fund Balances</b>	<b>\$ 0.00</b>	<b>\$0.00</b>

**SOP 3.02, APPENDIX 3.....JUNE 1998**

**SAMPLE KANSAS LIONS STATE COUNCIL  
STATEMENT OF CHANGES IN FUND BALANCES  
PERIOD \_\_\_\_\_ TO**

FUNDS	<u>Begin Balance</u>	<u>Receipts</u>		<u>Ending Expense</u>	<u>Balance</u>
		<u>Dues</u>	<u>Other</u>		
Administrative \$	0.00	0.00	0.00	0.00	0.00
Int. Convention	0.00	0.00	0.00	0.00	0.00
KS. International	0.00	0.00	0.00	0.00	0.00
KS Lions News	0.00	0.00	0.00	0.00	0.00
State Convention	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Totals	0.00	0.00	0.00	0.00	0.00

# SAMPLE COMPARATIVE BUDGET REPORT

**SOP 3.02, APPENDIX 4.....JUNE 1998**

## KANSAS LIONS STATE COUNCIL - ADMINISTRATIVE FUND SAMPLE STATEMENT OF EXPENSE BY COMMITTEE DATE

COMMITTEE	CURRENT BALANCE	BUDGET	UNDER (OVER) BUDGET
State Council	\$ 0.00	0.00	0.00
State Office	0.00	0.00	0.00
Budget and Finance	0.00	0.00	0.00
Constitution and By-Laws	0.00	0.00	0.00
Historical and State Publication	0.00	0.00	0.00
International Convention	0.00	0.00	0.00
Parliamentarian	0.00	0.00	0.00
State Convention	0.00	0.00	0.00
Audit	0.00	0.00	0.00
International and State Band	0.00	0.00	0.00
.....	0.00	0.00	0.00
.....	0.00	0.00	0.00
.....	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Totals	\$ 0.00	0.00	0.00

### EXPENSE BUDGET FORM

**KANSAS LIONS BUDGET REQUEST  
FISCAL YEAR**

COMMITTEE \_\_\_\_\_ CHAIRPERSON \_\_\_\_\_

COMMITTEE MEMBERS CHARGED TO THIS COMMITTEE (see Rules of Audit)		
	NAME	
Miles	\$ Mileage	\$
Rooms		
1.		
2.		
3.		
4.		
5.		
6.		

**SUMMARY OF EXPENSE REQUESTS AND AMOUNT APPROVED**

ITEM	LAST YEAR \$ EXPENSE	CURRENT \$ REQUEST	\$ AMOUNT APPROVAL
<u>MILEAGE</u>			
<u>MOTEL</u>			
<u>POSTAGE</u>			
<u>TELEPHONE</u>			
<u>MISC. (itemize below)</u>			
<u>PROJECT (itemize below)</u>			
<u>TOTAL EXPENSE</u>			

ITEMIZE MISC., PROJECT AND SPECIAL REQUESTS FOR ADDITIONAL FUNDS:

Signatures: Committee **Chairperson** \_\_\_\_\_ Date \_\_\_\_\_  
 Budget and Finance **Chairperson** \_\_\_\_\_ Date \_\_\_\_\_

**SOP-3.02, APPENDIX 6.....JUNE 1998**  
**KANSAS LIONS EXPENSE VOUCHER**

NAME \_\_\_\_\_ COMMITTEE/TITLE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

IDENTIFY PURPOSE OF TRIP OR EXPENSE:

NOTE: RECEIPTS MUST BE ATTACHED TO DOCUMENT THE EXPENDITURE

Date	<u>TOTALS</u>
Mileage ( _____ miles one way)	
Motel (Name _____)	
Postage (itemize below)	
Telephone (itemize below)	
Other (explain below)	
	TOTALS

ITEMIZE POSTAGE, TELEPHONE, AND OTHER CLAIMS:

I CERTIFY THAT THIS REQUEST IS FOR FUNDS BUDGETED BY KANSAS LIONS COUNCIL

FOR TREASURER: CK NO. \_\_\_\_\_ DATE \_\_\_\_\_ AMOUNT \_\_\_\_\_  
 ACCOUNT \_\_\_\_\_ PROJECT EXP. \_\_\_\_\_ OTHER EXP. \_\_\_\_\_

# **STATE SECRETARY KANSAS LIONS MULTIPLE DISTRICT 17**

## **SOP 3.03.....FEBRUARY 2005**

### **PURPOSE OF THE POSITION**

The purpose of this position is to direct and coordinate the administrative services of the Kansas Lions by carrying out directives issued by the State Council of Governors and performing such other functions as required by the Multiple District 17 Constitution and By-Laws and the Standard Operating Procedure of Multiple District 17.

### **STATE SECRETARY EMPLOYMENT AND EVALUATION**

The State Secretary shall be employed by the Kansas Lions State Council of Governors. The evaluation shall be on an annual basis conducted by the Council of Governors.

### **DUTIES**

**ADMINISTRATION OF STATE OFFICE:** The State Secretary shall administer the daily operations of the State Office. This includes employment and supervision of additional staff, and maintenance and upkeep of the office, equipment and supplies and other duties as directed by the State Council of Governors. The Secretary shall operate the office under a budget approved by the Council of Governors. The office shall provide continuity from one State Council to the next and will serve as a liaison between the Lions of Kansas and Lions International.

**STATE COUNCIL MEETINGS:** The State Secretary will attend all meetings of the State Council, keeping an accurate record of the proceedings. The State Secretary, with approval from the Council Chairperson, will arrange for the location of first and second state council meeting, availability of facilities, type of facilities, financial costs, etc. being deciding factors. The Secretary will be a member of the group consisting of the Mid-Winter Rally Committee that will recommend a site for Mid-Winter Rally to the State Council. The State Secretary will furnish information required for the State Convention Site to the bidding group. The Secretary will coordinate with the Host District Governor in preparation for the State Council meetings.

**DISTRICT CONVENTIONS:** The State Secretary may attend the District Conventions and help when necessary.

**SALE ITEMS:** The State Secretary shall maintain an inventory such as state pins, and books. The Secretary shall maintain the quality of the products, offer the items for sale at appropriate times, be accountable for all monies received, and deposit all funds in the appropriate accounts.

**COMMITTEE ASSISTANCE:** The State Secretary shall assist the committees in planning, secretarial, or coordinating duties responsibly. The State Secretary shall be an ex-officio member of the Committee on Committees. Following the selection and approval of State Committee Chairs, the Secretary will send to each Chair a copy of their individual committee's SOP for guidelines in their year. With the approval of the State Council Chair for a committee to meet at State Council Meetings, the State Secretary will arrange times and rooms for meetings of all committees and foundations.

# STATE SECRETARY SOP

## GENERAL OPERATING PROCEDURES

**COUNCIL MEETINGS:** Prior to each Council Meeting Agendas will be prepared and mailed to designated persons under the direction of the Council Chairperson. The Secretary should attend as an ex-officio member, the Organization session of the State Council of Governors and Governors-Elect and prepare ballots for the election of State Council Officers. The State Secretary will be responsible for the transportation, set-up and storage of the audio recording system, State and International Lions banners, and the Flag of Nations for these meetings. Additional duties include confirming hotel reservations for the State Council, preparing place cards and seating arrangements for banquets, preparing meal tickets to be distributed, and coordinating with the Host Governor on arrangements.

**STATE COUNCIL MINUTES:** Accurate minutes of the meeting will be kept including all motions and written reports. An audio recording of the proceedings will also be kept. The written State Council minutes will be mailed within thirty days to each member of the State Council, State Treasurer, Parliamentarian, and other Lions requested by the Council Chairperson to receive the minutes.

**STATE COUNCIL CHAIRPERSON:** All correspondence, preparation of business items to be at Council meetings, and clerical work will be done for the Chairperson as requested. Assistance shall be given in public relations, publicity, promotion of programs, planning, protocol, and schedules of other Lions Clubs dates of meetings and programs.

**STATE TREASURER:** The Secretary shall communicate with the Treasurer on all accounting, expenses, checking and financial needs of the State Office. **KANSAS LIONS NEWS:** The State Secretary will maintain the mailing list of Lions membership for the Kansas Lions News, and send all mailing labels data to printer for mailing of the Kansas Lions News. The State Secretary will communicate with the Editor and State Publications Committee regarding publication dates, dates of remittance of news items, and reviews all items for the paper and review the final edition prior to going to the printer.

**MID-WINTER RALLY:** The State Secretary will be an ex-officio member of this committee in conjunction with the State Council Meeting in planning costs, meals, facility arrangements, special events and arrangement of rooms for the guest speaker, International Family, State Council and other Lions with special requests. The State Secretary and the State Council Chair will do site inspections of possible facilities for the Mid-Winter Rally and will submit recommendations to the State Council for final approval.

**STATE CONVENTION COMMITTEE:** The Secretary will provide the continuity and assistance of past conventions to the committee. The Secretary shall seek bids for future State Conventions and inform of the requirements necessary to house the convention. The Secretary would meet with the future Host Committee and together going for site inspection, including facilities and arrangements for the Band, for all events, and possible meal costs. The Secretary would report findings and recommendations to the State Council if a bid is made by a Host Committee. The Secretary shall be given the responsibility for arranging, coordinating, pricing and planning for facilities, accommodations, meals, place cards, and protocol order of all events. The Secretary may prepare all voting ballots with the counsel of the Chairperson of the Constitution and By-Laws Committee, and will be responsible for the transportation of banners, flags, sound and recording systems, and all sale items of the State Office. The Secretary will be responsible for the financial accountability of the sale items. The Secretary will be responsible for getting all photos, all materials, speaker information, agenda, etc. except the advertising required for the convention booklet. All files, records, and photos of the State Conventions will be kept at the State Office for accessibility to Chairperson from year to year.

The State Secretary may attend meetings of the State Convention Committee for the purpose of coordinating responsibilities and services of the State Office for the State Convention. The Secretary will visit the Host city and facility as needed prior to the convention date.

# STATE SECRETARY SOP

**INTERNATIONAL CONVENTION COMMITTEE:** The State Secretary will maintain communication with Lions International for arrangements and housing of Kansas Lions for the International Convention, and will send necessary requests for rooms needed for housing and for Hospitality Room at convention. The Secretary will communicate directly with the Sales and Catering Managers at the designated convention hotel for the Kansas Breakfast, Caucus, and Hospitality Room needs and/or meals. The Secretary will provide the tickets for the Kansas Breakfast to the International Convention Chair and will provide sign in forms, convention information, registration packets for all Kansas Lions registrants at the convention. All materials, information, gifts, and State supplies for the International Convention will be kept at the State Office by the State Secretary. The Secretary is responsible for all packets to be made for the International Convention registrants consisting of sunflowers, stick-on sunflowers, state pins, and/or other items requested by the State Council. Transportation of all these items to the International Convention site will also be arranged by the Secretary. The Secretary will attend the Lions International Convention. While at the Convention, duties will include assisting the International Convention Committee and State Council with the registration of Kansas attendees, the sale of items of State inventory such as pins, and assist with other duties. The Secretary may attend meetings of the Committee for the purpose of coordinating responsibilities and services of the State Office.

**INTERNATIONAL GUESTS:** The Council Chair and State Secretary will receive the preference sheet of any special guests speaking at Mid-Winter Rally and State Convention.

**DISTRICT GOVERNORS-ELECT:** The State Secretary will assist the Multiple District Leadership Chairperson in meeting with Vice District Governors and Spouses at each State Council Meeting. This will include providing information, services, procedures, uniform selection (styles, choices and cost), parade attire, travel, reimbursements, requirements for all International Convention, assistance prior and including taking office as District Governor. The State Secretary will assist the Multiple District Leadership Chairperson as requested and needed with the District Governors Elect State Training. Agenda and minutes of State meetings will be sent to Vice District Governors.

**STATE DIRECTORY:** The State Secretary will prepare a State Directory each year with information from the State Office of Governors, International Family and addresses and phone numbers. The current District Governors will provide all Club information of meeting place and time, President and Secretary with address and phone numbers. This must be to the State Office by May 1 each year. The State Office will keep a minimum number of directories for mailing to incoming speakers. The incoming District Governors will order the number needed in their district for dispersing to Cabinet, Committees, Club Presidents and Secretaries. The cost of the directories for districts will be paid by each district. The State will cover cost of directories needed by State Office. All update and information of directories will be kept on the State Office computer.

**PAST DISTRICT GOVERNORS:** The State Secretary will maintain a list of all current Past District Governors of Kansas. The Secretary will send notice via e-mail of the death of any Past District Governor to current State Council and Past District Governors maintaining e-mail capability.

**DISTRICT AND CLUB LEADERSHIP:** The State Secretary will keep records of each District Governor's cabinet, monthly newsletters and communications, and all Club Presidents and Secretaries of the State of Kansas. Mailing labels of these names will be made available.

**CLUB STATUS:** The State Secretary will keep records of all Clubs in Kansas. For each Lions Club in Kansas, maintain a file with a roster, PU-101, newsletters and bulletins.

# STATE SECRETARY SOP

**CHARTER CLUBS:** The Secretary will assist the District and/or District Governor with any clerical assistance requested for formation of new clubs including organizational letters to prospective members, information and supplies when needed, mailing of Charter Night invitations if desired by the organizing group. **MEMBERSHIP STATISTICS AND CONTESTS:** The State Secretary will maintain all membership statistics and records for the Lions of Kansas per Club, District and State. District reports will be sent by the fifteenth of the month to the State Office by each District Governor. A composite of State membership will be completed and forwarded to the State Council, Vice-Governors, and State Membership Committee. The Office will maintain records of the State membership contest and any other State contests being done, computing results with monthly status reports to the State Membership Chairperson if requested.

**SUPPLIES:** The State Secretary will order office supplies including printed stationary and envelopes for the office, State Council Chairperson, and State Treasurer. All supplies ordered from Lions International will be ordered through the State Office. Keep a supply of informative pamphlets available.

**AWARDS:** The State Secretary is responsible for ordering and engraving of plaques, trophies, certificates, etc. for awards, contests and recognition, with information provided by Council Chairperson and/or State Membership Chairperson.

**COMPUTERIZED INFORMATION:** Records kept on office computer include: monthly membership reports; monthly and yearly membership composite for the State; records of new members and their sponsors with monthly and yearly totals; names, mailing and electronic addresses, and phone and fax numbers of all Club Presidents and Secretaries; State Committee Chairpersons and committee members; District Governor's Cabinets and Committee Chairpersons of each District; Past District Governors; agenda and minutes of all State Council meetings; State Constitution and By-Laws, Standard Operating Procedures, and inventories of all state pins, books, uniforms, banners, flags, sunflowers, and stick-on sunflowers.

**CONSTITUTION, BY-LAWS, AND STANDARD OPERATING PROCEDURES:** Current and updated copies of these documents will be maintained. Copies will be provided to the State Council, Constitution and By-Laws Committee, and District Governor Elects upon their election.

**RECORDS MAINTAINED:** The State Secretary shall preserve the records of Kansas Lions and be responsible for a summary of the statistics acquired in the State from year to year. The State Office will also maintain a record of the Kansas Lions Sight Foundation, Kansas Lions Band Foundation, Kansas Lions Foundation, State and International Band, Lions International insurance programs, and records of Past District Governors and Councilpersons.

**BUDGET PROPOSAL:** Prior to the First State Council meeting, the State Secretary shall submit a proposed budget for operation and anticipated reimbursable expenses for the operation of the State Office to the State Office Committee Chairperson (State Council Chairperson). The proposal must be reviewed, and submitted to the Budget and Finance Committee by the first State Council meeting. Actual reimbursable expenses per approved budget will be paid with the exception of auto travel which will follow rules of audit.



# HOST DISTRICT GOVERNOR - COUNCIL MEETINGS KANSAS LIONS MULTIPLE DISTRICT 17

## SOP 3.04.....November 2008

### PURPOSE

The Host District Governor for each Council meeting is the District Governor of the District in which the State Council meeting is held. The District will host and provide hospitality for the meeting.

### DUTIES

**HOST DISTRICT GOVERNOR:** Act as the host for the State Council meeting and take necessary actions to facilitate an effective and enjoyable Council meeting. The Host District Governor will open the Saturday night banquet and provide welcoming remarks.

**ARRANGEMENTS:** Arrange for flags, Lions banners, and Flags of Nations for the Council business meeting areas. Coordinate all preparations with the State Council Chairperson and State Secretary on all preparations for the Council meeting.

**REGISTRATION:** Arrange for district Lions to conduct registration of all who attend the Council meeting. The registrations shall be accounted for on separate sheets for each district and registrants will be identified as Lions or non-Lions. The registration process will include responsibility for issuance of meal tickets as part of registration and collection of tickets before meals. The meal tickets will be obtained from the State Secretary. Registration should be open Friday evening and from 8:00 a.m. to 2:00 p.m. Saturday. Arrangements will need to be made to have change available to accommodate those who will pay cash for registration. The State Council Chairperson will be informed of the numbers of Lions registered from each district prior to 10:00 p.m. Saturday evening.

**HOSPITALITY ROOM:** The State Secretary will make arrangements for a hospitality room. The Host District will be responsible for refreshments (i.e. cookies, fruit, vegetable trays, dips, chips, pretzels, popcorn, coffee, tea, sodas, ice, etc.), fellowship, and information. An effort should be made to provide items for diabetics and those who need low fat dietary needs. The Hospitality room shall be open Friday evening, all day Saturday (may be closed during Council business sessions), and following the banquet dinner. Operating the Hospitality Room on Sunday is optional. The host district shall provide refreshment and eating and drinking utensils by involving local clubs and district cabinet members to donate items which are required.

**ENTERTAINMENT:** The Host District Governor will plan a program for the spouses and entertainment for the Saturday evening dinner. Coordinate with the State Secretary as to necessary costs for these programs as the cost would be incorporated in the meal price. There costs are to be kept to a minimum, if any.

**SUNDAY BREAKFAST:** The Host District Governor will be responsible for obtaining a minister for a short devotion/sermon/message at the Sunday morning breakfast hosted by the PDG Club. Local clubs should be considered as a source for inviting a minister and the PDG Club President shall be informed of the name, address, and church affiliation of the minister.

### GENERAL OPERATING PROCEDURES

**STATE SECRETARY:** Assistance will be provided to the State Council meetings by the State Secretary. The Secretary *will* be responsible for the coordination and planning for room reservations, meal reservation, seating arrangements, and place cards. The State Secretary will be responsible for transportation of sound and recording systems, sale and financial accountability for all State Office sale items, and for preparation of meal tickets as required.

**EXPENSES:** No expenses of the Council meeting are paid by the State Council, unless such expenses are arranged in advance (e.g., entertainment costs). Therefore, any expenses incurred for meals or decorations must be included in the cost of meals paid by those attending the meeting. These expenses should be kept to a minimum.

# STATE VICE COUNCIL CHAIRPERSON KANSAS LIONS MULTIPLE DISTRICT 17

## SOP 3.05.....November 2008

**PURPOSE OF POSITION:** The Vice Council Chairperson shall temporarily assume the duties of Council Chairperson when the Council Chairperson is unable to serve. The Vice Council Chairperson will refer to the Council Chairperson SOP 3.01 as specified in Article V, Section 4 of the Lions Multiple District 17 Constitution.

### **SELECTION OF STATE COUNCIL VICE CHAIRPERSON**

The State Vice-Council chairperson will be elected in a meeting of State Council and District Governor elects prior to the Fourth State Council meeting. This is a special meeting of the State Council for the election of the Council Chairperson and Vice Council Chairperson. Selection is made from the District Governors Elect as specified in Article V, Section 2 of the Lions Multiple District 17 Constitution.

### **DUTIES**

**COMMITTEE ON COMMITTEES:** The Vice Council Chairperson Elect will serve on this committee and help prepare the recommendations on all committee assignments.

**RESOLUTIONS:** The Vice Council Chairperson will formulate and present resolutions desired by the State Council. Copies of resolutions will be sent to recognized individuals. These resolutions may include:

1. **APPRECIATION.** Resolutions are most often presented at State Council meetings to express appreciation for the efforts of those people in charge and for the facilities being used.
2. **RECOGNITION.** Resolutions can also be used to show thankfulness for outstanding service by a Lion, Lions Club, or District. They can also be used to show appreciation of other persons or organizations.

**BUDGET PROPOSAL:** Budget request will follow rules of audit.

**FINAL REPORT:** Within fifteen days following the adjournment of the International Convention, the immediate Vice Council Chairperson shall forward a final report to the new Vice Council Chairperson.

# KANSAS LIONS SIGHT FOUNDATION KANSAS LIONS MULTIPLE DISTRICT 17

## SOP 4.01.....JUNE 2008

### PURPOSE OF FOUNDATION

The purpose of the Kansas Lions Sight Foundation Inc. (KLSF) is to function as the administrative body to govern and coordinate all phases of sight conservation for the Lions of Kansas.

### SELECTION OF DIRECTORS

The Board of Directors of the Kansas Lions Sight Foundation is composed of three Lions elected from each of the Lions Sub-Districts; two directors and the Kansas Lions for Sight/Candy Day Chairperson. The term of office shall be for a period of three years. District Elections shall be made in consecutive years to insure continuity in representation. Vacancies shall be filled according to the By-Laws of the foundation.

**OFFICERS:** The Chairperson, Vice-Chairperson, and Secretary-Treasurer of the KLSF will be selected by the Directors from members of the Board at an election at the annual meeting.

### DUTIES

**SIGHT CONSERVATION:** KLSF will serve as the administrative body to govern and coordinate all phases of sight conservation. The Foundation will provide continuity of purpose, thought, and planning.

**REPORTS:** The Board of Directors will cooperate with the State Council and make regular reports of its activities at each State Council meeting.

**CONTRIBUTIONS:** The Board will work to collect necessary funds from Lions and others to insure that its primary purpose can be accomplished. Fund-raising will include membership contributions, memorials, corporate contributions and endowments from estates and trusts.

**INVESTMENTS:** The Directors are responsible for investing donated funds in income generating accounts. Funds will be deposited with a financial firm to maximize return with low risk.

### GENERAL OPERATING PROCEDURES

The Board of Directors shall operate in accordance with the Articles of Incorporation and Bylaws for the Kansas Lions Sight Foundation, Inc.

**FEES AND COMPENSATION:** The members of the Board of Directors shall serve without pay, but may be reimbursed for travel expenses while on business for the Foundation. (Forms completed in accordance with the rules of audit approved by the board of directors of the Foundation.)

**PLACE OF MEETING:** The Board of Directors of the Foundation shall meet at any time necessary for the best interest of the Foundation as called by the president and secretary, but shall be not less than three times per year. The meeting time and place shall be determined by the president and secretary with preference given to the same time and place as the meeting of the State Council.

**REGULAR MEETING:** In conjunction with each annual meeting of members, the Board of Directors shall also hold a regular meeting for the purpose of organization, election of Officers, and the transaction of other business. The regular meeting will usually be held during the State Lions Convention of Multiple District 17.

# KANSAS LIONS SIGHT FOUNDATION

**OTHER REGULAR MEETINGS:** The Board of Directors may hold additional regular meetings during other quarterly Multiple District 17 Council meetings. Notification of such meeting is to be given to each Director and the State Council Chairperson at least ten days prior to the meeting.

**MEETING BY TELEPHONE:** Members of the Board of Directors of the corporation, or any committee designated by such board, may participate in a meeting by means of conference telephone or similar communications equipment and such participation in a meeting shall constitute presence in person at the meeting.

**QUORUM:** A majority of the total number of directors constitute a quorum for the transaction of business.

**MEMBERSHIP:** An active member in good standing of a Lions Club in good standing of Multiple District 17 shall be an active member of the corporation. No dues shall be charged for membership in the corporation. In order to encourage voluntary contributions, certain types of membership annual contributions have been established as follows: Supporting Membership, \$25; Sustaining Membership, \$100; Founders Membership, \$500; and Millionaire Membership, \$1,000 and greater.

**CANDY DAY/KANSAS LIONS FOR SIGHT:** Candy Day/Kansas Lions for Sight provides much of the money to carry on the work of the Foundation and is its primary project. All contributions received from Candy Day/Kansas Lions for Sight are used to provide equipment, etc. for the Eye Research and Training Center in Kansas City and other sight conservation projects. Sop 4.03 covers the operation of this project.

**FOUNDATION SERVICE ACTIVITIES:** The service activities of the Kansas Lions Sight Foundation should emphasize prevention of blindness and aid to the visually impaired.

**EYE RESEARCH AND TRAINING CENTER:** A need for research and training programs prompted the Foundation to establish the Kansas Lions Eye Center at KU Medical Center. This program provides eye care, research and training. Substantial sums have been spent by the Kansas Lions to make that facility one of the best in the nation for training, treatment, and research. This is a long range program which needs the support of every Lion in the state.

**LOW VISION CLINICS:** Clinics located in Kansas may be provided with grant assistance by the Foundation.

**USED EYEGLASSES:** The collection of used eyeglasses has become a project carried on by many Lions Clubs in the state. We are happy to cooperate with the Kansas Optometric Association in distributing a portion of these glasses among the needy in foreign countries.

**IOOF EYEBANK:** The Kansas Lions Sight Foundation (KLSF) and the Missouri Lions Eye Research Foundation (MLERF) have entered an affiliation agreement to jointly operate and support eye bank facilities in Kansas City and Hays, KS known as the Kansas Lions Eye Bank. KLSF recruits Lion volunteers and generally promotes the program of eye retrieval of the Kansas Lions Eye Bank (KLEB). It will be an affiliate of the "umbrella" Heartland Eye Banks group with management by the MLERF. Their central office is in Columbia, MO. 800-753-2265. Kansas 800-545-9646

**READING SERVICES FOR THE PRINT IMPAIRED:** The Kansas Lions Sight Foundation provides funding for the Satellite Uplink for broadcasting over the Audio Reader Network and Braille Program Guides.

**DOGS FOR THE VISUALLY IMPAIRED:** The Kansas Lions Sight Foundation may provide money for the training of dogs for visually impaired individuals when funding is available.

**SCHOLARSHIPS:** Scholarships may be provided for Optometric Students from Kansas if funding is available.

# KANSAS LIONS BAND FOUNDATION KANSAS LIONS MULTIPLE DISTRICT 17

## SOP 4.02.....NOVEMBER 2008

### PURPOSE OF FOUNDATION

The purpose of this Foundation is to help perpetuate the Kansas Lions Band, by providing through various fund raising activities, permanent financial support. It will work with the State Council to preserve and strengthen the Band.

### SELECTION OF DIRECTORS

The Board of Directors of the Kansas Lions Band Foundation is composed of Lions made up of two groups: The Governor Directors and non-governor directors from each district.

**GOVERNOR DIRECTORS:** District Governors from each district will serve as the Governor Directors with the term lasting one year beginning August 1 and ending July 31 each year.

**NON-GOVERNOR DIRECTORS:** One non-governor director will be elected by each of the respective districts and will serve for a two year period beginning August 1. The directors elected from the districts L, O and S will take office on August 1 of odd numbered years and directors elected from districts I and N will take office on August 1 of even numbered years.

**CORPORATION:** All Directors must be members of the Kansas Lions Band Foundation Corporation. Any Lion who is a member in good standing of any Lions Club in good standing within the State of Kansas is a member of the Corporation. The principal office of the Corporation is **the** Kansas Lions State Office.

### DUTIES

**MEMBERSHIP:** The Board of Directors will maintain membership classifications and criteria that contribute to the purpose of the Corporation.

**ACCOUNTS:** All funds received by the Foundation are to be deposited in one of two types of accounts according to the desires of the donor. The regular account is to be used directly for current expenses of the Kansas Lions Band. The perpetual account is to be maintained as a permanent fund with the principal amount intact and only the interest or earnings used to support the Kansas Lions Band. Undesignated funds received will be deposited in the perpetual account.

**INVESTMENTS:** The Directors are responsible for investing donated funds in interest-bearing accounts. In no case will funds be placed in risky or unsecured investments. A report will be given at the fourth Council Meeting.

**BAND SUPPORT:** The Band Financial Officer will prepare a proposed draft budget. The State and International Band Committee reviews and approves the draft budget at the first cabinet meeting. The Band Committee Chairpersons present the budget to KLFB at the first cabinet meeting and ask for funds to support the State and International Band for the current year. Other requests are made at that time, as needed. Once the Band Committee knows what the KLFB will provide in funds, the committee adjusts the budget, accordingly. KLFB remits the approved funds to the Band Committee at the end of the Lions year.

# **KANSAS LIONS BAND FOUNDATION SOP**

## **GENERAL OPERATING PROCEDURES**

The Board of Directors shall operate in accordance with the Articles of Incorporation for the Kansas Lions Band Foundation, Inc.

**FEES AND COMPENSATION:** Directors and officers shall not receive any salary for their services as directors, but by resolution of the Board, may receive a fee according to the Rules of Audit (SOP 3.02, Appendix 1) of the Kansas Lions for expenses of attendance at each meeting. It is expected that volunteers will provide the primary source of effort for the Corporation. Compensation to other employees is to be discouraged and minimized.

**PLACE OF MEETING:** Regular and special meetings of the Board of Directors shall be held at any place within the State of Kansas which has been designated by resolution of the board or by written consent of all members of the board. Generally, meetings will be held at the time and place of the quarterly Multiple District 17 Council meetings.

**REGULAR MEETING:** In conjunction with each annual meeting of members, the Board of Directors shall also hold a regular meeting for the purpose of organization, election of Officers, and the transaction of other business. The regular meeting will usually be held during the State Lions Convention of Multiple District 17.

**OTHER REGULAR MEETINGS:** The Board of Directors may hold additional regular meetings during other quarterly Multiple District 17 Council meetings. Notification of such meeting is to be given to each Director and the State Council Chairperson at least ten days prior to the meeting.

**MEETING BY TELEPHONE:** Members of the Board of Directors of the Corporation, or any committee designated by such board, may participate in a meeting by means of conference telephone or similar communications equipment and such participation in a meeting shall constitute presence in person at the meeting.

**QUORUM:** A majority of the total number of directors constitute a quorum for the transaction of business.

# CANDY DAY/KANSAS LIONS FOR SIGHT KANSAS LIONS MULTIPLE DISTRICT 17

**SOP 4.03.....JUNE 2008**

## **PURPOSE OF COMMITTEE**

The purpose of this committee is to operate the Candy Day/Kansas Lions for Sight fund raising program for the Kansas Lions Sight Foundation.

## **COMMITTEE SELECTION**

This committee will consist of one representative for each of the sub-districts in Multiple District 17. The method of selection is to be **determined** by each District. Candy Day/Kansas Lions for Sight **Committee** members selected by each District shall serve a three year term and may be re-elected. Committee members shall serve as a member of the Board of Directors of the KLSF. The Chairperson is selected from among these members by the Kansas Lions Sight Foundation Board of Directors.

## **DUTIES**

**SUPPLIES:** The Committee will order candy supplies, order blanks, and will furnish information needed by the Clubs.

**FUNDS:** The Committee will bill each Club for all supplies ordered and will collect for the supplies and contributions made to the Sight Week program. Funds will be distributed to the Kansas Lions Sight Foundation on a timely basis.

**REPORTS:** Reports of the progress of the Candy Day/Kansas Lions for Sight event are to be made to: 1) the KLSF President to be included in his/her reports to the Council of Governors at each Council Meeting; 2) the State Candy Day/Kansas Lions for Sight Chairperson; and, 3) to his/her Cabinet at each Cabinet Meeting.

## **GENERAL OPERATING PROCEDURES**

**PLANNING:** The Sight Week Committee will meet at State Convention time to discuss plans for Sight Week in October. The specific date must be set.

**REPORTING:** Reports to the first District Cabinet meetings should include the nature and purpose of Sight Week, how it functions, and ask for Club participation and support. Mention should be made that letters will be sent to every Club President and Secretary. District Chairpersons should take a quantity of supplies to the Cabinet meeting for distribution. All Clubs participating in Candy Day/Kansas Lions for Sight Week are encouraged to schedule a Candy Day, preferably on the designated October date

**LETTERS:** District Chairpersons should compile a letter in early August and mail it to each President and Secretary in the District. This letter is to promote Sight Week and encourage participation. Included with the letter is an order form for candy and supplies and material on "How to Conduct Candy Day/Kansas Lions for Sight Week."

**ORDERING:** All supplies are to be ordered from the Committee Chairperson. Clubs will likewise order promptly from the District Candy Day/Kansas Lions for Sight Chairperson. Candy should be ordered by September 1. If a Club desires twelve (12) or more cases, the order will be shipped to the designated club freight free. Also encourage neighboring Clubs to pool orders for candy to be shipped to one destination freight free.

**DISTRIBUTION:** Candy and supplies will be shipped to the District Chairpersons who will handle distribution to the clubs.

# **CANDY DAY/KANSAS LIONS FOR SIGHT SOP**

**COLLECTION:** Clubs are requested to send money for candy and supplies with order and contributions as soon as possible after the project.

**ACCOUNTING:** When Candy Day/Kansas Lions for Sight District Chairpersons remit money for candy, supplies and/or contributions, proper accounting is to be made thereof and bank deposits completed. Each receipt from a District Chairperson will be handled in this manner, making sure that proper and prompt deposits are made to the bank.

## **CALENDAR of EVENTS**

**FOURTH STATE COUNCIL MEETING:** Candy Day/Kansas Lions for Sight dates to occur in October each year will be set at the fourth state council meeting

**JULY 1.** A copy of all contributing Clubs by district, showing total contributions for the preceding year, will be sent to the editor of the Kansas Lions News as soon as possible after July 1, so that this report will be incorporated in the first issue of the state paper each year.



# KANSAS LIONS PAST DISTRICT GOVERNORS CLUB KANSAS LIONS MULTIPLE DISTRICT 17

## SOP 4.04.....November 2008

The leadership of this club shall consist of one director, elected by the PDG's in each respective district of Multiple District 17. The officers of this club shall be a President, a Vice-President and a Secretary-Treasurer who may or may not be members of the Board of Directors.

**OBJECT.** The object of this club shall be to maintain, promote and develop a spirit of fellowship among its members, and to maintain and stimulate their interest in Lionism, especially in Kansas; but it shall be specifically understood that no action of this club, either expressed or implied, shall at any time encroach upon, duplicate or embarrass in any manner whatsoever the duties, activities or prerogatives of any existing organization of Lions International or any affiliate thereof in Multiple District 17 or any subdivision thereof.

**MEMBERSHIP:** The membership of this club shall be confined and restricted to Lions who have been designated as Past District Governors by Lions International, who have served as a District Governor, and who hold membership in a Lions Club. Failure to qualify on any one of the foregoing requirements prohibits or terminates membership at the time such deficiency occurs.

**VOLUNTARY CONTRIBUTIONS:** An annual \$5 voluntary contribution may be made to secretary-treasurer. A life membership may be purchased for \$100 of which \$25 shall be placed in the general fund, and \$75 will be invested in a federally insured account with the income from the investment going into the general fund. Upon the death of the P.D.G., the \$75 shall be given as a memorial alternately to the Sight Foundation and the Band Foundation, unless otherwise designated by the P.D.G. or his family. Upon the death of a P.D.G., who is not a life member, a \$15 memorial tribute shall be given alternately to these foundations, unless otherwise designated by the P.D.G. or his family.

**MEETINGS:** The annual meeting of the members of this club shall be held at the time and place of the annual State Convention of Kansas Lions for the purpose of electing a President, Vice-President and Secretary-Treasurer.

Quarterly meetings will be held at the time and place of the regular meetings of the State Council.

The scheduling of the P.D.G. Club meetings shall be left to the discretion of the Club officers subject to the wishes of the State Council and the host club. All P D Gs, their friends and spouses shall be invited to attend the meetings.

**COURTESY NOTICES.** Each District Director shall have the responsibility of communication within their district to the District Governor of any matter of need be it illness or death of a P.D.G., an appropriate situation of the spirit of fellowship among members or a matter of interest.

# **KANSAS LIONS FOUNDATION KANSAS LIONS MULTIPLE DISTRICT 17**

## **SOP 4.05.....November 2009**

### **PURPOSE OF FOUNDATION**

The purpose of the Kansas Lions Foundation (KLF) is to function as the administrative body to govern and coordinate all phases of services as described in the articles of incorporation and by-laws of the Kansas Lions Foundation.

### **SELECTION OF DIRECTORS**

The Board of Directors of the Kansas Lions Foundation is composed of two Lions elected from each of the Lions Sub-Districts. The term of office shall be for a period of three years.

The officers of the corporation shall be a President, Secretary and Treasurer. The corporation may also have, at the discretion of the board of directors, one or more vice-presidents, one or more assistant secretaries and one or more assistant treasurers. Officers of the KLF will be selected annually by the board of directors.

### **DUTIES**

**REPORTS:** The Board of Directors will cooperate with the State Council and make regular reports of its activities at each State Council meeting.

**INVESTMENTS:** The Directors are responsible for investing donated funds.

### **GENERAL OPERATING PROCEDURES**

The Board of Directors shall operate in accordance with the Articles of Incorporation and Bylaws for the Kansas Lions Foundation, Inc.

**FEES AND COMPENSATION:** Directors shall not receive any stated salary for their service. They may claim expenses in accordance with the Kansas Lions Rules of Audit, unless adjusted by the Board of Directors.

**ANNUAL MEETING:** An annual meeting of members shall be held during the annual State Lions Convention of Multiple District 17.

**REGULAR MEETINGS:** The Board of Directors may hold additional regular meetings during other Multiple District 17 Council meetings. Notification of such meeting is to be given to each Director at least ten days prior to the meeting.

**SPECIAL MEETINGS:** The president or, if he is absent or unable or refuses to act, the secretary or any other director may call for a special meeting of the board of directors at any time for any purpose or purposes.

**MEETING BY TELEPHONE:** Members of the Board of Directors of the corporation, or any committee designated by such board, may participate in a meeting by means of conference telephone or similar communications equipment and such participation in a meeting shall constitute presence in person at the meeting.

**QUORUM:** A majority of the total number of directors constitute a quorum for the transaction of business.

**MEMBERSHIP:** An active member in good standing of a Lions Club in good standing of Multiple District 17 shall be an active member of the corporation. No dues shall be charged for membership in the corporation.