

**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.

**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.

**STANDARD OPERATING PROCEDURE  
KANSAS LIONS MULTIPLE DISTRICT 17  
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**STATE COUNCIL  
KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 1.00..... February 2022**

**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 of Multiple District 17. 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:

- Personnel matters which, if discussed in public, would constitute an invasion of privacy
- Consultation with legal counsel with regard to litigation
- 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.

**DECISION DISSEMINATION:** Once a decision is made, a full and complete presentation of the results shall be made to the Lions of Kansas via any 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.

## **STATE COUNCIL SOP 1.00**

### **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..... October 2017**

**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 as soon as possible after the election of the 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 committee 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 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:

- Committee on Committees
- K-I Committee
- State Convention
- Budget and Finance
- Constitution and By-Laws, SOP's & Parliamentarian
- Long Range Planning Committee
- Historical
- International Convention
- Global Membership Team (GMT)
- Global Leadership Team (GLT)
- Global Service Team (GST)
- Public Relations
- State Publications Committee

## **COMMITTEE ON COMMITTEES SOP 1.01**

Standing committees shall have no less than two or more than six members. Special committee assignments can be made as deemed necessary. Standing and special committee appointments shall be for a period of one year. 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.

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

**SOP 1.02..... October 2019**

**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. This committee will be familiar with the provisions of the Kansas Lions State Constitution and By-Laws.

**COMMITTEE SELECTION**

This is a standing committee provided for in Article VI, Section 6 of the By-Laws of Multiple District 17 Constitution. This committee should consist of a minimum 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 an immediate past member of this committee.

**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 and after consideration of all needs, to prepare a general budget(s) 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(s) as needed. The expenditure of any State Council money not derived from regular revenues shall be reviewed by this committee before being approved by the State Council.

**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 committee 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.

**REVIEW:** 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.

**CALENDAR OF EVENTS**

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

- Meet with each committee chair to discuss their initial committee “proposed/draft budget”
- Prepare a proposed budget for the fiscal year including detailed budgets of allowable expenditures by each committee
- Recommend allowances changes for mileage, meals and lodging in the rules of audit
- Recommend bond for State Treasurer
- Recommend depository for Council funds



## **BUDGET AND FINANCE COMMITTEE SOP 1.02**

EACH FOLLOWING 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..... October 2019**

**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 X 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 the majority of 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.

**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 V, Section 2(e) of the Multiple District Constitution. This fund is provided from the annual per capita state dues at sixty cents per member.

## **KANSAS-INTERNATIONAL COMMITTEE SOP 1.03**

### **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 and/or the state secretary shall notify each committee member and the State Council Chairperson that a meeting of the committee is to be held. The notification may 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.

# **CONSTITUTION AND BY-LAWS, SOP's, & PARLIAMENTARIAN COMMITTEE KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 1.04..... October 2019**

## **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. The committee is also responsible for maintenance the SOP's 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. This committee shall be composed of a Chairperson, and including said Chairperson, shall consist of no less than two and no more than six members. (If needed, a vice chairperson may also be appointed from one of the committee members) The Chairperson shall have served the previous year on the committee. The Chairperson may be reappointed by the council chair elect.

## **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 and By-Laws as an efficient means of administering Multiple 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, another member of the Constitution and By-Laws Committee shall serve in his or her place. The Council Chair shall be notified of his/her replacement.

**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:** All proposed amendment(s) shall be published by regular post or electronic means to each club no less than thirty (30) days prior to the convening date of the State Convention.

## **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 either electronic or printed copies of the following:

- International Association of Lions Clubs Constitution and By-Laws
- Kansas, MD-17, Lions Constitution and By-Laws
- 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.

## **CONSTITUTION AND BY-LAWS, SOP's, & PARLIAMENTARIAN COMMITTEE**

**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 first meeting of new calendar year 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 or the state secretary shall submit 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 each club no less than thirty (30) days prior to the convening date 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 XI 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 and/or the state secretary shall notify each committee member and the State Council chair that a meeting of the committee is to be held. The notification may include a proposed agenda for discussion.

**STATE CONVENTION  
KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 1.05..... February 2022**

**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 Co-Chair or Vice Chairperson assigned to this committee should have previously served as the convention chairperson for a district convention. The third member of the committee should be the district governor from the district in which the multiple district convention will be held.

**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.

**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.

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

**GENERAL OPERATING PROCEDURES**

The actions of this committee shall be governed by Article VII 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 shall be given the responsibility for arranging, coordinating, pricing, and planning for facilities, accommodations, meals, protocol, seating arrangements, place cards, and protocol order of 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, and sound systems. 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.

**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 State Convention Committee should be scheduled to allow communication of plans, give progress reports, and generally discuss needed arrangements. Communication between members of the State Convention Committee can occur through phone calls,

## STATE CONVENTION SOP 1.05

e-mail or other electronic methods, and face-to-face meetings. Communication should occur often enough that plans flow smoothly and needed arrangements are made in a timely manner. Coordination with the state secretary is required. Responsibilities include, but may not be limited to, the following:

- Setup of all State Council business meetings during the Convention
- Governor-elect and/or other training sessions
- All meal functions including speakers, menus, tickets, and head table (when appropriate)
- 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 local and area newspaper, TV, and mailings to Kansas Lions

STATE CONVENTION SUB-COMMITTEES: Suggested positions:

- General Chairperson(s) Approved by State Council
- Secretary/Registration
- Treasurer
- Hospitality
- Publicity
- Credentials/Elections
- Necrology
- Convention Program Booklet
- Exhibits
- Speakers and Seminars
- Theme Baskets (if desired)
- Decorations (if desired)

KANSAS LIONS STATE BAND COMMITTEE: The State Convention Committee shall work with the State Band Committee in implementing plans for the band activities and performances. All band expenses are handled by the State Band Committee.

### OTHER SUGGESTIONS

PAST DISTRICT GOVERNORS LUNCHEON: The Friday luncheon is hosted by the Kansas Past District Governors Club. A brief annual meeting of the PDG Club may be held after the luncheon speaker concludes.

CONVENTION BANQUET: Formal attire is needed for the two head tables. 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.

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

AWARDS: International recognitions and awards should be made during the final banquet, where the emphasis is on the International speaker and his/her message. Other awards, such as membership, public relations, and environmental, should be made during the business session or at luncheon events if appropriate.

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 Secretary and the Council Chairperson. The State Secretary is responsible for arranging for a gift or plaque for the Council Chairperson to be presented at the banquet.

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

**SOP 1.06..... February 2022**

## **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 parade participation, uniforms, and any other activity it may deem appropriate and feasible. An outline of the program for the forthcoming International Convention shall be presented to the State Council for approval, in the event of an International Candidate from Kansas.

**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. Regularly send information to the State & District communications and newsletters regarding International Convention plans including hotel assignments and convention schedules. District Governors must keep promoting the convention. Send out detailed information to those Kansas Lions planning to attend the convention- particularly to first time attendees.

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

## **GENERAL OPERATING PROCEDURES**

**REPORTS AND CORRESPONDENCE:** The chairperson is responsible to the Council for:

- Correspondence regarding the International Convention
- Preparing reports to the Council and to the International Convention office
- Supervision of all activities for the Committee

**STATE SECRETARY:** Assistance may be provided to the International Convention Committee by the State Secretary.

**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. 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.

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

- Designs can be submitted by any Kansas Lion, Lioness, or any Club
- Designs must be submitted to the respective District Governor by the Mid-Winter Rally



## **INTERNATIONAL CONVENTION COMMITTEE SOP 1.06**

- 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.

Suggested designs will be voted on by the State Council at the Mid-Winter Rally until three designs are selected. These three selected designs will be voted on by the Kansas Lions who sign the District rosters at the Mid-Winter Rally. Voting and voting procedure will be handled by the International Convention Committee. The designer of the winning pin will receive a \$100.00 check. If there are less than 3 pin designs submitted, the State Council will make the pin selection. The State Secretary 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.

**INTERNATIONAL PARADE:** The committee oversees the marching delegation during the parade. The official parade uniform will be selected by the committee and approved by the Council of Governors.

**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 review proposed and request any changes to Budget and Finance Committee at the first Council meeting. It should include both administrative and project expenses.

**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 with appropriate refreshments
- 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
- 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. Set up a table at the Rally with International Convention registration blanks, and state pins. 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.

**STATE CONVENTION REPORT:** The report should be geared to all Lion members, outlining as much detail as possible, to include the uniform for the parade.

## **INTERNATIONAL CONVENTION COMMITTEE SOP 1.06**

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

- Go to the parade office to receive packet and discuss schedules
- 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.
- 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 COMMITTEE  
KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 1.07..... January 2019**

**PURPOSE OF COMMITTEE**

The Public Relations Committee is to support and publicize activities of the Multiple District 17 (MD-17) Lions State Council, committees, foundations and other Lions Clubs entities to the public via various print and electronic media markets in the State of Kansas.

**COMMITTEE SELECTION**

This is a special committee which must be appointed by the Committee on Committees.

This is a standing committee provided for in Article VI, Section 6 of the By-Laws of the MD-17 Constitution. This committee shall consist of no less than two nor more than six qualified Lions.

The Chairperson of the committee shall be recommended by the Committee on Committees. Other members of the committee may be appointed by the Chairperson from among chairpersons of sub-district Public Relations Committees, sub-district newsletter editors, and/or sub-district IT/Webmasters provided that the total number of committee members not exceeds six. The Chairperson may appoint additional persons, without official status, as advisors to the committee.

**PHILOSOPHY**

Public relations can be regarded as one of the most important responsibilities connected with Lionism. Most of the success of individual Lions Clubs' projects depends on winning the sentiment of the community. When residents of the community know about Lions and speak highly of their activities, the result is good public relations and positive membership growth.

**DUTIES**

Publicizing MD-17 Activities: The committee shall assist in publicizing public services performed by Lions Clubs and members in MD-17 via local media throughout the state, utilizing where appropriate items in district and state websites and newsletters, and in the LION magazine.

Assisting Local Clubs: The committee shall make available to local Lions Clubs resources to help improve their public relations efforts. Such resources might include—but are not limited to—directories of media addresses, articles about writing news releases, demonstrations on properly photographing events, and instructions on maintaining websites.

**GENERAL OPERATING PROCEDURES**

Club Bulletin (or Newsletter) Contests: Every Lions Club is encouraged to send a bulletin or newsletter periodically to its members to keep them informed and interested in their Club's activities. Clubs are encouraged to enter their bulletins or newsletters in any MD-17 contest or recognition program that may be announced from time to time. Regardless of whether the committee conducts contests or a recognition program for MD-17, nothing is to prohibit any club or sub-district newsletter editor or IT/Webmaster from entering competitions sponsored by Lions Clubs International.

**CALENDAR OF EVENTS**

Budget Proposal: Prior to or during the first State Council meeting, the Chairperson shall submit a budget proposal for committee expenses to the MD-17 Budget and Finance Committee. The budget request will follow the rules of audit. Additional funds may be requested from MD17 Budget & Finance Committee when the need for such arises.

## **PUBLIC RELATIONS COMMITTEE SOP 1.07**

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

**Meeting Reports:** The Chairperson shall prepare a progress report for each State Council meeting if requested by the Council Chairperson.

**Final Report:** Within fifteen days following the adjournment of the International Convention, the Chairperson shall forward a final report of the committee's activities for the past year 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..... October 2019**

**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 shall have a chairperson and, including said chairperson, shall consist of no less than two or more than six members, who are acquainted with the operation of Multiple District 17 and overall objectives. The Chairperson shall be appointed by the council chair elect.

**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 chair and/or the state secretary 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.

# **GLOBAL LEADERSHIP TEAM (GLT) KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 1.09..... January 2020**

## **PURPOSE OF COMMITTEE**

GLT Multiple District Coordinator : The GLT structure, which encompasses representation at the multiple district and district levels and includes district governor teams, provides a comprehensive platform for developing more qualified leaders from the club level up, while encouraging regional training and development approaches to address local needs. Consistent, ongoing consultation and collaboration with the GMT and GST is critical to each teams' impact. The GLT allows for a concentrated emphasis on functional, operational training and education of leaders, coupled with motivational development, identification and effective recruiting of qualified leaders.

## **COMMITTEE SELECTION**

GLT Multiple District Coordinator shall be a qualified Lion leader selected for an annual term by the multiple district council chairperson and may serve multiple terms. The District GLT Coordinator is selected by the district governor with advice from GLT-MD Coordinator for a one year term and may serve multiple terms.

## **DUTIES**

GLT members, including the council chairperson, GLT-MD coordinator, and others who comprise the GLT-MD committee should communicate regularly to ensure all team members remain focused on the achievement of the GLT-MD goals, which they collectively established, and are fully supportive and dedicated to carrying out the action plan they developed. Team discussions can occur in person, over the telephone, or online, as determined by team members.

### **GLT-MD Coordinator Responsibilities:**

- Supports and motivates GLT-District
- Assesses training and leadership needs in multiple district; communicates needs to Area Leader
- Establishes training and development plan for multiple district with guidance from Area Leader
- Organizes and promotes training at multiple district conferences and conventions
- Collaborates with entire GAT to identify needs and ensure suitability of training opportunities
- Educates Lions in multiple district on and encourages use of LCI leadership development programs, tools and resources
- Organizes first and second vice district governor training to include training opportunities at each MD Council Meeting and additional annual training session at Kansas Lions State Office each year.
- Evaluates training and development programs in multiple district and provides feedback to Area Leader and Leadership Division
- Identifies and encourages potential leaders based on aptitude, experience and interest; recommends qualified candidates for Lions Leadership Institutes and Faculty Development Institutes, encourages graduates' active involvement
- Ensures leadership training and development is emphasized throughout the multiple district
- Enhances awareness and understanding of the need for quality leadership at all levels of the association.

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

**GLOBAL MEMBERSHIP TEAM (GMT)  
KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 1.10..... January 2020**

**PURPOSE OF COMMITTEE**

GMT Multiple District Coordinator: The GMT structure, which encompasses representation at the multiple district and district levels, provides a comprehensive platform for developing membership in support of Lions' commitment to service.

**COMMITTEE SELECTION**

GMT Multiple District Coordinator shall be a qualified Lion leader selected for an annual term by the multiple district council chairperson and may serve multiple terms. The District GMT Coordinator is selected by the district governor with advice from GMT-MD Coordinator for a one year term and may serve multiple terms. GMT members, including the council chairperson,

**DUTIES**

GMT-MD Coordinator and others who comprise the GMT-MD committee should communicate regularly to ensure all team members remain focused on the achievement of the GMT-MD goals, which they collectively established, and are fully supportive and dedicated to carrying out the action plan they developed. Team discussions can occur in person, over the telephone, or online, as determined by team members. Consistent, ongoing consultation and collaboration with the GMT is critical to both teams' impact.

GMT-MD Coordinator Responsibilities:

- Support and motivate GMT-District coordinators
- Maintain a knowledge and understanding of membership data and trends relevant to the multiple district
- Emphasize communication, vision, planning and collaboration across the districts and within each district
- Identify and promote service opportunities that have the potential for enhancing membership growth
- Identify locations for new club development and promote new club charters
- Encourage all districts to form at least one new club per fiscal year
- Provide assistance in the development and implementation of area membership goals and strategic plans
- Encourage districts to assist clubs with member satisfaction and to invite at least one new member per fiscal year
- Recognize and share successful membership strategies
- Know and promote LCI initiatives and membership development resources
- Communicate regularly with the MD 17 GMT coordinator to identify areas of need relative to training and to promote and ensure compatibility and feasibility of plans in both areas

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

**GLOBAL SERVICE TEAM (GST)  
KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 1.11 ..... January 2020**

**PURPOSE OF COMMITTEE**

The GST multiple district coordinator is the service program expert ensuring districts achieve the distinct goals of their area. Responsible for educating, coaching and mentoring the district service coordinators while removing barriers that impede progress. The GST structure encompasses representation at the multiple district and district levels.

The GST-MD committee should communicate regularly to ensure all team members remain focused on the achievement of the GST-MD goals, which they collectively established, and are fully supportive and dedicated to carrying out the action plan they developed. Team discussions can occur in person, over the telephone, or online, as determined by team members.

**COMMITTEE SELECTION**

GST Multiple District Coordinator shall be a qualified Lion leader selected for an annual term by the multiple district council chairperson and may serve multiple terms. The District GST Coordinator is selected by the district governor with advice from GST-MD Coordinator for a one year term and may serve multiple terms.

**DUTIES**

GST-MD Coordinator Responsibilities:

- Develops and executes an annual multiple district action plan that will monitor progress towards service goals.
- Follows up with districts that are behind on their goals and offers motivation and support
- Collaborates with GLT and GMT multiple district coordinators and the multiple district Global Action Team chairperson (council chair) to further initiatives focused on leadership development, membership growth and expanding humanitarian service
- Supports local community service projects that create a sense of belonging and pride to the Lions and Leos in the multiple district
- Collaborates with GMT and GLT to provide retention strategies to districts
- Communicates regularly with GST district coordinators and ensures they are aware of available LCI and LCIF service programs, partnerships, and grants
- Serves as a resource and content expert for regional best practices in service project implementation; prioritizing those aligned with Centennial Service Challenge (CSC) campaigns and LCI Forward Service Framework initiatives
- Promotes the continued execution of Centennial Community Legacy Projects
- Encourages GST district coordinators to promote service projects that attract multi-generational participants, including the integration and leadership development of Leos
- Increases LCIF Coordinator collaboration at multiple district/district level in order to maximize LCIF resource utilization and fundraising engagement
- Monitors LCIF Grants given to multiple district

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



**ENVIRONMENTAL COMMITTEE  
KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 1.12..... October 2019**

**PURPOSE OF COMMITTEE**

This Committee is to coordinate environmental projects to Lions Clubs in the State of Kansas and to monitor those activities.

**COMMITTEE SELECTION**

This Committee should consist of four to six members. The chairperson of the committee shall be appointed by Committee on Committees. Each District Governor shall appoint a district chairperson to serve on the committee.

**DUTIES**

Motivate clubs to undertake hands-on environmental service projects such as community clean-ups, recycling, and tree planting throughout the year.  
Promote club/district participation in the Lions Environmental Contests. Promote cell phone recycling.  
Communicate environmental projects to the clubs through zone chairmen, district governors and other communication links, including the district websites.

**GENERAL OPERATING PROCEDURES**

**COMMITTEE ACTIVITY:** It shall be the responsibility of this committee to promote environmental projects through contests in the state and to provide overall guidance and direction in areas of environment.

**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 and/or the state secretary 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.

**ENVIRONMENTAL PHOTO CONTEST:** MD-17 shall follow the rules voted on and approved by the committee. All entries must be taken in Kansas. Entry deadline is January 1st for photos to be at each district chairman. MD-17 judging will be at the Mid-Winter Rally.

**ENVIRONMENTAL CONTEST:** MD-17 shall promote recognition to clubs for projects entered in environmental categories.

**HISTORIAN COMMITTEE  
KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 1.13..... August 2019**

**PURPOSE OF COMMITTEE**

The Historian Committee is to research and preserve Kansas Lions history.

**COMMITTEE SELECTION**

This is a standing committee provided for in Article VI, Section 6 of the By-Laws of the MD-17 Constitution. This committee shall consist of no less than two nor more than six qualified Lions.

The Multiple District Historian Chairperson is appointed by the Multiple District State Council for a two year term. The District Historian Chairpersons are appointed by the Multiple District State Council for a two year term.

The Chairperson may appoint additional persons, without official status, as advisors to the committee. They will serve voluntarily without compensation for expenses.

**DUTIES**

2019-2021: Assemble selected information into an electronic file covering the first 100 years of Kansas Lions.

**BUDGET PROPOSAL:** Prior to or during the first State Council meeting, the Chairperson shall submit a budget proposal for committee expenses to the MD-17 Budget and Finance

**MEETING REPORTS:** The Chairperson shall prepare a progress report for each State Council meeting if requested by the Council Chairperson.

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

**SOP 2.01..... February 2022**

**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 a Past Council Chairperson.

**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.

**MID-WINTER RALLY COMMITTEE  
KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 2.02..... February 2022**

**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 year's 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.

**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.

## MID-WINTER RALLY COMMITTEE SOP 2.02

**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:

- The Friday evening reception
- The Rally on Saturday evening
- 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:

Secure mailing labels from the Kansas Lions State Office.

Have all envelopes, publicity forms, and reservation forms prepared.

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.

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

- Set up a bank account for Mid-Winter Rally Fund. The allocated funds can be requested as needed.
- Number the tickets and proof the numbers.
- Before going to the Rally, proof the cash with the paid tickets and proof pick-up tickets in the envelopes.
- 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.
- Deposit checks as they come in.
- 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.
- Keep the caterer informed of the count and arrange for as late as possible conformation time.
- 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.

## **MID-WINTER RALLY COMMITTEE SOP 2.02**

- 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.
- 
- 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.
- 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.
- Don't be in a hurry to close the books. The bills just keep coming in.
- 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..... October 2019**

**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 Lions Clubs International Foundation every three years. The Chairperson of this committee is appointed for a three year term by Lions Clubs International Foundation. This committee shall consist of the Chairperson and District LCIF Chairpersons. District LCIF Chairpersons are appointed by the Multiple District Chairperson for a three year term. The Chairperson of this committee obtains final approval of the District Coordinators from LCIF.

**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 MEETINGS:** An LCIF meeting will be conducted at each state council meeting to educate the District LCIF Chairpersons on LCIF programs and activities. All Lions are invited to attend these meetings to learn about LCIF and the State and District LCIF programs.

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

- Visit as many of the clubs as possible. Encourage clubs to appoint an LCIF Club 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.
- 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.
- Become familiar with LCIF grant application procedures and be prepared to answer questions about grant programs and the types of projects that receive funding.
- Assist clubs in planning for LCIF WEEK.
- Prepare district reports to be submitted to Multiple District chairperson as directed by LCIF.

**GENERAL OPERATION PROCEDURES**

The chairperson shall:

- Serve as the liaison between Multiple District 17 and the LCIF office at International Headquarters.
- Be prepared to serve as a speaker, fundraiser, group leader, LCIF WEEK coordinator, public relations expert, and "answer" person.
- 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..... October 2019**

**PURPOSE OF COMMITTEE**

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

**COMMITTEE SELECTION**

This is a special committee which must be appointed 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**

LHP (LIONS HEALTH PROGRAM & DIABETES COORDINATOR): Lions Health Program was made possible by a LCIF grant. Lions Clubs can participate in this Sight First program in the United States. LHP 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 LHP Chairpersons and be a resource for the training of participating clubs. Coordinator will serve as a liaison between LHP and the State Council. The coordinator will publicize any information that a district or local club can use in an effort to promote the LHP program. Each District Governor will be asked to appoint a District Chairperson for the LHP 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.

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 all district newsletters 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..... February 2022**

**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. This is a special committee whose chairperson and members must be approved by the State Council each year. Members should be appointed who have knowledge of business, financial management, and/or accounting. 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 State Office, 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?

**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 COMMITTEE SOP 2.05**

**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..... October 2019**

## **PURPOSE OF COMMITTEE**

Provide oversight and logistical support in developing and executing an annual Kansas Lions State/International Band program, comprising of Kansas youth from area high schools throughout the state.

## **SELECTION OF COMMITTEE MEMBERS**

This is a special committee must be approved by the State Council each year. The committee should consist of a minimum of four members (Chair, Vice-Chair, current District Governor, and a general member). To insure program consistency and a working knowledge, the Chairperson should have been a member of the committee the previous year.

## **GENERAL GUIDANCE & RESPONSIBILITIES**

**BUDGET PROPOSALS:** The Band Committee shall be responsible for preparing an expense budget (paid from Band funds), upon which the cost of tuition can be based. Committee expenses (mileage to attend State Council meetings) will be paid from MD-17 Administrative Funds. The State Treasurer will assist the committee in managing the receiving/disbursing of all band funds. Formal audit of Band Committee funds will be accomplished in conjunction with the annual audit of the Kansas Lions Multiple District 17 account(s).

**MAILINGS & WEBSITE:** Obtain a list of Kansas Lions club presidents or secretaries, and high school band directors for the current Lions/school year; so that appropriate information, can be mailed to them. The State Secretary can provide mailing information for all MD-17 clubs. Mailing labels for the high school band directors may be obtained from Kansas State High School Activities Association at a nominal fee. The initial mailing of information should occur as soon as practical, but at least ninety (90) days prior to the application deadline. In coordination with the band director(s), additional band information and forms need to be uploaded and available as soon as possible on the Kansas Lions web site at [www.kansaslions.org](http://www.kansaslions.org).

**APPLICATION & MEDICAL FORM PROCESS:** Application and medical form must be returned to the Band Committee prior to set application deadlines. The application form should contain band locations/dates, return application "to" address, and costs for participation. Medical form 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. All medical information will be kept confidential and made available only to the attending nurse. Upon receipt of band applications, the following will be accomplished.

- Maintain contact with the State and International Band Directors as required
- Maintain an electronic database of information taken from the applications received
- Forward monies received to the State Treasurer
- Post a list of approved students on the Kansas Lions webpage (under Kansas Lions Band)

## **STATE & INTERNATIONAL BAND SPECIFIC**

**STATE BAND:** The committee shall select a State Band Director (normally the hosting college's Director of Bands) to be in charge of band operations and to assist in making logistical arrangements on campus. With concurrence of the Band Committee, the State Band Director shall select additional staff members as needed to ensure sufficient musical staff to operate the program. All eligible high school students will be given every opportunity to participate in the Kansas Lions State Band program. It is preferred, but not required, that participating students will be sponsored by a local Kansas Lions Club. Student tuition will consist of housing, meals, staff, music, transportation, uniform cleaning, administrative costs, and other expenses as may be involved in a specific situation. As an initial starting point to figure State Band tuition, use the maximum number of students expected, staff members, and chaperones, who will be attending

## STATE AND INTERNATIONAL BAND COMMITTEE SOP 2.06

the camp, along with other proposed costs to produce an initial expense requirement; divide the initial cost expenditure by the number of proposed attending students (only) to determine the tuition cost per student. As a guideline, a proposed director/band staff budget will be provided to the State Band Director; they will determine the breakout for staff payment, but must stay within the proposed budget.

Chaperones will receive "room & board" and if Band Funds are available, some compensation for mileage may be received. A nurse will be selected by the Band Committee to be available and will receive compensation in the form of "room & board" and \$150.00 (or \$300.00 if also going with the International Band).

**INTERNATIONAL BAND:** The committee shall select an International Band Director via an application process. With concurrence of the Band Committee, the International Band Director shall select additional staff members to ensure sufficient musical staff to operate the program. Any student that participates in the State Band within the same year is eligible to be part of the International Band. The Band Committee will execute all requirements for an International Band unless the location of the International Convention is too remote, participations numbers are too low (minimum 45 students), 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. Costs involved in International Band will include transportation, food, lodging, shipping large instruments and equipment, parade theme materials, fees for entrance to attractions or tours and other expenses related to the band. The total trip cost should be figured by using band members plus accompanying staff. 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. The International Band Director normally receives \$500.00. Additional International Band staff members will normally not receive any compensation, except cost of the trip. The International Band Director may also be compensated for minimum administrative expenses (not to exceed \$300 without Band Committee approval).

### SPECIFIC ACTIONS/TIMELINES

- Coordinate with State Secretary as to potential locations and dates for upcoming - State Conventions. Seek appropriate locations for host camp locations by contacting the college/university Director of Bands. As soon as possible, execute a site visit to start initial logistical support discussions.
- Contact Travel Agency to start initial research into the estimated cost for an International Band trip. The cost should include transportation, food, lodging, transportation/rental of larger instruments, and suitable sightseeing activities. Start initial coordination process with International Band Director.
- Make initial report to the State Council (1st State Council Meeting) providing updates during subsequent meetings.
- Coordinate with the State Secretary and Convention Committee chairperson on performance times and locations.
- Meet with the KLBF Board of Directors at the first council meeting to discuss financial and support requests that the Band Committee is seeking from them.
- Provide promotional band material to the District Governors.
- Establish contact with a photographer/video recorder (for the concert), nurse, and chaperons for State Band camp.
- Terminate receipt of applications early enough to make travel commitments and deposits.
- Contact International (March/April) to register as a parade entrant if applicable.
- Ensure band materials (i.e. shirts, name tags, etc.) are ordered in sufficient time to for timely delivery.
- Obtain the necessary certificates of insurance from LCI legal department.
- Finalize all State Band and International Band plans to include final numbers for lodging and meal arrangements.
- Draft and print final Saturday morning concert program for State Convention (during camp).
- Collect receipts and bills and pay State Band staff and other bills.
- Ensure band students know the time and location for pre-trip rehearsal and International Band travel.

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

**SOP 3.01..... February 2022**

**PURPOSE OF POSITION**

The State Council Chairperson serves as the leader of the Lions of Kansas and the Executive Officer of the State Council; and Chairperson of the MD17 Global Action Team (GAT).

**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. The 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.

**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.

## STATE COUNCIL CHAIRPERSON SOP 3.01

**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:

- Location
- Registration and ticket sales
- Decorations
- Banquet Entertainment
- Spouse activities as available and desired.
- Preside at banquet in conjunction with the State Council Chairperson
- Assist President of PDG Club with arrangements for the breakfast on Sunday morning. This could be speaker, etc. as requested by PDG Club officers
- 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.

### CALENDAR OF EVENTS

#### June

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

#### July

- Provide First State Council meeting agenda to State Secretary early in July

## STATE COUNCIL CHAIRPERSON SOP 3.01

- 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
- Meet and prepare the Council Budget with State Treasurer
- Write International Officers who have agreed to be present for the Mid-Winter Rally and State Convention

### August

- Attend and chair the First State Council meeting. (Note specific duties in SOP 3.05 which host governor will perform). Word of caution: The Council does not provide any money for the expenses of hosting a council meeting
- Submit July-August expense to the State Treasurer
- Communicate your interest, support and concern to the Sight Week Chairperson
- Contact State MD-17 Global Action Team (GAT) Chairpersons regarding their goals for leadership (GLT), membership (GMT) and services (GST)
- Council Chairperson will coordinate with MD17 PDG Club to encourage PDG Clubs to identify and encourage potential District leaders
- The Chairperson asks District Governors to send copies of their newsletters to the International speakers for the Mid-Winter Rally and State Convention.

### September

- Keep the Kansas International officers informed about various matters of mutual interest. Submit speaker request form
- 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
- Contact State MD-17 Global Membership Team (GMT) Chairperson regarding to extension of new Clubs
- 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

- 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
- 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 1.04.]
- Request a report from the Mid-Winter Rally Committee

### November

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

### December

- 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
- 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
- Write confirming letter to International Guest for Mid-Winter Rally finalizing plans
- Provide Third Council Meeting agenda to State Secretary in Mid-December. This agenda is to be

## STATE COUNCIL CHAIRPERSON SOP 3.01

sent to the District Governors and State Treasurer giving the time of an informal meeting following a dinner hosting the International Guest and spouse

- Obtain Christmas gift for State Secretary and assistant

### January

- Chair the Third State Council meeting at the Mid-Winter Rally
- 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
- 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
- Submit December-January expenses to the State Treasurer

### February

- Request progress report from MD17 Global Action Team (GAT) goals
- 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
- Council Chairperson will coordinate with MD17 PDG Club President to encourage PDG Clubs to identify and encourage potential District leaders
- 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

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

### April

- Request a progress report on MD 17 M Global Action Team (GAT) goals
- 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
- 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
- Prepare and send Fourth State Council and State Convention agenda to State Secretary late in April
- Coordinate with the State Secretary for selection and purchase of gifts, plaques, or certificates

### May

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

### June

- Chairperson for the Fourth State Council meeting and business session
- Host the International speaker
- 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
- Recognize State Convention Chairperson, State Secretary, State Treasurer, local chairperson of convention, and all who made convention a success.



## STATE COUNCIL CHAIRPERSON SOP 3.01

- Arrange for the International guest to meet with the current District Governors and the District Governors-Elect.

### July

- Attend the International Convention
- Coordinate with International Convention Committee Chairperson to assure that all arrangements have been completed for hospitality room, Kansas caucus and the Kansas breakfast
- Encourage the Council Chairperson-Elect to attend the seminar for Council Chairpersons
- 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
- Preside at the Kansas State Breakfast and the Kansas caucus meeting
- 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
- Organize your records and files so they can be turned over to the new State Council Chairperson

**STATE VICE COUNCIL CHAIRPERSON  
KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 3.02..... February 2022**

**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:

- **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
- **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 Past Vice Council Chairperson shall forward a final report to the new Vice Council Chairperson.

**STATE SECRETARY  
KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 3.03..... February 2022**

**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.

**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 SECRETARY SOP 3.03**

**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.

**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.

### **STATE SECRETARY SOP 3.03**

**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.

**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

### **STATE SECRETARY SOP 3.03**

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.

**STATE TREASURER  
KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 3.04..... October 2019**

**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. Notice of the vacancy, position qualifications, and request for applications will be published in the Kansas Lions News Spring issue and posted on the Kansas Lions website by March 1st. Applications must be received ten (10) days prior to the State Convention. District Governors Elect and the incoming State Council chairperson will interview/review applicant(s) and select a successor State Treasurer during the State Convention.

**QUALIFICATIONS**

Applicant must be a Lion in good standing of Multiple District 17 and be knowledgeable of acceptable accounting procedures, fiscal operations, and computer software applications to ensure that all records can be maintained for reference.

Applicant should be willing to serve at least three (3) to five (5) years and without salaried compensation. Expenses will be 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.

**DUTIES**

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.

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.

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.

ADVISOR - The State Treasurer will serve as an advisor to the Committee on Committees and the Budget & Finance Committee. In addition, the State Treasurer will make recommendations concerning Rules of Audit, official depository, and State Treasurer bond.

**GENERAL OPERATING PROCEDURES**

PROPOSED BUDGET - The State Treasurer will prepare an annual proposed budget. A copy of the proposed budget will be sent to the Budget & Finance Committee, fund chairs, and committee chairs, fourteen (14) days prior to the first State Council meeting. The budget will include projected incomes (dues, sale of annual pins, shirts, directories, CD interest, and other income) and projected expenses (mileage, lodging, meals, supplies, postage, telephone, and other expenditures).

## **STATE TREASURER SOP 3.04**

**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, Vice DGs, 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.

**DISTRICT BILLINGS** - State Treasurer shall bill the Districts for semi-annual dues based on District membership as of June 30 and December 31, directories, and annual pin sets.

**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.

**LUMP SUM PAYMENTS** - Lump sum payments and separate bank accounts are authorized for the Mid-Winter Rally and State Convention committees. Unused funds will be returned to the State Treasurer once all associated expenses are paid.

**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.



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

**SOP 3.05..... January 2017**

**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 PDG MEETING:** The Host District Governor will be responsible for obtaining a minister for a short devotion/sermon/message at the Sunday morning meeting of 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.

**KANSAS LIONS SIGHT FOUNDATION  
KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 4.01..... October 2019**

**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 shall consist of six Lions from each Sub-District in Lions Multiple District 17, Kansas. One director from each Sub-District will be designated the Kansas Lions for Sight Chairperson. Two directors will be elected per year and shall each serve a three-year term. (Revised June 2014) 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 (or qualified Lion in good standing in a LIONS Club in Kansas) at an election at the annual meeting.

**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.

**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 (Electronic Transmission):** 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, internet, or similar communications equipment and such participation in a meeting shall constitute presence in person at the meeting. Response by a Quorum will constitute a valid meeting.

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

## **KANSAS LIONS SIGHT FOUNDATION SOP 4.01**

**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.

**SIGHT WEEK COMMITTEE:** All contributions received from Kansas Lions Sight Week are used to provide equipment, etc. for the KU Ophthalmology Department. SOP 4.02 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:** (KanLovKids) Clinics located in Kansas may be provided with grant assistance by the Foundation.

**MARK DOYEN 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 or other organizations in distributing a portion of these glasses where a need exists and does not conflict with local laws. The cooperation of other LIONS Used Eye Glass distribution centers may be used to facilitate a steady flow of used eyeglasses from collection to distribution.

**EYEBANK:** The Foundation receives reports from the Kansas Eye Bank of Wichita

**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.

**KANSAS KID SIGHT:** KLSF will establish and maintain eye screening for children in the State of Kansas. This will include cooperation of local Lions Clubs, state agencies, and other qualified organizations.

**MOBILE SCREENING UNIT (MSU):** KLSF will operate the MSU to screen Kansas Residents for Visual Acuity, Field of Vision, Hearing, Blood Pressure and Blood Sugar. The MSU may also be used to screen non LION events with proper compensation being paid. A paid Driver Operator and paid Scheduler may be authorized by the KLSF Board of Directors.

**SIGHT WEEK COMMITTEE  
KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 4.02..... October 2019**

**Purpose of Committee**

The purpose of the committee is to promote the Kansas Lions Sight Week fund raising program for the Kansas Lions Sight Foundation.

**Committee Selection**

The 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. Kansas Lions for Sight Committee members selected by each District shall serve a three year term and may be reelected. Committee members shall serve as a member of the Kansas Lions Sight Foundation board of Directors. The Chairperson is selected from among these members by the Kansas Lions Sight Foundation Board of Directors.

**General Operating Procedures**

Reports: Reports of the progress of Sight Week fund raising are to be made to:1 The KLSF President to be included in his or her reports to the Council of Governors at each Council Meeting, 2. Sight Week Chairperson and 3. To the cabinet of each Sub-District at each Cabinet Meeting

Planning: The Kansas Lions Sight Committee will meet at State Convention time to discuss plans for Sight Week in October. The specific date and time must be set.

Reporting: Reports to the first District Cabinet meeting should include the nature and purpose of Sight Week, how it functions and ask for club participation and support. Mention should be made that e-mails will be sent to every club President and Secretary. All clubs participating in Kansas Lions Sight Week are encouraged to schedule a fund raising event during the designated week.

Collection: Clubs are requested to send money for contributions as soon as possible after their fund raising event.

Accounting; Kansas Lions Sight Chairpersons should keep proper accounting of all money collected from clubs and remit money for contributions to the KLSF treasurer.

**Calendar of Events**

Fourth State Council Meeting: Sight Week dates to occur in October each year will be set at the fourth State Council Meeting.

**KANSAS LIONS BAND FOUNDATION  
KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 4.03..... February 2022**

**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:** The non-governor directors shall be elected, four from each sub-district, for a term of two years. The elections in the sub-districts shall be staggered such that two directors are elected to take office each year.

**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.

**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.

## **KANSAS LIONS BAND FOUNDATION SOP 4.03**

**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.

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

**SOP 4.04..... June 2021**

**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 three Lions elected from each of the Lions Sub-Districts. The term of office shall be for a period of three years. (Revised June 2014)

The officers of the corporation shall be a President, Vice-President, Secretary and Treasurer. The corporation may also have, at the discretion of the Board of Directors, more than one Vice-President, 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.

## **KANSAS LIONS FOUNDATION SOP 4.04**

### **YOUTH ACTIVITIES COMMITTEES OF THE KLF**

#### **PURPOSE OF EACH COMMITTEE**

These committees are to publicize and promote the potential youth activities. The committees will represent: Peace Poster, Lions Quest, Youth Exchange, Leo Clubs and Deaf and Hard of Hearing Camp.

#### **COMMITTEE SELECTION**

Each of the committee chairpersons are appointed by the Kansas Lions Foundation Nominations Committee and approved by the Board of Directors each year. Each committee should consist of at least one member from each district. The Chairperson should have served as one of the district representatives for not less than one year. The District Governor should assign a respected and knowable Lion from within the district to serve on each of these committees as the district member.

#### **DUTIES**

**PEACE POSTER:** Chairperson will publicize any information that a district or local club can use to further youth activities related to the Peace Poster Contest within the Multiple District from materials received from Lions International. The Committee Chairperson is to keep in contact with each district committee member as to the official rules and deadlines of the contest. Each District will be asked to appoint a District winning entree and forward it to the chairperson within the allotted time frame. It is the responsibility of the Chairperson to judge or have judged the entrees from each district and select the Peace Poster that will represent the Multiple District moving forward in the contest. It is the responsibility of the Chairperson to coordinate a recognition presentation for the winning entrees from each district. This is normally done in conjunction with the Mid-Winter Rally. It is the responsibility of the chairperson to publicize the contest results each year to all Lions of the state.

**YOUTH EXCHANGE:** Lions MD17 Youth Exchange Chairperson will coordinate with the District Youth Exchange committee members to provide information to further Youth Exchange within the respective Districts. The Chairperson 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 Chairperson. It is the responsibility of the MD17 Youth Exchange Chairperson to publicize Youth Exchange programs.

**LIONS QUEST:** Lions Quest is a partnership between Lions International and MD17 Lions. Quest Chairperson 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 Chairperson. It is the responsibility of the MD17 Lions Quest Chairperson to publicize Quest programs.

**LEO CLUBS:** The duties of the MD17 Leo Chairperson are to coordinate with the District Leo Chairpersons and GMT Chairpersons in forming new Clubs. This 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 Chairperson. It is the responsibility of the MD17 Leo Club Chairperson to publicize Leo activities and programs.

**DEAF & HARD OF HEARING CAMP:** Deaf & Hard of Hearing Camp is a partnership between Kansas Commission for Deaf & Hard of Hearing & MD17 Lions. The Deaf & Hard of Hearing Camp Chairperson will provide information to promote the camp within the State of Kansas. Each District Governor will be asked to appoint a District Chairperson for Deaf & Hard of Hearing Camp and provide that name to the State Chairperson. It is the responsibility of the MD17 Deaf & Hard of Hearing Camp Chairperson to publicize this program.



## **KANSAS LIONS FOUNDATION SOP 4.04**

### **LIONS ALERT PROGRAM**

#### **COMMITTEE SELECTION**

The committee chairperson is appointed by the Kansas Lions Foundation Nominations Committee and approved by the Board of Directors each year. This committee should consist of at least one member from each district. The Chairperson should have served as one of the district representatives for not less than one year. The Kansas Lions Foundation Board of Directors shall also assign one of their own from each district from within the current directors to serve on this committee.

#### **DUTIES**

**ALERT:** The duties of the MD17 ALERT Chairperson are to develop and organize a Lions ALERT statewide plan. To be knowledgeable of Lions ALERT program resources; have the ability to cooperate with local emergency assistance resources; have the ability to mobilize a Lions ALERT team after an emergency has occurred. The Chairperson must have an understanding of Lions Club International Foundation (LCIF) resources. Each District will have a KLF Board of Director appointed as District ALERT Committee member and provide that name to the District Governor. The Multiple District Chairperson will share the state plan with the District Lions ALERT Chairperson; encourage and organize district ALERT training classes and seminars for Lions. The Chairperson will serve as the central figure in implementing the Multiple District Lions ALERT plan. The Chairperson will communicate with district and multiple district leaders as well as outside agencies about the situation and the capabilities of the Lions ALERT Team in the event of an emergency. The MD17 Chairperson will work with the District Chairperson, District Governor and Council Chairperson to organize and schedule clubs in the district to work together in the event of a natural, man-made, or healthcare emergency.

#### **CALENDAR OF EVENTS**

**DATA GATHERING:** Each MD 17 Chairperson 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 Chairperson shall prepare a progress report to be submitted to the Kansas Lions Foundation Board of Directors and KLF Officers ten (10) days prior to State Council Meeting. Attendance at the KLF Board Meeting is requested.

**PUBLICITY:** Each MD 17 Chairperson 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 committee activities. An area may be set aside at each State Council Meeting, Mid-Winter Rally and State Convention to promote KLF committee activities and projects.

**BUDGET PROPOSAL:** Prior to the first State Council meeting, Each MD17 Chairperson shall submit a budget proposal for the committee expenses to the KLF Budget and Finance Committee. Budget request will be approved by the KLF Board of Directors at the first meeting of the year.

**FINAL REPORT:** Each MD 17 Chairperson shall submit a final written report to the KLF President, ten (10) days prior to the State Convention. A copy of this report should also be sent to each KLF Board of Director, Officer, and district committee member.

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

**SOP 4.05..... October 2019**

**OFFICERS:** The officers of this club shall be a President, a Vice-President and a Secretary-Treasurer or a Secretary and a Treasurer.

**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 in Kansas. 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 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.

**MEMORIALS:** Upon the death of the Life P.D.G. Member, \$75 shall be given as a memorial alternately to the Kansas Lions Sight Foundation, the Kansas Lions Band Foundation, and the Kansas Lions Foundation unless otherwise designated by the P.D.G. or his/her family. Upon the death of a P.D.G., who is not a life member, a \$25 memorial tribute shall be given alternately to these foundations, unless otherwise designated by the P.D.G. or his/her family.

**ANNUAL MEETING:** 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 or a Secretary and a Treasurer.

**REGULAR MEETINGS:** 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.G.s, their spouses and friends shall be invited to attend the meetings.

**COURTESY NOTICES.** Each District's PDG Club President 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.

## RULES OF AUDIT KANSAS LION MULTIPLE DISTRICT 17

**SOP 5.01..... August 2019**

### 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.

### REQUIREMENTS FOR REIMBURSEMENT OF EXPENSES

1. All submitted expenses must be authorized per the current approved fiscal year budget.
2. Requests should be submitted on an Expense Voucher with appropriate receipts attached and sent to the State Treasure as soon as possible following the date on which the expenses occurred. Activities performed for or paid by other Lions entities will be disallowed.

### RULES OF AUDIT APPROVED REIMBURSIBLE EXPENSES

Categories	Council Chair	District Governor	State Secretary	State Treasurer	1 <sup>st</sup> & 2 <sup>nd</sup> Vice Dist Govs	Committee Members	<b>**NOTE #6**</b> GST, GLT, & GMT Special Use Funding
Ground Trans	\$.50/mi	\$.50/mi	\$.50/mi	\$.50/mi	\$.50/mi	\$.28/mi	\$.50/mi
Air Trans (Note 2)	Yes	No	Yes	Yes	No	No	Yes
Lodging (Notes 5 and 6)	\$75/day	\$75/day	Full Rate	Full Rate	\$75/day	No	\$75/day
Meals	\$36/day	\$36/day	\$36/day	\$36/day	\$36/day	No	\$36/day
Turnpike Tolls & Registration Fees	Yes	Yes	Yes	Yes	Yes	Tolls Only	Yes
Office Admin	No	No	Yes	Yes	No	No	\$25/event

Note #1: MD 17 may pay expenses of Kansas PIP/PID(s) and visiting dignitaries to attend State Council meetings if not reimbursed by LCI.

Note #2: If Out-of-State trips are approved, air transportation may be used. Expenses will be based on Economy fares or ground transportation (per mile), whichever is less. Additional special cases: GST, GLT, and GMT (attending required LCI training, using specialized funding).

Note #3: Council Chair will be reimbursed by MD 17 to attend State Council meetings, District Conventions, Charter nights, 50th & 75th Club anniversaries, and the USA Canada Forum or International Convention (limited funding).

Note #4: District Governors will be reimbursed by MD 17 to attend their closest State Council meeting. If the District Governor is reimbursed by the State, they will not be reimbursed by LCI.

Note #5: Attendance of the 1<sup>st</sup>, 2<sup>nd</sup>, and Mid-Winter Rally State Council meeting(s) will be limited to two (2) nights lodging. Up to three (3) nights lodging, when attending the spring workshop (**1<sup>st</sup> VDGs only; paid by GLT**) and State Convention (**both 1<sup>st</sup> and 2<sup>nd</sup> VDGs; paid by MD 17**).

Note #6: LCI Special Use Funding for MD 17 GST, GLT, and GMT Committee Chairs will only be used while fulfilling assigned duties within the Districts. Lodging will be limited to one night.

# AUDIT PROCEDURE KANSAS LION MULTIPLE DISTRICT 17

**SOP 5.02..... October 2019**

## MULTIPLE DISTRICT 17, DISTRICTS, AND CLUBS

### PURPOSE

Audits are a very important part of the Lion year. Treasurer books must be audited at the state, district and club level. Constitutions state that:

- The State Budget & Finance Committee shall provide for an audit of all State Council funds at least once each year
- The District Governor's cabinet shall provide for an annual or more frequent audit or review of the books and accounts of the Cabinet Secretary and Cabinet Treasurer
- Lions International Club Officers Book states that the Board of Directors of each Lions Club ensures that the books, accounts and operations of the club are audited annually or, at its discretion, more frequently and may require an accounting or have an audit made of the handling of any club funds by any officer, committee or member of the club. Any member of the club in good standing appointed by the Board may inspect the audit or accounting upon request at a reasonable time and place
- This procedure has been developed to ensure proper audits are conducted throughout the State of Kansas. Questions on the procedure can be posed to the State and District Treasurers at any time
- During the Lions year, each Treasurer must keep accurate records detailing the expense incurred or revenue generated. Original receipts must be obtained and approved by the appropriate District Governor or Committee Chairperson
- The Treasurer will hand over to the Auditor or Audit Committee all Bank Statements for the year, all supporting expense and receipt documents, Financial Statements (or Trial Balance) and proof of 990 submission. Other records may be requested by the auditor or committee for further clarification
- The following guideline was developed to help individuals who possess accounting skills to perform the annual audit of Club/District accounts and records in the areas of cash, cash receipts, cash disbursements and IRS compliance

### PROCEDURE

#### CASH:

1. Verify the July 1 beginning fund and administrative balances recorded in the Check Register or Account Ledger match the prior year financial statements and the beginning balance on the July Bank Statement. Note any exceptions
2. Verify the accuracy of the June 30 bank reconciliation calculations. Note any exceptions
3. Match the totals of the June bank reconciliation to the total of the June 30 financial statements and the June Bank Statement(s). Note any exceptions
4. Select two to five\* reconciling debits (such as outstanding checks) randomly from the June 30 bank reconciliation:
  - a. Trace each debit to the subsequent July bank statement. Note any exceptions.
  - b. Trace the amounts and dates written to the check register to determine the debits were dated prior to June 30. Note any exceptions
5. If exceptions are noted or the control of the records seem weak, verify the debits and credits recorded by the bank agree with debits and credits recorded in the Check Register and Financial Statements

## AUDIT PROCEDURE SOP 5.02

### **CASH RECEIPTS:**

1. Review the check register to verify that cash deposits consist of dues receipts, fundraiser proceeds and donations. Note exceptions
2. Randomly select 10\* receipts from the Check Register or Account Ledger for the year ended June 30 and
  - a. Trace amount to supporting documentation and bank statement
  - b. Verify the receipt is posted to the proper fund. (Activities or Administrative Fund)
  - c. Note exceptions
3. If multiple exceptions are noted or the control of the records seem weak, verify an additional 10\* receipts and note exceptions

### **CASH DISBURSEMENTS:**

1. Randomly select 10\* disbursements from the Check Register or Account Ledger for the year ended June 30 and determined whether:
  - a. The disbursements were for their intended purpose. Note any exceptions.
  - b. The check number, date, payee name and amount recorded on the returned canceled check agreed to the check number, date, payee name and amount recorded in the Check Register or Account Ledger and to the names and amounts on the supporting invoices. Note any exceptions.
  - c. The payment was posted to a fund consistent with the restricted purpose for which the fund's cash can be used. (Activities or Administrative Fund) Note any exceptions.
  - d. Verify that all disbursements have associated receipts and have proper approval other than that of the Treasurer or budget approval. Note any exceptions.
2. If multiple exceptions are noted or the control of the records seem weak, verify an additional 10 receipts and note exceptions.

### **IRS COMPLIANCE:**

Verify, the Secretary or Treasurer files an annual informational return with the IRS. This filing can be accomplished by using Form 990-N (e-Postcard), Form 990-EZ, or Form 990 depending on the gross revenue the club had during its fiscal year. The club's gross revenue is the total amount it received from all sources, without subtracting any costs or expenses.

Club's Annual Gross Revenue IRS Form Required Less than \$50,000 Form 990-N (e-Postcard)  
\$50,000 to \$200,000; assets below \$500,000 Form 990-EZ  
More than \$200,000; assets equal to or greater than \$500,000 Form 990

The filing deadline with the IRS for any one of the forms is November 15th.

### **AUDIT REPORT:**

The Audit Report must be in writing and addressed to the Club President, District Governor or Committee or Council Chair. The report must include:

- a. The name of the club, district or state audited.
- b. That a review of the bank statements and detail of deposits and disbursements was completed.
- c. The time frame audited (fiscal year).
- d. The name of the checking account and bank used during the review.
- e. That the review agreed with the beginning and ending account balances.
- f. Any exceptions noted during the review.
- g. The name of the auditor and associated title or name of members of the Audit Committee

State Audits: Information must be turned over to Auditor or Audit Committee on or before the 1st State Council Meeting. Report of Findings must be completed on or before the 2nd State Council Meeting.

## **AUDIT PROCEDURE SOP 5.02**

Districts, Clubs, MWR, State Convention and Foundations: Turn required information over to the Auditor or Audit Committee within 60 days of the end of the Lion year and the Audit Findings must be completed within 90 days of year end.

Any exceptions are to be reviewed with the Council/Cabinet/Club by the Treasurer with proof of the correction made to eliminate the exception.

The Audit Report must be voted as accepted and approved by a majority vote.

*\*If club has more than 100 members double this amount.*

*\*\*The above number of entries to check are the minimum. The auditor or committee can check more as they deem necessary for a successful audit.*

**SAFEGUARDS  
KANSAS LIONS MULTIPLE DISTRICT 17**

**SOP 5.03..... February 2022**

**Safeguards - to Ensure Continuity For MD-17, Districts, and Clubs**

All bank accounts including checking, savings, certificate of deposit, et cetera, require a minimum of two officers of said organization or other appointed representatives to have signing authority on all accounts. All signatories shall also have login information with passwords to access said accounts.

All MD-17, District, and Club on-line services such as websites, social media accounts, cloud backup, et cetera require a minimum of two officers of said organization or other appointed representatives to have access to this technology including login information with passwords.

It is recommended to have all account information backed up to an external system, either an offsite media drive or a cloud based service.

# STATE OFFICER ELECTION PROCEDURE KANSAS LIONS MULTIPLE DISTRICT 17

SOP 5.04..... January 2020

## PART 1 – ELECTION PROCEDURE

**Section 1:** The officers of the MD-17 State Council shall be: A Council Chairperson and a Council Vice-Chairperson.

**Section 2:** The Council Chairperson shall call a meeting of the current MD-17 State Council and all District Governor-Elects for the purpose of electing state officers for the succeeding year.

**Section 3:** The Council Chairperson shall preside at the State Officer Election Meeting.

**Section 4:** The Council Chairperson and Vice Chairperson for the incoming Council of Governors shall be elected by the current MD-17 State Council and District Governors-Elects.

**Section 5:** Voting privileges at the State Officer Election Meeting are granted to the Council Chairperson, each District Governor and each District Governor-Elect. All are entitled to have one (1) vote per each ballot cast.

**Section 6:** The elections of the council chairman and vice chairman shall be conducted by written ballot. For a nominee to be elected, they are required to secure a simple majority of the votes cast. "Simple majority" shall mean "more than half".

**Section 7:** Candidates need not to be present to be nominated or elected.

**Section 8:** All nominees must be an active member in good standing in a Lions Club in good standing in MD-17.

## PART 2 – VOTING PROCEDURES

**Section 1:** The Multiple District Secretary and up to two (2) other Lions approved by those voting will act as scrutineers. The scrutineers will distribute one ballot to each eligible voter. Each voting member will mark their ballot. If any ballot is spoiled before it is collected, a replacement ballot may be requested and the spoiled ballot destroyed immediately. The scrutineers will collect and count the ballots. They will provide the Council Chair with the results on a tally sheet. The Council Chair will announce when one nominee has received the required majority vote.

**Section 2:** If more than two candidates are nominated for either Council Chairperson or Vice Chairperson, and no nominee receives a majority of the votes cast on the first ballot, the Council Chairperson will advise the nominee with the least number of votes that their name will be removed from the list of nominees and a new vote taken. In the event of a tie of nominees with the least number of votes, a new vote will be taken with no nominees removed. If after a second vote and no nominee received the majority of the votes cast, then all nominees tied with the least number of votes will be removed from consideration and a new vote taken. This procedure shall continue until one nominee receives a majority of the votes cast.



# STATE OFFICER ELECTION PROCEDURE SOP 5.04

## Council Chairperson Election

**Section 1:** Any District Governor or Past District Governor seeking election to the office of Council Chairperson shall file in writing their desire along with credentials required by Lions Clubs International Constitution and By-Laws and the MD-17 Constitution and By-laws with the Council Chairperson at least thirty (30) days prior to the State Officer Election Meeting.

MD-17 Requirements include:

1. A current District Governor
2. Or a Past District Governor who by the end of the current Lions year will have served collectively for (3) three continuous years on a Kansas Lions State Committee and/or as a director on any of the Foundations of the Kansas Lions.
3. Has not previously served as council chairperson.

**Section 2:** The Council Chairperson shall send the name(s) of each qualified candidate for position of Council Chairperson along with their letter of intent and qualifications to each District Governor, District Governors-Elect and the Multiple District Secretary no later than ten (10) days prior to State Officer Election Meeting.

**Section 3:** The Council Chairperson shall place in nomination the names of all qualified candidates. If none were received, then, but only then, nominations for the office of Council Chairperson may be made from the floor. No nominating speeches are required, however, the Council Chairperson shall ask for discussion before the distribution of ballots.

**Section 4:** *Proceed to Part 2 – Voting Procedures (above)*

## Vice Council Chairperson Election

**Section 1:** The council vice chairperson shall be elected from the district governor elects.

**Section 2:** Any District Governor-Elect seeking election to the office of Vice Council Chairperson shall file in writing their desire along with any qualifications with the Council Chairperson at least thirty (30) days prior to the State Officer Election Meeting.

**Section 3:** *Proceed to Part 2 – Voting Procedures (above)*

## NOTIFICATION PROCESS

The current Council Chairperson will notify all nominees of the election results within five (5) days of the State Officer Election Meeting.