

**STANDARD OPERATING PROCEDURE
KANSAS LIONS MULTIPLE DISTRICT 17
INDEX**

S.O.P.				
New #	Old #		Revised Date	Page
- Standing Committees -				
1.00	1.00	State Council	October 2019	1
1.01	1.01	Committee on Committees	October 2017	3
1.02	1.02	Budget and Finance Committee	October 2019	5
1.03	1.03	K-I Committee	October 2019	7
1.04	1.05	Constitution and By-Laws Committee, SOP's &	October 2019	9
1.05	1.04	State Convention Committee	November 2018	11
1.06	1.06	International Convention Committee	January 2017	13
1.07	1.07	Public Relations	January 2019	16
1.08	1.08	Long Range Planning	October 2019	18
1.09	1.09	Global Leadership Team (GLT)	January 2020	19
1.10	1.10	Global Membership Team (GMT)	January 2020	20
1.11	1.12	Global Service Team (GST)	January 2020	21
1.12	1.11	Environmental Committee	October 2019	22
1.13	1.13	Historian Committee	October 2018	23
- Special Committees -				
2.01	2.07	State Office Committee	January 2017	24
2.02	2.02	Mid-Winter Rally Committee	November 2008	25
2.03	2.03	LCIF Committee	October 2019	28
2.04	2.04	Special Activities Committee	October 2019	29
2.05	2.05	Audit Committee	October 2017	30
2.06	2.06	State and International Band Committee	October 2019	32
- Position SOP's -				
3.01	3.01	State Council Chairperson	October 2017	34
3.02	3.05	State Council Vice Chairperson	January 2017	39
3.03	3.03	State Secretary	October 2019	40
3.04	3.02	State Treasurer	October 2019	44
3.05	3.04	Host District Governor - Council Meetings	January 2017	46
- Foundations & PDG Club SOP's -				
4.01	4.01	Kansas Lions Sight Foundation	October 2019	47
4.02	4.03	Kansas Sight Week Committee	October 2019	49
4.03	4.02	Kansas Lions Band Foundation	January 2017	50
4.04	4.05	Kansas Lions Foundation	January 2016	52
4.05	4.04	Past District Governors Club	October 2019	55
- Procedural SOP's -				
5.01	3.02	Rules of Audit	October 2019	56
5.02	5.02	Audit Procedure	October 2019	57
5.03	5.01	Safeguards – to Ensure Continuity	August 2018	60
5.04	New	State Officer Election Procedure	January 2020	61