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| Lioness |
| WISCONSIN LIONS AFFILIATE CLUB |
| **POLICY MANUAL** |

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| Current as of  10/6/2018 |

WISCONSIN LIONS AFFILIATE CLUBS POLICY MANUAL

**LIONS CLUB INTERNATIONAL**

**MULTIPLE DISTRICT 27 AFFILIATE CLUBS**

**POLICY MANUAL**

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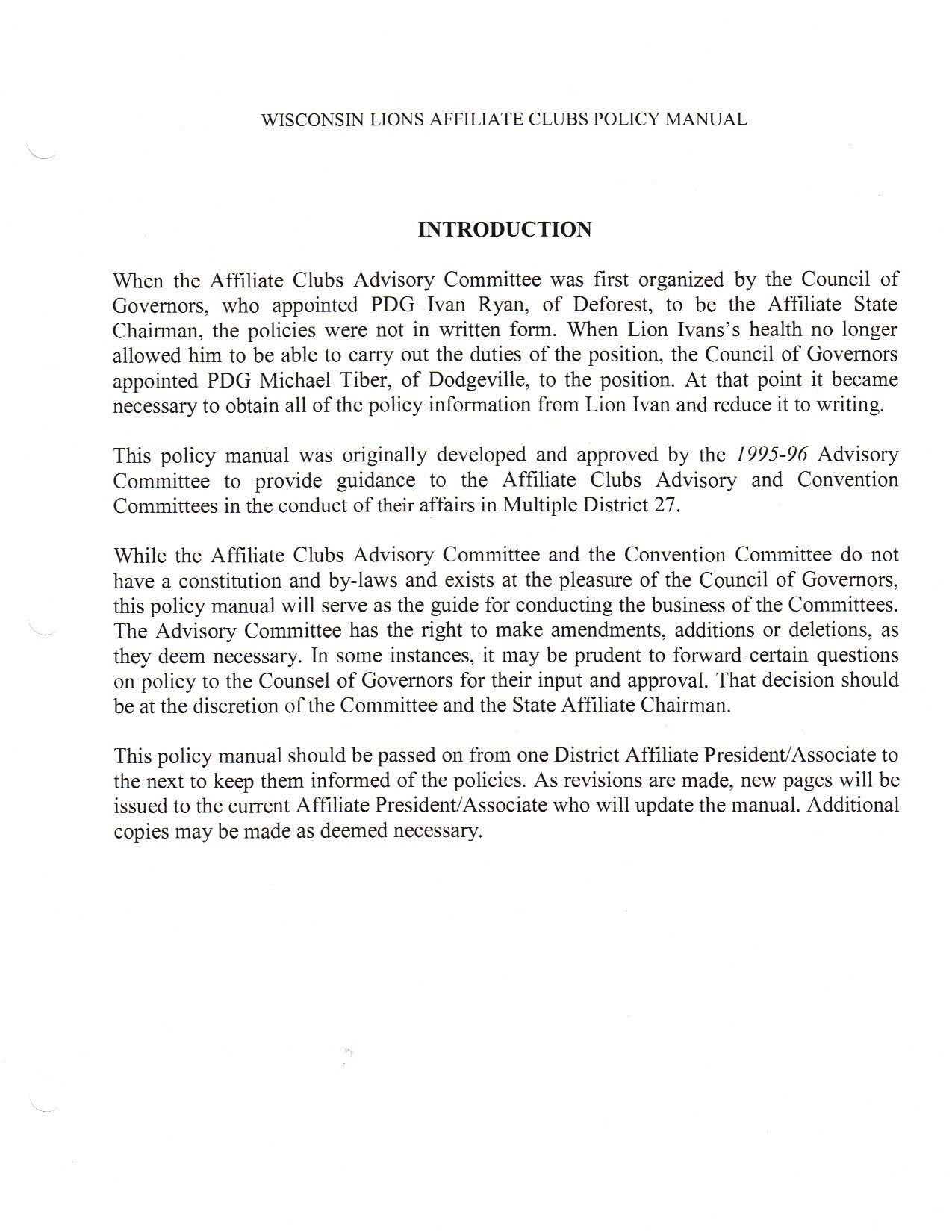
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WISCONSIN LIONS AFFILIATE CLUBS POLICY MANUAL

Date Adopted 6-1-1996 Policy #A-1

**WISCONSIN LIONS AFFILIATE CLUBS ADVISORY COMMITTEE GOALS AND OBJECTIVES**

To promote the Lioness program in the state of Wisconsin, within each community, district and on a statewide basis.

To improve the relationships between the Lioness clubs and the Lions clubs, through better understanding of the roles and responsibilities of each club to the other.

To keep the general public informed of the Lioness program and the activities of the individual clubs as well as District and State projects.

To promote and encourage cooperation among Lioness clubs in Wisconsin through participation in District and State activities and fundraisers

WISCONSIN LIONS AFFILIATE CLUBS POLICY MANUAL

Date Adopted 6-1-1996 Policy # A-2

The State Affiliate Clubs Liaison (MD 27) is appointed by the Council of Governors and serves at their pleasure. The State Affiliate Clubs Liaison (MD 27) serves without compensation.

Revised 10-18-97 – to add additional reimbursement for expenses and mileage

Revised 6-5-04 – to increase state convention expense

Revised 10-5-13 – to delete supply costs, annual allowance, and state convention reimbursement

*Corrected 3-1-14 - annual allowance is provided*

Revised 10-7-2017 – to change Chairman to Liaison, and delete mileage and annual allowance

WISCONSIN LIONS AFFILIATE CLUBS POLICY MANUAL

Date Adopted 6-1-1996 Policy #A-3

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**APPOINTMENT OF THE AFFILIATE STATE ADVISORY SECRETARY AND TREASURER**

The State Affiliate Advisory Secretary and Treasurer shall be recommended by the Affiliate Clubs State Chairman and approved by the sitting Affiliate State Advisory committee at the Affiliate State Advisory Committee meeting at the Lions State Convention.

The State Affiliate Advisory Secretary and Treasurer shall serve without compensation except for reimbursement for the costs of travel, supplies and postage necessary to carry out the duties of the position. (Travel costs to be reimbursed at the current Advisory Committee as determined at the July meeting.)

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Revised 1-3-98 – to allow for travel reimbursement

Revised 5-16-14 – to change “State Affiliate Secretary/Treasurer…” to “State Affiliate Secretary and Treasurer…”

Revised 5-16-14 – to add the time frame for such appointments.

Revised 10-8-18 – to change “State Affiliate Secretary and Treasurer…” to “State Affiliate Advisory Secretary and Treasurer…”. To change “Travel Costs to be reimbursed…” to “Advisory Committee…”

WISCONSIN LIONS AFFILIATE CLUBS POLICY MANUAL

Date Adopted 6-1-1996 Policy # A-4

**DUTIES OF THE AFFILIATE STATE ADVISORY SECRETARY**

The State Affiliate Advisory Secretary shall take, record, and keep the minutes of all the Affiliate Advisory and Convention Committees meetings.

The State Affiliate Advisory Secretary will also send electronic notices of a regular upcoming meeting not less than 14 days prior to the meeting to all current serving Affiliate and Associate Presidents, Affiliate and Associate Vice Presidents, Affiliate State Chairman, WLF Lioness Representatives, Chairperson of the Past President’s Group and Affiliate Convention Committee members.

The meeting agenda will be prepared by the Chairperson of the Affiliate Advisory Committee and provided to the Secretary for electronic distribution. District officers who have agenda items they wish to have placed on the agenda shall forward them to the Chair of the Affiliate Advisory Committee at least 14 days prior to the scheduled meeting.

Minutes are to be posted electronically not more than thirty (30) days following the Affiliate Advisory meeting on wisconsinlioness.org resource page

Revised 6-5-04 – to add time requirement for distribution of Minutes of meeting

Revised 1-6-07 – to allow distribution of minutes via e-mail if available, to clarify who is to receive copies of notice, agenda and minutes, and to clarify who is responsible to prepare the meeting agenda.

Revised 7-27-13 – to change notice time frame

Revised 10-6-18 – to add “Duties of the Affiliate State Advisory….” , to add “State Affiliate Advisory…”

WISCONSIN LIONS AFFILIATE CLUBS POLICY MANUAL

Date Adopted 6-1-1996 Policy # A-5

**DUTIES OF THE AFFILIATE STATE ADVISORY TREASURER**

The State Affiliate Advisory Treasurer shall collect, disburse, and account for all moneys needed to operate the Affiliate Advisory Committee.

All annual contributions, other income, and bills will be sent to the Affiliate Advisory Treasurer who will report collections and disbursements to the Advisory Committee at their regular meetings. All funds will be deposited in a financial institution approved by the Affiliate Advisory Committee.

Reimbursement of out of pocket expenses will be provided for the costs incurred in the mailing of forms and supplies to Club and district officers. Receipts must be provided to verify expenses.

There are to be two (2) signature authorities on any account established for the Affiliate Advisory, one being the Treasurer and the second being that of the current serving Affiliate/Associate President of the same District as the Treasurer. Only one (1) signature is, however, needed on any check.

Each year, at the regular October meeting, the State Affiliate Advisory Treasurer shall present a complete breakdown and audit of all books and bank accounts.

Expenses of the Past Affiliate Clubs Presidents:

Whereas the Past Affiliate/Associate Clubs Presidents are an advisory board for the current Affiliate/Associate Presidents, expenses incurred by the secretary of that organization will be reimbursed by the Affiliate Advisory Treasurer.

Revised 6-5-04 – to allow for Past Affiliate/Associate Clubs Presidents Secretary reimbursement

Revised 1-6-07 –t o provide for second signature authority on accounts of the Affiliate Advisory

Revised 10-5-13 – to provide reimbursement of expenses to the Affiliate Treasurer

Revised 10-6-18 – to change Affiliate State Treasurer to Affiliate State Advisory Treasurer, to delete the wording of the Affiliate Convention Committee, and to delete a copy shall be presented to the Council of Governors….

WISCONSIN LIONS AFFILIATE CLUBS POLICY MANUAL

Date Adopted 6-1-1996 Policy # A-6

**STATE ADVISORY COMMITTEE MEETINGS**

The State Advisory Committee is composed of the currently elected Affiliate District Presidents, appointed District Associates, and Affiliate Advisory Secretary and Treasurer. The incoming Presidents Elect will select a Chairperson from among them at the May meeting immediately preceding their year of office.

The State Advisory Committee meeting dates and sites will be determined at the May Affiliate meeting. The meeting agenda is made up by the Chairperson of the State Advisory Committee.

Normal meeting dates and sites will coincide with the Council of Governor’s meetings.

The Affiliate State Advisory Secretary will notify the members by distribution of Notice and Agenda according to the provisions of Policy A-4.

Affiliate/Associate Vice Presidents are to attend no less than two (2) State Advisory Committee meetings prior to becoming Affiliate/Associate President.

Revised 10-17-97 to eliminate the October meeting be held at the Lions Camp

Revised 6-5-04 to set date of selection of Chairperson, agenda creation and meeting place in January

Revised 2-26-05 to establish meeting attendance for Vice Presidents

Revised 1-6-07 to move meeting notice and agenda provisions to Duties of Secretary Policy A-4

Revised 10-5-13 to change June meeting to May and coincide meeting dates w/COG meeting

Revised 10-8-18 to add Committee to “State Advisory…”, delete “and the Lions Affiliate…”, to add Affiliate Advisory Secretary and Treasurer. To delete “The Convention Committee…”, to add Advisory to “Affiliate Advisory…”

WISCONSIN LIONS AFFILIATE CLUBS POLICY MANUAL

Date Adopted 6-1-1996 Policy # A-7

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**CLUB CONTRIBUTIONS**

Each year, at the final state advisory meeting of that fiscal year, the Affiliate Clubs MD27 Liaison and the Advisory committee will determine the contribution rate required for operations for the next fiscal year.

The Affiliate Clubs MD27 Liaison will present the recommendation to the Council of Governors for approval at the July Council of Governor's meeting. The Affiliate Clubs MD Liaison will notify the Advisory Committee Secretary of the Council of Governor's decision. Upon notification of Council approval, the Advisory Committee Secretary will send to the Affiliate and Associate Presidents a "master” contribution billing form to be distributed by the Affiliate and Associate Presidents to their respective Clubs.

The club contribution checks are to be collected by the respective Affiliate and Associate Presidents and sent on to the State Affiliate Advisory Treasurer for recording and deposit.

The Affiliate Clubs Annual Club Contribution form is available at the Wisconsin Lioness website ([www.wisconsinlionss.org](http://www.wisconsinlionss.org)) resource #LCN204

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Revised 1-6-07 to clarity preparation and distribution of the annual club contribution request form

Revised 3-5-11 to allow the final meeting date to be flexible and keep the rate determination as a subject of the final meeting

Revised 1-14 to include the form number and location.

Revised 10-6-18 – to change Dues to Club Contributions, change State Chairman to Affiliate Clubs MD27 Liaison, to add Affiliate Advisory to Treasurer

WISCONSIN LIONS AFFILIATE CLUBS POLICY MANUAL

Date Adopted 10-6-18 Policy # A-8

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**GENERAL REIMBURSEMENTS**

Each year, at the Affiliate State Advisory Committee meeting at the July meeting, the Advisory Committee will determine the amount approved for mileage reimbursements, and other reimbursements as deemed necessary.

Revised 10-6-18 – to add General Reimbursements to Policy Manual

WISCONSIN LIONS AFFILIATE CLUBS POLICY MANUAL

Date Adopted 10-9-2004 Policy # B-1

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PAST DISTRICT & AFFILIATE/ASSOCIATE PRESIDENTS ORGANIZATION

The Wisconsin Lioness Past District President's organization, consisting of Past District Presidents and Associates, shall function and serve as auxiliary and advisory to the State Advisory Committee.

Its purpose shall be to help advance the purpose and cause of the Lioness program in Wisconsin, promote inter-district relationship and aid the State Advisory Committee in the continued development of Lioness programs.

The intention of this organization will be responsible to and advisory to the State Advisory Committee and will assume tasks as directed by the Committee. Expenses incurred in completing assignments as given by the Advisory Committee will be funded by the Advisory Committee.

Meetings will be held on the same date and at the same place as the State Advisory Committee and will be called by the Chairperson.

Officers of this organization will consist of a Chairperson, Co-Chairperson and Secretary. Elections will be held at the July meeting and all officers may be elected to one renewable term. It is expected that the Co-Chairman will be the succeeding Chairperson unless unforeseeable circumstances occur.

Duties of the officers shall be:

* Chairperson - preside at all meetings, see that all decisions and assignments are carried out and to work closely with the State Advisory Committee and Lioness Affiliate Liaison
* Co-Chairperson - perform the duties of President in her absence, serve as historian
* Secretary - issue notices of meetings, prepare minutes of all meetings and send copies to members, maintain a membership list with names & addresses, and forward any bills to the State Advisory Committee for payment

Revised July 2014: Change President to Chairperson, Vice President to Co-Chairperson and delete Treasurer. Change “Elections will be held at the October meeting, etc.” to read “Elections will be held at the July meeting, etc.”

Revised July 2018: Change President to Chairperson, Vice President to Co-Chairperson (wording was missed)



WISCONSIN LIONS AFFILIATE CLUBS POLICY MANUAL

Date Adopted 6-1-1996 Policy # C-1

**WISCONSIN LIONS FOUNDATION REPRESENTATIVES – Overview, Duties & Responsibilities**

The President of the Wisconsin Lions Foundation has requested that the Affiliate Advisory Committee provide three Lioness representatives to participate as voting members on the WLF Board of Directors.

Selection of the Lioness Representative(s) will be made by the current serving Affiliate and Associate Presidents at their final Advisory meeting of the current Lionistic fiscal year as specified in policy C-2.

A Lioness Representative term will consist of three consecutive years. A Lioness Representative may only be allowed to serve two (2) consecutive terms.

Appointments shall be limited to individuals who have served or are serving as an Affiliate or Associate President, or a Lioness that is active in Lioness affairs and is knowledgeable of the operation of the Wisconsin Lions Foundation.

Lioness Representatives serve the Affiliate Advisory Committee by reporting to it matters and activities of the WLF Board of Directors. Lioness Representatives serve the WLF Board of Directors and provide a Lioness perspective on matters acted upon by the WLF Board of Director Committees.

The three Lioness Representatives form a Committee of the Affiliate Advisory and, as such, the senior member shall be designated the Chair and the junior members the Co-Chairs. The chairman will present a report at each Advisory Committee meeting. In the absence of the Chairman, the Co-Chairman shall present the report.

Lioness members who serve in this capacity will be allowed mileage reimbursement incurred to attend scheduled Affiliate Clubs Advisory committee meetings as per the Advisory Committee as determined at the July meeting. If the Lioness Representative is not a current member of the Affiliate Clubs Advisory Committee, (i.e. a current Affiliate or Associate President) mileage will be reimbursed to allow them to attend the regular meetings of the Affiliate Clubs Advisory Committee.

The Chairman will present a report at each Advisory Committee meeting. In the absence of the Chairman, the Co-Chairman shall present the report.

Amended: 6-5-98 to allow mileage reimbursement to Advisory Committee meetings if not a current District President or Associate

Revised 6-7-99 to allow for the appointment of three representatives

Revised 1-6-07 to clarify this Policy regarding Representative duties and responsibilities

Revised 7-27-13 to change non-voting member to voting member per the COG amendment

Revised 10-6-18 to change “as per the Lions…” to “Advisory Committee…”



WISCONSIN LIONS AFFILIATE CLUBS POLICY MANUAL

Date Adopted 6-5-1999 Policy # C-2

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**SELECTION OF WLF REPRESENTATIVE**

As per the Affiliate Advisory Committee Policy C-l, the Advisory Committee will appoint the Lioness to represent the Committee at the WLF Board meetings. These individuals will be chosen from the Districts, on a rotation basis as follows:

|  |  |  |
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| **Date of Selection** | **Among Candidates From** | **Lioness Rep. Term of Service** |
| Advisory meeting in 2014 | all Districts | July 2014 to May 2017 |
| Advisory meeting in 2015 | odd numbered Districts | July 2015 to May 2018 |
| Advisory meeting in 2016 | even numbered Districts | July 2016 to May 2019 |
| Advisory meeting in 2017 | all Districts | July 2017 to May 2020 |
| Advisory meeting in 2018 | odd numbered Districts | July 2018 to May 2021 |
| Advisory meeting in 2019 | even numbered Districts | July 2019 to May 2022 |
| Advisory meeting in 2020 | all Districts | July 2020 to May 2023 |
| and so on... | and so on.... | and so on... |

Selection of District Candidate: A District Candidate for Lioness Representative must be selected at that person's respective District Convention (or at the Lions District Convention if no Lioness District exists). The selection process shall be made known to the membership at the same time the candidates are called for other District offices, or at least 30 days prior to the convention. If more than one individual expresses an interest in the position, a secret ballot vote shall be taken. Voting will be conducted in accordance with the District Constitution and By-laws.

Appointments shall be limited to individuals who have served or are serving as an Affiliate or Associate President, or a Lioness who is active in Lioness affairs and is knowledgeable of the operation of the Wisconsin Lions Foundation.

Selection from among the District Candidates: According to the rotation basis outlined above, each such District may provide one (1) candidate for consideration by the State Affiliate Advisory Committee. Each District submitting a candidate shall provide to the State Affiliate Advisory Committee Chair the name of the District's candidate and completed Candidate Nomination Form (See form following this policy). The Candidate Nomination Form shall be submitted to the State Advisory Committee Chairman within 30 days of the selection, along with a brief resume of the individual chosen. The standard resume form shall be used. The State Advisory Committee, at their final meeting of the current fiscal year, shall elect a representative from those submitted.

*[Current practice is to select the nominee at the State Advisory meeting at the May State Convention site, with the selected nominee beginning their term in July immediately following.]*

If there are no candidates, the State Advisory Committee members representing the Districts (odd, even, or at large, depending on position open) at their May meeting (State Convention) will put forth a candidate to be voted on by the State Advisory Committee. This candidate shall serve for the first year only of the three-year term. It is understood that an elected candidate will then be then appointed by following year to complete the remainder of the term.

Amended 6-7-1999 to allow for three representatives

Revised 5-19-2007 to clarify selection, appointment and rotation of selection process

Revised 10-5-2013 to change the June meeting to May or State Convention

Revised 5-1-2014 to update the year of selection and year of Term of Service

­­­­­­­­­­­­­­­­­­­­­­­­­Amended 6-7-1999 to allow for three representatives

Revised 5-19-2007 to clarify selection, appointment and rotation of selection process

Revised 10-5-2013 to change the June meeting to May or State Convention

WISCONSIN LIONS AFFILIATE CLUBS POLICY MANUAL

Date Adopted 6-1-1996 Policy # D-1

**MEMBERSHIP**

Each Affiliate District President and Associate shall submit to the State Affiliate Chairman a membership form to report the membership activity to their District.

The Membership form is available at the Wisconsin Lioness website ([www.wisconsinlioness.org](http://www.wisconsinlioness.org)) resource #LCN 203.

Reports are to include membership counts as of September 15, December 15, March 15 and June 30. Reports shall be submitted to the State Affiliate Chairman no later than 14 day prior to the State Advisory meeting.

A copy of the District Officer’s June report shall be forwarded to their successor District Officer so that the end numbers coincide with the start numbers for the next quarter.

Revised 1-6-07 – to clarify preparation and distribution of forms

Revised 10-5-13 – to clarify due dates of report and identify report number



WISCONSIN LIONS AFFILIATE CLUBS POLICY MANUAL

Date Adopted 6-1-1996 Policy # D-3

**CLUB SUPPLIES**

Forms for club administration are developed, maintained and provided by the State Advisory Committee. Forms are currently provided through the Wisconsin Lioness website ([www.wisconsinlioness.org](http://www.wisconsinlioness.org)) for downloading by the clubs, or may be requested from the Affiliate State Treasurer by the club. Also, items such as membership pins, 100% club officer awards, etc. are available for purchase through the Affiliate State Treasurer.

Individual Lioness Clubs may place an order for supplies through the Affiliate State Treasurer.

Revised 1-6-07 – to eliminate requirement to provide an LCI Lioness Supply catalog that is no longer produced or available.

Revised 3-5-11 – to reflect current practice where a majority of Lioness items are now ordered through the MD Chairman and through LCI Licensees per LCI policy

Revised 10-5-13 – to reflect the State Treasurer has supplies and LCI does not have Lioness items.

Revised 1-10-15 – change State Chairman to State Affiliate Treasurer. Remove 2nd paragraph and correct spelling of “through”.

WISCONSIN LIONS AFFILIATE CLUBS POLICY MANUAL

Date Adopted 6-1-1996 Policy # D-4

**FORMS, PRINTING, ETC.**

Forms are currently provided through the Wisconsin Lioness website ([www.wisconsinlioness.org](http://www.wisconsinlioness.org)) for downloading by the clubs. The Affiliate Clubs State Treasurer shall maintain an inventory of supplies to be used by the Lioness clubs in the State of Wisconsin.

The State Treasurer shall inventory and order all printing of membership cards, new member kits, fill all Club and district orders

The State Treasurer shall mail out orders and submit receipts and postage cost, printing, etc. using the WI Affiliate Clubs expense voucher.

Revised 10-7-06 – to eliminate “official printer” designation

Revised 3-5-2011 – to reflect current practice with most forms available via website

Revised 10-5-13 – to change requesting supplies from the State Chairman to the State Treasurer.

WISCONSIN LIONS AFFILIATE CLUBS POLICY MANUAL

Date Adopted 6-1-1996 Policy # D-5

**PINS**

Any pin design that includes the “Script L” must have the approval and permission of the International Association prior to placing an order with an approved vendor. International has a copyright on that logo and therefore must grant permission to use it. LCI policy regarding use of its logos is available at the LCI website ([www.lionsclubs.org](http://www.lionsclubs.org))

Any pin made for use in or to be traded by an Affiliate District cannot include the work “District” because the Lions International Associate office does not recognize a Lioness District level organization. It is permissible to use the words such as “Affiliate 27-A1” or “Lions Affiliate 27-A2” on a district pin.

When ordering a pin that requires International’s approval, or if there are questions, contact the State Affiliate Chairman for assistance. The State Affiliate Chairman will contact the Club Supplies Division to obtain the necessary approval of your design and placing your order or answers to questions.

Revised 1-6-07 – to clarify that Lions Clubs International recognizes Lioness Clubs, but no official formation above the Club level.

Revised 3-5-11 – to reflect current practice that inventory of 100% pins and membership pins is maintained by MD Chairman

Revised 10-5-13 – paragraph deleted



WISCONSIN LIONS AFFILIATE CLUBS POLICY MANUAL

Date Adopted 6-1-1996 Policy # D-7

**DISTRICT PRESIDENT/ASSOCIATE UNIFORM**

In order to promote the integrity of the Lioness program and to denote the presence of the District President/Associate at Lionistic functions, a uniform dress code is established. The following are guidelines for the uniform for various functions:

1. Uniform description
2. “Business” consists of red top and black skirt/slacks or dress and a white jacket. During the winter months a “winter white” jacket is acceptable. Shoes should be of a complimentary color. (A-1)
3. “Casual” is white or red Affiliate polo and black pant. (A-2)
4. Functions:
5. Cabinet meetings – President’s discretion
6. State Advisory Committee meetings – Business (A-1)
7. Club visits – Business (A-1) May use (A-2) at a Club’s summer function (cookouts, ect).
8. Area meetings – Business (A-1) May use (A-2) for summer meetings.
9. District Convention
10. Business (A-1) for general sessions
11. Casual (A-2) for hospitality functions as appropriate
12. State Convention
13. Business (A-1) for general sessions
14. Casual (A-2) for hospitality functions as appropriate
15. WLF Open House – Casual (A-2) may include Birch Sturm Golf outing
16. Special Cabinet Meetings – President’s discretion.
17. WLF Work Day – work cloths. Uniform not required.

Revised 6-5-04 to allow slacks to be worn as a part of the official uniform

Revised 9-17-09 to provide for a casual uniform and give guidelines for various events

Revised Aug 2012 to change red pants/skirt/dress to black pants/skirt/dress

Revised March 4, 2017 to add the red shirt to casual wear

WISCONSIN LIONS AFFILIATE CLUBS POLICY MANUAL

Date Adopted 10-7-2000 Policy # D-8

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WISCONSIN LIONESS SHIRT

The Affiliate Advisory Committee has approved the design for a "Wisconsin Lioness" shirt which can be worn by any Lioness member in good standing.

The shirt can only be obtained in the following manner. The shirt is only available in red w/white stripe by Beeseen Promotions, a merchandiser located in Hartford, WI. Website is: beeseenpromotions.net

Phone is: (262) 224-0847

Item order #0465 (unisex) or #4565 (women’s). Shirt is available at the current price.

Revised July 2014: changed from minimum order of six to minimum order is recommended.

Changed cost of logo from $5.30 to plus cost for the logo

Revised March 4, 2017: went from white mesh shirt at Land’s End to red shirt at Beeseen Promotions.