

CHAPTER IX  
DISTRICT OFFICERS & ORGANIZATION

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**A. EXCELLENCE AWARD RULES**

The excellence awards were created to recognize District Governors, First Vice District Governors, Second Vice District Governors, Region Chairpersons and Zone Clubs that reach a standard of excellence in membership growth, club management and service. Criteria is recommended by the District and Club Service Committee and approved by the International Board of Directors.

**B. DISTRICT GOVERNOR EXPENSE REIMBURSEMENT POLICY**

District governors may request reimbursement for the following activities. All travel must be made by the most economical means. Expenses may not exceed the annual established budget.

**1. REIMBURSABLE EVENTS**

**a. CLUB VISITATION**

To successfully manage the district, the district governor is expected to personally contact each club president during his or her term in office. It is also encouraged that each club (and recently cancelled clubs when appropriate ~~recently cancelled clubs~~) be visited either in-person or virtually by the district governor, first vice district governor or second vice district governor once every year to facilitate successful administration of the club.

The district governor or approved first vice district governor or second vice district governor may be reimbursed for the expenses related to official visits to club in the district. ~~In person v~~visits cannot exceed one day's duration.

The purposes of a club visitation are to:

- (1) Promote membership growth, leadership development and service activities within the club.
- (2) Explore, together with club members, the future membership and leadership growth plans.
- (3) Discuss challenges and possible opportunities for improvement.
- (4) Encourage clubs to function within the rules and policies of the association and conduct meaningful humanitarian service.

(5) Convey the messages from the international president, the board of directors, and the district.

(6) Encourage and assist with the reinstatement of clubs that are in financial suspension, status quo or have been cancelled within the previous 12 months.

Organizational Visits – expenses will also be reimbursed for **in-person or virtual** visits to clubs in the process of organization, but not yet chartered.

**b. MEETINGS TO SUPPORT DISTRICT ADMINISTRATION**

District Governors may also be reimbursed for the following events:

District Meetings – Up to six meetings which may include club officer orientation (held within 60 days prior to or after June 30<sup>th</sup>), cabinet meetings, the district convention and/or district membership and/or leadership development meetings. These **in-person** meetings should not exceed two days and two nights each.

Multiple District Meetings – Up to three multiple district functions which may include council meeting, multiple district conferences, multiple district conventions, or multiple district Global Action Team GMT, GLT, GST and club quality program meetings. These **in-person** meetings should not exceed three days and three nights each.

Expenses related to the planning, organization or promotion of district and multiple district functions cannot be submitted for reimbursement.

Trips to district meetings outside the district or trips to multiple district meetings outside the multiple district require the authorization of the District and Club Administration Division.

**c. HOSTING AN INTERNATIONAL PRESIDENT OR VICE PRESIDENT**

The district governor may submit his or her expenses for an additional club visit or district meeting for which an International President or Vice President is attending **for either in-person or virtual attendance**. The expenses are limited to the expenses allowed for the said club visit or district meeting as noted above.

**2. BUDGET CALCULATION**

The district governor will be provided a budget annually to subsidize the costs for annual club visits, new club organization and meetings for the purpose of district and multiple district administration. District governors may request an increase in the allowable budget by submitting the “District Governor Request for Budget Increase Worksheet” to be approved by the Accounting Department, **in consultation with the District and Club**

**Administration Division.** All budget increase requests must be received by April 30th to be considered.

The reimbursement is limited to the allocated **budget** amount. To maximize the budget allocated, district governors are encouraged to utilize technology to communicate with club officers, meet with club officers during multiple club events, visit multiple clubs in any one day when possible and combine district and multiple district meetings. The district governor may also delegate club visits to his/her vice governors who may be located closer to the club.

### 3. SUBMISSION OF CLAIMS

#### a. Official Form

Expense claims must include a District Governor’s Meeting/Club Visitation Report for each meeting and be submitted on official forms, properly itemized **with** columns totaled. All claims must be accompanied by the appropriate documentation such as original receipts, and canceled tickets where required. Note facsimile and electronic copies may be acceptable unless otherwise instructed.

#### b. Governor’s Representative Claim

Expense claims by a district officer other than the district governor must be signed by the district governor and representative. The claims must comply with 1.a. above. Reimbursement will be on the same basis as the governor’s and payment forwarded to the district governor for mailing to the representative.

#### c. Deadline

For timely reimbursement, claims should be submitted by the expense claim due date shown in the chart below. Claims that are submitted after the deadline for submission may be reviewed and approved by the **Chief of Finance-Treasurer** on an exception basis.

Month	Expense Claim Due Date	Deadline for Submission
July	August 20th	October 20th
August	September 20th	November 20th
September	October 20th	December 20th
October	November 20th	January 20th
November	December 20th	February 20th
December	January 20th	March 20th
January	February 20th	April 20th
February	March 20th	May 20th
March	April 20th	June 20th

April	May 20th	July 20th
May	June 20th	August 20th
June	July 20th	September 20th

**4. REIMBURSABLE EXPENSES**

**a. Automobile**

The allowance for automobile is US\$.50 per mile (US\$.31 per kilometer), all inclusive. If a car rental is used, reimbursement would be the US\$.50 per mile or US\$.31 per kilometer, all inclusive.

**b. Railroad**

If rail travel is used, first class and Pullman (roomette) fare will be reimbursed, provided that canceled tickets are attached to the claim.

**c. Transportation by Air**

(1) Tickets must be economy round-trip airline ticket by the shortest and most direct route.

Airfares will be reimbursed based on actual costs, including service charges, booking fees and credit card fees. The district governor must obtain approval from the Travel Department prior to ticketing any fare in excess of US\$1,000. Airfare less than US\$1,000 should be booked at the lowest logical standard or discounted fare by the most direct route for the authorized class of service and period of travel. Fees for one bag will be reimbursed within the airline’s guideline for size and weight with paid receipt. Request for reimbursement must be accompanied by the following:

- i. Canceled airline tickets or detailed E-ticket/itinerary
- ii. Proof of payment – canceled check, paid travel agency receipt or credit card bill statement (with any information other than the relevant transaction marked out). The receipt must include traveler’s name, flight itinerary with class of service, airfare details, price of ticket and form of payment.
- iii. A boarding pass or travel agent itinerary is not valid for reimbursement.

(2) Charter air travel may be authorized in advance by the Finance and Headquarters Operation Committee where travel by commercial air is not feasible and significant cost savings may be realized

**d. Other travel related expenses**

Taxi fare, ride share services such as Uber and Lyft, shuttle buses, tolls, ferry, parking and other travel related expenses will be reimbursed with proof of payment.

**e. Lodging**

Reimbursement will be made for actual costs only, not to exceed US\$75.00 per night. The district governor should enter itemized hotel charges *by date*, and attach the original itemized bill to the Travel Expense Claim. The itemized bill must show payment and/or balance due of zero. Note that facsimile and electronic copies may be acceptable and may be considered as original.

**f. Meals**

Reimbursement will be made for actual costs only, not to exceed US\$25.00 per meal up to a maximum of three meals per day. Such costs must be itemized on the expense report form and original itemized receipts must be attached to the Travel Expense Claim. Note that facsimile and electronic copies may be acceptable and may be considered as original. No charges for alcoholic beverages will be reimbursed.

**g. Virtual Meeting Expenses**

- (1) Clubs and Districts are encouraged to use Connect for virtual meetings (*NOTE: once available*). For subscription to online meeting/teleconferencing service for larger cabinet meetings and conventions, the fees should be borne by the District and will not be reimbursed.
- (2) In lieu of an in-person visit, cost of postage and mailing materials for mailing of awards at the most cost-effective rate will be reimbursed.

**C. DISTRICT GOVERNORS-ELECT SEMINAR EXPENSE**

1. Lions Clubs International will reimburse authorized travel expenses for district governors-elect as follows:
  - a. All travelers are expected to follow the annual guidelines provided by Lions Clubs International Travel Department when making travel arrangement.
  - b. Effective with the 2018-2019 fiscal year, for the seminar itself (both locations), one (1) economy round-trip airline ticket for the district governor-elect by the shortest and most direct route for the approved travel dates only. For the seminar (at convention only), reimbursement for one (1) economy roundtrip airline ticket for one eligible adult companion will be provided based on actual cost not to exceed US\$500.00. Travel arrangements should be made through the association's preferred travel agent. See C.3. and C.4 for limitations on reimbursement.

- c. Ticket reimbursement will be based upon the lowest logical standard or discounted economy class fare for the period of travel. Reimbursement will be made upon the submission of an expense claim and original receipts.
  - d. For the seminar at St. Charles, ~~Illinois, IL~~ USA location, if the mode of transportation is automobile, reimbursement for transportation will be based on the cost of mileage, tolls, hotel, meals and parking expenses subject to the District Governor reimbursement policy. Total combined travel expenses for the district governor-elect is not to exceed the lowest logical economy airfare (as determined in Paragraph 1.b.) for the district governor-elect. For the seminar at convention location, if the mode of transportation is automobile, reimbursement for transportation will be based on the cost of mileage, tolls, hotel, meals and parking expenses subject to the District Governor reimbursement policy. Total combined travel expenses for the district governor-elect and companion is not to exceed 1.5 times the most reasonable available negotiated airfare by the shortest and most direct route (as determined in Paragraph 1.b.) for the district governor-elect. If no companion is attending the seminar at convention location, the cost may not exceed the cost of the lowest logical economy airfare (as determined in Paragraph 1.b.) for the district governor-elect. Reimbursement will be made upon the submission of an expense claim and original receipts.
  - e. For the seminar at St. Charles, ~~Illinois, IL~~ USA location, if mode of transportation is bus, train or boat/ferry, total expenses are not to exceed the lowest logical economy airfare (as determined in Paragraph 1.b.) for the district governor-elect. For the seminar at convention location, if mode of transportation is bus, train or boat/ferry, total expenses are not to exceed 1.5 the most reasonable available negotiated airfare by the shortest and most direct route (as determined in Paragraph 1.b.) for the district governor-elect and one adult companion. If no companion is attending, then only one airfare is reimbursed. Reimbursement will be made upon the submission of an expense claim and original receipts.
2. Other District Governors-Elect Seminar reimbursements will be:
    - a. Hotel room: Four (4) days for seminar at St. Charles, ~~Illinois, IL~~ USA location and six (6) days for seminar at convention for ten (10) days.
  3. The expense for the district governor-elect of a district below 35/1250 for over 2 years or provisional district to attend the district governors-elect seminar and the international convention will be reimbursed according to the policies established annually by the board but not the expense of the companion, with an exception of provisional districts which have been in the provisional designation more than 30 years.
  4. Districts below 35/1250 for over 2 years and Provisional districts showing a net membership gain in a full fiscal year will have the travel expenses for the adult companion reimbursed as provided by policy for that year's district governor to attend the District Governors-Elect Seminar.

5. Reimbursement will be made in local currency in countries where Lions Clubs International has a bank account.
6. Every attempt should be made to attend the District Governor-Elect Seminar (at both locations). If the District Governor- Elect is unable to attend the full seminar (at both locations), the expenses may only be reimbursed with the approval of the International President.

#### **D. PROVISIONAL REGION CHAIRPERSON AND PROVISIONAL ZONE CHAIRPERSON EXPENSE REIMBURSEMENT POLICY**

Provisional region chairpersons and provisional zone chairpersons may request reimbursement for the following activities. All travel must be made by the most economical means. Expenses may not exceed the annual established budget. Provisional zones and provisional regions are zones and regions that are not within the boundaries of a district.

##### **1. REIMBURSABLE EVENTS**

###### **a. CLUB VISITATION**

The provisional region and zone chairperson is expected to personally contact each club president during his or her term in office. It is also encouraged that each club (and when appropriate recently cancelled clubs) be visited either in-person or virtually by the provisional region and zone chairperson once every year to facilitate successful administration of the club.

The provisional region and zone chairperson may be reimbursed for the expenses related to official visits to clubs within the provisional zone or region.

In-person visits cannot exceed one day's duration.

The purposes of a club visitation are to:

- (1) Promote membership growth, leadership development and service activities within the club.
- (2) Explore, together with club members, the future membership and leadership growth plans.
- (3) Discuss challenges and possible opportunities for improvement.
- (4) Encourage clubs to function within the rules and policies of the association and conduct meaningful humanitarian service.
- (5) Convey the messages from the international president and the board of directors.

- (6) Encourage and assist with the reinstatement of clubs that are in financial suspension, status quo or have been cancelled within the previous 12 months.

Organizational Visits – Expenses will also be reimbursed for in-person or virtual visits to clubs in the process of organization, but not yet chartered.

**b. MEETINGS TO SUPPORT PROVISIONAL ZONE OR PROVISIONAL REGION ADMINISTRATION**

Provisional zone and region chairpersons may also be reimbursed for the following events:

Provisional Zone Meetings – Each provisional zone chairperson may hold up to four zone meetings either in-person or virtually which may include club officer orientation (held within 60 days prior to or after June 30th), membership and/or leadership development meetings. Cost for the meeting expense must not exceed US\$150 per meeting.

Provisional Region Meetings: Each provisional region chairperson may hold up to four region meetings either in-person or virtually. The meetings should include the zone chairpersons and club officers as appropriate. Cost for the meeting expense must not exceed US\$250 per meeting.

Expenses related to the planning, organization or promotion of the zone or region meeting cannot be submitted for reimbursement. Only expenses related directly to the zone or region meeting will be reimbursed.

**c. HOSTING AN INTERNATIONAL PRESIDENT OR VICE PRESIDENT**

The provisional zone and/or region chairpersons may submit his or her expenses for an additional club visit or meeting for which an International President or Vice President is attending for either in-person or virtual attendance within the provisional zone or region.

**2. BUDGET CALCULATION**

The provisional zone or region chairperson will be provided a budget annually to subsidize the costs for annual club visits, new club organization and meetings for the purpose of training and administration.

**3. SUBMISSION OF CLAIMS**

**a. Official Form**

Expense claims must include a Meeting/Club Visitation Report Form for each meeting and be submitted on official forms, properly itemized with columns totaled.



All claims must be accompanied by the appropriate documentation such as original receipts, and canceled tickets where required. Note facsimile and electronic copies may be acceptable unless otherwise instructed.

**b. Deadline**

For timely reimbursement, claims should be submitted by the expense claim due date shown in the chart below. Claims that are submitted after the deadline for submission may be reviewed and approved by the **Chief of Finance-Treasurer** on an exception basis.

<b>Month</b>	<b>Expense Claim Due Date</b>	<b>Deadline for Submission</b>
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December	January 20th	March 20th
January	February 20th	April 20th
February	March 20th	May 20th
March	April 20 <sup>th</sup>	June 20 <sup>th</sup>
April	May 20 <sup>th</sup>	July 20 <sup>th</sup>
May	June 20 <sup>th</sup>	August 20 <sup>th</sup>
June	July 20 <sup>th</sup>	September 20 <sup>th</sup>

**4. REIMBURSABLE PERSONAL TRAVEL EXPENSES FOR PROVISIONAL ZONE AND REGION CHAIRPERSONS**

**a. Automobile**

The allowance for automobile is US\$.50 per mile (US\$.31 per kilometer), all inclusive. If a car rental is used, reimbursement would be the US\$.50 per mile or US\$.31 per kilometer, all inclusive.

**b. Railroad**

If rail travel is used, first class and Pullman (roomette) fare will be reimbursed, provided that canceled tickets are attached to the claim.

**c. Transportation by Air**

(1) Tickets must be economy round-trip airline ticket by the shortest and most direct route.

Airfares will be reimbursed based on actual costs, including service charges, booking fees and credit card fees. The provisional zone or region chairperson must obtain approval from the Travel Department prior to ticketing any fare in excess of US\$1,000. Airfare less than US\$1,000 should be booked at the lowest logical standard or discounted fare by the most direct route for the authorized

class of service and period of travel. Fees for one bag will be reimbursed within the airline's guideline for size and weight with paid receipt. Request for reimbursement must be accompanied by the following:

- i. Canceled airline tickets or detailed E-ticket/itinerary
- ii. Proof of payment – canceled check, paid travel agency receipt or credit card bill statement (with any information other than the relevant transaction marked out). The receipt must include traveler's name, flight itinerary with class of service, airfare details, price of ticket and form of payment.
- iii. A boarding pass or travel agent itinerary is not valid for reimbursement.

(2) Charter air travel may be authorized in advance by the Finance and Headquarters Operation Committee where travel by commercial air is not feasible and significant cost savings may be realized.

**d. Other travel related expenses**

Taxi fare, ride share services such as Uber and Lyft, shuttle buses, tolls, ferry, parking and other travel related expenses will be reimbursed with proof of payment.

**e. Lodging**

Reimbursement will be made for actual costs only, not to exceed US\$75.00 per night. The provisional zone or region chairperson should enter itemized hotel charges *by date*, and attach the original itemized bill to the Travel Expense Claim. The itemized bill must show payment and/or balance due of zero. Note that facsimile and electronic copies may be acceptable and may be considered as original.

**f. Meals**

Reimbursement will be made for actual costs only, not to exceed US\$25.00 per meal up to a maximum of three meals per day. Such costs must be itemized on the expense report form and original itemized receipts must be attached to the Travel Expense Claim. Note that facsimile and electronic copies may be acceptable and may be considered as original. No charges for alcoholic beverages will be reimbursed.

**g. Virtual Meeting Expenses**

- (1) Clubs, zones and regions are encouraged to use Connect for virtual meetings.
- (2) In lieu of an in-person visit, cost of postage and mailing materials for mailing of awards at the most cost-effective rate will be reimbursed

**5. REIMBURSABLE MEETING EXPENSES**

Reimbursement for zone and region meetings may include participant meals and non-alcoholic refreshments, room rental, equipment rental, printing and office supplies related

to hosting the meeting. Expenses can not exceed US\$150 per zone meeting and US\$250 per region meeting, as noted in Paragraph C.1.b.

## **E. DISTRICT ORGANIZATIONS**

1. The territory of chartered Lions clubs shall be divided into districts and administrative units as provided herein.
  - a. A single district is a defined territory in which the clubs may elect a district governor.
  - b. A sub-district is a district forming part of a multiple district.
  - c. A multiple district is a defined territory comprised of two or more sub-districts.
  - d. A provisional district is one in the development stage as defined in Paragraph E of this Chapter IX.
  - e. A provisional region is a defined territory consisting of nine (9) to sixteen (16) clubs in an otherwise undistricted territory.
  - f. A provisional zone is a defined territory consisting of three (3) to eight (8) clubs in an otherwise undistricted territory.
  - g. The titles “provisional district,” “single district,” and “sub-district,” and definitions thereof, shall be and are used solely for purposes of clarity of intent and shall not be considered as required titles for districts which they concern. For all other purposes of the association, provisional districts, single districts, and sub-districts shall be referred to and known simply as districts.

## **2. PROVISIONAL ZONES AND REGIONS**

- a. At the time three (3) to eight (8) Lions clubs have been chartered in any nation, colony or territory that is otherwise undistricted, the international president, with the concurrence of the board of directors, shall have the power to form such clubs into a provisional zone. The delegates of the clubs which comprise said provisional zone may elect a provisional zone chairperson.
- b. When nine (9) to sixteen (16) Lions clubs have been chartered in any nation, colony or territory that is otherwise undistricted, the international president, with the concurrence of the board of directors, shall have the power to form such clubs into a provisional region. The delegates of the clubs which comprise said provisional region may elect a provisional region chairperson. The provisional region chairperson shall divide the region into zones and shall appoint one zone chairperson for each zone in the region.

## **F. PROVISIONAL DISTRICTS**

1. When seventeen (17) or more Lions clubs have been chartered with a total of four hundred fifty (450) Lions within the confines of a nation, colony or territory that has no other districts, the international president, with the concurrence of the board of directors, shall have the authority to form such clubs into a provisional district and to appoint an acting district governor who will then fill the position of district governor the next fiscal year.

The acting district governor so appointed shall form a cabinet of acting district officers of at least five (5) members, in accordance with the International By-laws Article 8, Section 7 District Cabinet with such other cabinet members being known as the first vice district governor, second vice district governor, region chairperson (if the position is utilized during the district governor's term), cabinet secretary-treasurer and zone chairperson who shall serve in the appointed position for the remaining months of the year and throughout the following fiscal year. The effective date of a new provisional district will be determined by the board of directors. The board of directors may grant the acting district governor a budget, not to exceed \$75 per club, to be used for expenses relating to club development and the management of the district and in accordance with the District Governor Expense Reimbursement Policy as outlined in Paragraph B. of this chapter.

2. Following the initial appointments, the board of directors shall appoint the governor of a provisional district annually. The board of directors will give consideration to the results of the duly held district election. The election process must meet the requirements as outlined in International By-Laws Article IX District Convention and Elections and conducted in accordance with the provision of the respective district constitution and bylaws. It should be further noted that in all cases the outcome of the election is only a recommendation to the board and in all cases, the International board of directors will make the final appointment. When the recommended Lion is not the district's first vice district governor, the district must submit a written explanation detailing the reason why the first vice district governor was not recommended.
3. Upon reaching a minimum of 35 clubs and 1,250 members in active status as reported on the association's cumulative membership report ending June 30, the provisional district will be recognized as a full district at the beginning of the following fiscal year.
4. The International Board of Directors reviews the designations of provisional districts twice annually.

## **G. TRANSITIONAL DISTRICTS**

Transitional districts are districts that are not provisional districts and have fewer than 35 active clubs or 1,250 active members as reported on the association's monthly cumulative report. Transitional districts remain in transitional status until the district reaches 35 active clubs and 1,250 active members.

## H. SINGLE CLUB TRANSFERS

A club may transfer from one district to an adjacent district and boundaries changed accordingly without the necessity of following the formal redistricting procedures if such transfer does not substantially change the existing district boundaries. The approvals of a majority of the members of the club, the current district governors of the respective adjacent districts, and the district governors' cabinets of the respective adjacent districts are required. Documents signifying the approvals are submitted to the international office for review and action.

## I. REDISTRICTING

The following policy shall apply with respect to each redistricting proposal submitted to the International Board of Directors pursuant to Article VIII, Section 3 of the International By-Laws:

All redistricting proposals must meet the requirements below, and be submitted and filed with District and Club Administration Division 60 days prior to the October board meeting for which they will be considered. No additional documentation submitted after this date will be accepted.

1. REDISTRICTING OF DISTRICTS: Districts (single, -sub or multiple districts) seeking to redistrict must submit the following:
  - a. A list of clubs that would comprise each proposed sub-district containing each club's total membership. Each proposed sub-district must have the minimum of 35 clubs with 1,250 members in good standing 60 days prior to the board meeting for which it is considered and sustain membership strength through the time that the redistricting takes place.
  - b. A map clearly defining the proposed boundary lines or changes in boundary lines for each district. The proposed districts should be established in a way that allows for efficient district management and minimal travel and administrative costs.
  - c. Payment of US\$500 as a redistricting fee for each new district, sub-district or multiple district proposed.
  - d. Districts and multiple districts submitting a request must include the following from each voting body evidencing that the proposed redistricting plan obtained the necessary approval.
    - (1) A full copy of the minutes, certified with the signature of the District Governor, First Vice District Governor and Cabinet Secretary for single district or sub district(s) minutes, and the signature of the Council Chairperson and Council

Secretary for multiple district minutes, who were in office during the convention or special convention in which the redistricting was approved.

The minutes must reflect that a majority of the registered and certified delegates approved the resolution by written and secret ballot and must include the ballot count. The minutes must also reflect that the results were announced to the delegates during the convention. It should be noted that only a majority vote, and not a two-thirds vote, is required for consideration by the International Board of Directors.

- (2) A copy of the published proposal, which must include a full and clear description of the proposed districts and/or multiple districts by clearly defining the territories for each proposed district and/or multiple district by official geographic boundary, a list of clubs to be allocated to each proposed area and a clearly marked map.
  - (3) Verification that the full proposal as noted in item 1.d.(2)., was circulated to each club in the single district, sub-district(s) and multiple district no later than 60 days prior to the convention for which the vote was taken.
  - (4) Explanation of how the multiple/sub-district(s) will be better served through redistricting, including a detailed plan that outlines goals and action plans to support membership growth, leadership development and club support initiatives.
2. **MERGER/ REDUCTION OF DISTRICTS:** A multiple district that is consolidating one or more sub-districts of which one or more sub-districts have fewer than 35 clubs and 1,250 members to increase the number of members per sub-district must also submit the documentation noted in item 1. above, but is not required to submit a payment. Approval is required from the convention of the multiple district. An explanation is required outlining the programs recently implemented by the sub-district(s) to increase membership and why redistricting is still needed. In these areas, if the plan results in a sub-district that does not meet the 35 club and 1,250 member minimum, the proposal may be considered if it helps strengthen or improve the management of a sub-district and support of clubs.
  3. **MULTIPLE DISTRICT REDISTRICTING:** A multiple district proposing to redistrict, but is not changing sub-district lines, must submit the items as outlined in item 1. above, but need only submit items noted under 1.d. at the multiple district level. Minutes showing the approval of the proposal and subsequent district name changes by a two-thirds vote of the district cabinet members from two-thirds of the districts is required prior to the multiple district putting forth the resolution.
  4. The proposed name of the district and the multiple district must meet the naming criteria as established by Lions Clubs International. When a proposal divides an existing sub-district, the name of one of the new sub-districts should be the same as that of the original sub-district if circumstances so permit.

5. All approved redistricting proposals shall take effect at the adjournment of the next international convention unless a later International Convention is specified.
6. Any objections with regard to the procedure or process followed to gain approval of the resolution and the district (single, -sub or multiple) must be resolved utilizing the appropriate dispute resolution process.
7. The election of the district governor, first vice district governor and second vice district governor must take place following the approval of the proposal by the International Board of Directors and prior to the International Convention for which the redistricting will follow. The election must take place during a properly called meeting of the delegates of the new district. It is suggested that the election take place during an existing district or multiple district convention for which the delegates would normally attend. Redistricting proposals that are approved during the October or November board meeting that are scheduled to take place at the close of the International Convention of the same fiscal year must hold elections before January 1, to enable the district governor elect to attend the First Vice District Governor/District Governor Elect Seminar held in February.
8. Proposals that do not meet the requirements above shall be rejected and returned to the applicant. If a new application is submitted within 12 months of the initial proposal rejection, the application fee of US\$500 is waived.

## **J. COORDINATING LION PROGRAM**

### **1. Purpose**

The Coordinating Lion Program shall assist in the overall development of Lionism in undistricted countries, provisional districts, transitional districts, and districts with long-term district governor vacancies. The title Country Advisor may be used when appropriate for undistricted countries.

### **2. Selection**

Upon identification of a potential new Lions country, or when the International Board of Directors deems additional support is needed for a district as mentioned in 1., a Coordinating Lion shall be selected and appointed by the board for the term of one year or less. Reappointment shall be permissible with the board's consent.

### **3. Qualifications**

- a. Lions club member in good standing over 10 years;
- b. One year of experience each as:
  - Club president
  - Zone chairperson;
- c. Familiar with the people, culture, life of the assigned country or district ;
- d. Ability to speak the language of the assigned country or district preferable.
- e. Other valid experience may be substituted for the above mentioned qualifications.

#### 4. **Responsibilities**

- a. Render support and assistance to the clubs and members in the area;
- b. Lead the development of a plan to support expanding humanitarian service, leadership development and exceptional club operation;
- c. Ensure that the clubs are functioning properly and conducting meaningful service activities on a regular basis;
- d. Conduct orientation meetings to increase members' knowledge about Lionism worldwide;
- e. In undistricted areas, identify effective club training programs offered by districts and arrange for club officers and potential club officers to attend the training offered by the district either in their own country or in the district, whichever is the most effective and feasible;
- f. In undistricted areas, identify model district training events (conventions, zone meetings, other leadership development opportunities) and arrange for existing or potential provisional zone and region chairpersons, or other emerging leaders, to attend the training offered by the district either in their own country or in the district;
- g. Encourage and assist organization of new clubs;
- h. Work closely with other Lions and International Officers involved;
- i. Any other tasks and duties assigned by the board.
- j. Act in the capacity of a District Governor when a vacancy exists in the district governor position or permission is granted by the International Board of Directors.

#### 5. **Reporting**

Report to the District and Club Service Committee Global Action Team area leaders and the New and Emerging Countries Committee (as necessary) no less than 3 times a year through the District and Club Administration Division at Headquarters.

#### 6. **Reimbursement**

- a. A Coordinating Lion for an undistricted area may submit the following expenses:
  - (1) Expenses up to US \$2,500 per year for travel and administration of the undistricted area.
  - (2) Expenses up to US\$2,000 per country to provide club officer training
  - (3) Expenses up to US\$2,000 per zone and region chairperson to provide provisional zone chairperson and region chairperson training.
  - (4) Expenses up to \$3,000 to subsidize the travel, hotel and non-group meal expenses related to the provisional region chairpersons attendance to the First Vice District Governor/District Governor Elect Seminar.

All expenses are subject to the established reimbursement policy.

- b. Coordinating Lions serving districts utilize the district governors' budget according to the established reimbursement policy with care given to limit expenses so that if a replacement is appointed funds will be remaining to allow the newly appointed district governor to carry out the business of the district.



**7. Additional Assistance**

In unique situations when a Coordinating Lion is assigned to a districted area he or she, with the approval of the District and Club Service Committee, may appoint up to three Lions to act as assistants to the Coordinating Lion to provide support in the area of club management, membership growth or other assistance as needed by the district. These individuals would not be allocated a budget, but may, with the approval of the Coordinating Lion, be reimbursed from the funds available to the Coordinating Lion as outlined in item six and in accordance with the established reimbursement policy.

**K. DISTRICT COORDINATORS AND CHAIRPERSONS**

Only a Lions club member may be appointed as a district coordinator or chairperson. A district chairperson shall be selected as outlined in the district’s constitution and by-laws and a tab with the words “District Chairperson” shall automatically be included in the district governor’s supplies. The following district chairpersons are officially approved and recommended:

- District Convention Chairperson
- District Diabetes Awareness and Action Chairperson
- District Honorary Chairperson
- District Information Technology Chairperson
- District Leo Club Chairperson
- District Peace Poster Contest Chairperson
- District Marketing Communications Chairperson
- District Sight Preservation, Awareness and Action Chairperson
- District Youth Camp and Exchange Chairperson
- District Lions Quest Chairperson
- Global Leadership Team District Coordinator
- Global Membership Team District Coordinator
- Global Service Team District Coordinator
- LCIF District Coordinator

Any other tabs with the words “District Chairperson” shall be made available for purchase from the Club Supplies and Distribution Division.

**L. CABINET OFFICER PINS AND DECALS**

**1. Lapel Pins**

- a. A lapel pin is provided without charge, worded in English to district governors, first vice district governors, second vice district governors, region chairpersons, zone chairpersons and cabinet secretary-treasurers (or cabinet secretaries and cabinet treasurers as the case may be).

- b. The use of the existing district governors' lapel pins with the year of service shall be continued. Past district governors' pins may be purchased through the Club Supplies and Distribution Division.

## **2. Decals**

Decals are to be furnished free of charge to both current and past district governors.

## **M. COUNCIL CHAIRPERSON SELECTION**

Multiple districts shall be encouraged to elect or appoint council chairpersons from current or immediate past district governors. A pin with the words COUNCIL CHAIRPERSON shall automatically be sent to each council chairperson at the beginning of his/her term of office.

## **N. MULTIPLE DISTRICT COORDINATORS AND CHAIRPERSONS**

Only a Lions club member may be appointed as a multiple district coordinator or chairperson. The council of governors shall select multiple district chairpersons and coordinators as outlined in the multiple district's constitution and by-laws. The following multiple district chairpersons are officially approved and recommended:

- Global Leadership Team Multiple District Coordinator
- Global Membership Team Multiple District Coordinator
- Global Service Team Multiple District Coordinator
- Multiple District Convention Chairperson
- Multiple District Diabetes Awareness and Action Chairperson
- Multiple District Information Technology Chairperson
- Multiple District Leo Club Chairperson
- Multiple District Protocol Chairperson
- Multiple District Marketing Communications Chairperson
- Multiple District Sight Preservation, Awareness and Action Chairperson
- Multiple District Youth Camp and Exchange Chairperson
- Multiple District Lions Quest Chairperson
- LCIF Multiple District Coordinator

## **O. OFFICIAL NAME BADGES**

The name badges provided by the association shall have the Lions emblem, white background, black lettering, and yellow, green or blue trimming line. International president's and adult companion's badges may differ in color. The word "spouse," "wife," "husband," "son," "daughter," "partner," or "partner in service," or another appropriate term may be substituted for "adult companion."

Badges 1. a. through 1. g. may include an additional title as listed in Chapter XIX, Public Relations, Exhibit A, Lions Clubs International Official Protocol, or as determined by the International President.

Other details shall be:

1. The first badge provided free of charge
  - a. **International President**  
Rectangular-shape, horizontal, 3" x 2", two blue diagonal stripes at the upper left-hand corner (adult companion: same, except 2-3/4" x 1-3/4")
  - b. **Chairperson, Lions Clubs International Foundation**  
Rectangular-shape, horizontal, 3" x 2", two blue diagonal stripes at the lower right-hand corner to signify position as a Past International President and a gold diagonal stripe in the upper right-hand corner (adult companion: same, except 2-3/4" x 1-3/4")
  - c. **Past International Presidents**  
Rectangular-shape, horizontal, 3" x 2", two blue diagonal stripes at the lower right-hand corner (adult companion: same, except 2-3/4" x 1-3/4")
  - d. **International Vice Presidents, International Directors**  
Rectangular-shape, horizontal, 3" x 2", one blue stripe at the upper left-hand corner (adult companion badge to feature a green border, except 2-3/4" x 1-3/4")
  - e. **Past International Directors**  
Rectangular-shape, horizontal, 3" x 2". One blue stripe at the lower right-hand corner (adult companion badge to feature a green border, except 2-3/4" x 1-3/4")
  - f. **Board Appointees, Past Board Appointees and Liaisons**  
Rectangular-shape, horizontal, 3" x 2", with one blue stripe at the upper left-hand corner and diagonal stripes indicating previous board positions as appropriate (adult companion badge to feature a green border, except 2-3/4" x 1-3/4")
  - g. **LCIF Trustees and Past LCIF Trustees**  
Rectangular-shape, horizontal, 3" x 2", and a gold diagonal stripe in the upper right-hand corner when serving as a trustee and a gold diagonal stripe in the bottom right-hand corner indicating the position of past trustee, with diagonal stripes indicating previous board positions as appropriate. Trustees may include the title of past district governor, however, upon becoming a past trustee only titles of past international director and above (as listed in protocol) may be included on the badge. (adult companion badge to feature a green border, except 2-3/4" x 1-3/4")
  - h. **Council Chairperson**  
Provided free of charge only at the beginning of term) Octagonal shape, size not exceeding 5 square inches (adult companion: same)

- i. **District Governors**  
Oval shape, horizontal, 3” x 2” (adult companion: same)
  - j. **Past District Governors**  
(Provided free of charge only when completing the term as district governor)  
Rectangular-shape, vertical, 2” x 3”(adult companion: same)
  - k. **Special Convention Committee Members**  
Rectangular-shape, horizontal, 3” x 2”(adult companion: none)
  - l. **Administrative Officers, Division Managers**  
Rectangular-shape, horizontal, 3” x 2” (Same for adult companion)
  - m. **Other Staff**  
Rectangular-shape, horizontal, 2-3/4” x 1-3/4” (adult companion: none)
  - n. **Other Positions**  
As listed in Chapter 20: Public Relations, Exhibit B: Lions Clubs International Official Protocol, or as determined by the International President and/or Executive Administrator a rectangular-shape badge which is horizontal, 2-3/4” x 1-3/4” (adult companion: none)
2. Badges for purchase
- a. **Past Council Chairpersons**  
Octagonal-shape, size not exceeding 5 square inches (adult companions: same)
  - b. **Vice District Governors**  
Square-shape, 2” x 2” (adult companions: same)

Badges of the adult companions of club or district officers shall have a green trimming line. If requested, a Lions title in abbreviation can be added to the name as DG, PDG, CC, PCC, ID, PID, IP, PIP. Also, if requested “Lion” can be added to the name.

Board appointees receive a badge with the appropriate design for their non-appointee title that displays their non-appointee title with the words “Board Appointee” and the year of service as an appointee printed below their non-appointee title.