CHAPTER IX
DISTRICT OFFICERS & ORGANIZATION

A. EXCELLENCE AWARD RULES

The excellence awards were established to recognize District Governors, Region Chairpersons, and Zone Chairpersons whose leadership has contributed to a significant percentage of clubs in their area achieving the Club Excellence Award. These awards honor leaders who demonstrate a commitment to excellence in membership growth, leadership development, service, and club management. The Club Excellence Award 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) be visited by the district governor, or vice district governor once every year to facilitate successful administration of the club.

The district governor or approved vice district governor may be reimbursed for the expenses related to official visits to club in the district. 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, 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 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 – May include club officer orientation, cabinet meetings, the district convention and/or district membership and/or leadership development meetings.

Multiple District Meetings – May include council meeting, multiple district conferences, multiple district conventions, or multiple district Global Action Team and club quality program meetings.

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

Trips to district meetings multiple district meetings within the district or multiple district are eligible to be reimbursed.

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. 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. 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 their vice governors who may be located closer to the club.

The annual budget is used to subsidize the total District Governor expenses. The District Governor and Vice District Governor should plan their year strategically to utilize their provided budget for the twelve months they are in this role. A portion of District Governor budget should be saved and allocated to district and multiple district conventions often occurring in the second semester of the year.

The district governor is responsible for tracking and managing the district budget to ensure it is used effectively in support of district operations and activities throughout the year.

3. SUBMISSION OF CLAIMS

a. Submission in Lion Portal

Expense claims must be submitted in the Lion Portal. All claims must be accompanied by the appropriate documentation per this policy.

b. Receipt requirement

Receipts should be provided for all expenses, but are required for expenses of US$75.00 or greater, unless otherwise required by local regulations.

c. Governor's Representative Claim

Expense claims by a vice district governor must be approved by the district governor. The claims must comply with.1.a. above. Reimbursement will be paid directly to the vice district governor.

d. Deadline

All claims must be submitted by the end of the month following the month in which the expense was incurred. One expense claim should be submitted monthly. Claims that are submitted after the submission deadline will not be reimbursed.

4. REIMBURSABLE EXPENSES

a. Automobile

The allowance for automobile is US$.50 per mile or kilometer equivalent, all inclusive. If a car rental is used, reimbursement would be the US$.50 per mile or kilometer equivalent, 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. Airfare 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. Detailed e-ticket itinerary which includes proof of payment. When applicable the detailed travel agency receipt showing payment must be submitted with the expense claim.
ii. Proof of payment – 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.

e. Lodging

Reimbursement will be made for actual costs only, not to exceed US$150.00 per night. The district governor should attach the original itemized bill to the claim form in the Lion Portal. The itemized bill must show payment and/or balance due of zero. Electronic copies are acceptable and will 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. No charges for alcoholic beverages 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. For the DGE's traveling to the DGE Seminar at convention, one (1) economy roundtrip airline ticket for one eligible adult companion will be reimbursed up to a

maximum of US$500.00. Travel arrangements shall be made through the association's preferred travel agent.

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 DGEs traveling to the DGE Seminar at convention by car, reimbursement for the cost of mileage, tolls, meals and parking expenses may be claimed. Meal expenses (for up to three meals per day) may be claimed for one travel day to and one travel day from the DGE Seminar location by the district governor-elect. Total travel expenses claimed should not exceed the lowest logical economy airfare for the district governor-elect and a maximum of US$500.00 for one adult companion. Reimbursement will be made, in line with the District Governor Expense Reimbursement policy. 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: Seven (7) nights for the seminar at convention.

3. The expense for the district governor-elect of a district below the minimum 35 clubs/1250 members (transitional) 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. A district governor elect of a districts with fewer than 35 clubs/1250 members (transitional) as at April 30, will not be eligible to claim travel expenses for an adult companion to attend the District Governors-Elect Seminar. If the district is no longer transitional as of April 30, travel expenses for an adult companion up to a maximum of USD $500.00 may be claimed.

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 participate in the First Vice District Governors/District Governors-Elect Virtual Seminar and attend the DGE Seminar at convention to be eligible for travel expense reimbursement. If the District Governor-elect is unable to participate in the First Vice District Governors/District Governors-Elect Virtual Seminar in February/March, the expenses for the DGE Seminar at convention 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 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 zone meetings which may include club officer orientation, membership and/or leadership development meetings.

Provisional Region Meetings: Each provisional region chairperson may hold region meetings. The meetings should include the zone chairpersons and club officers as appropriate.

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 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. **Submission in the Lion Portal**
Expense claims must be submitted in the Lion Portal. All claims must be accompanied by the appropriate documentation per this policy.

b. **Receipt requirement**
Receipts should be provided for all expenses, but are required for expenses of US$75.00 or greater, unless otherwise required by local regulations

c. **Deadline**

All claims must be submitted by the end of the month following ~~no later than 30 days following the close of~~ the month in which the expense was incurred. One cExpense claim~~s~~ should be submitted monthly. Claims that are submitted after the submission deadline will not be reimbursed.

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

a. **Automobile**
The allowance for automobile is US$.50 per mile or kilometer equivalent, all inclusive. If a car rental is used, reimbursement would be the US$.50 per mile or kilometer equivalent, 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. Airfare 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$150.00 per night. The provisional zone or region chairperson should attach the original itemized bill to the claim form in the Lion Portal. 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. No charges for alcoholic beverages 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.

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 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 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 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

1. 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.

2. Transitional districts experiencing recurring vacancies in the positions of district governor, first vice district governor, and/or second vice district governor are requested to submit a leadership succession plan to Lions Clubs International when providing documents for vacancy filling.

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 district governor and first vice district governor of the district from which the club is located, the district governor and first vice district governor from which the club will be relocated to, and a map showing the club's proximity to the district border, are required. Documents signifying approvals and verifying the location are submitted to the international office for review and action. If all parties do not agree to the transfer, the request will be referred to the District and Club Service Committee for consideration.

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.

If a proposal includes provisional district(s), at least one resulting sub-district must meet and retain full district status. Each proposed provisional district must submit a sustained growth plan for a period of three years. Each provisional district must demonstrate annual net growth in both clubs and members and report its progress toward full district status. If annual progress is limited or full district status has not been achieved within three years, the District & Club Service Committee will review the provisional district's status and consider options to strengthen and support the affected clubs, including reassignment or consolidation.

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$600 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 30 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 each effected district with 1,000 or more members, effected districts under 1,000 members with an average net growth of 1% over the previous two years, and 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. In the event a multiple district has been approved by the board for redistricting, any sub-district within the multiple district may submit a redistricting proposal only after the multiple district redistricting is complete.

   a. 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.

   b. All approved redistricting proposals shall take effect at the adjournment of the next international convention unless a later International Convention is specified.

   c. 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.

   d. 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$600 is waived.

   e. 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 as noted below.

   Redistricting proposals that are approved during the October or November board meeting and are scheduled to take place at the close of the International Convention of the same fiscal year, must hold a Special Meeting of the Delegates for each new redistricted district, for the purpose of election of the district governor, first vice district governor and second vice district governor before January 1, to enable the district governor elect to

attend the First Vice District Governor/District Governor Elect Virtual Seminar held in February/March.

When redistricting is scheduled to take place in subsequent years, the election should take place after the start of the Lions year prior to the International Convention for which the redistricting will take place. Each newly redistricted area must hold a Special Meeting of the Delegates for each new redistricted district, for the purpose of election of the district governor, first vice district governor and second vice district governor before January 1, to enable the district governor elect to attend the First Vice District Governor/District Governor Elect Virtual Seminar held in February/March.

In the event of a special circumstance, which would allow the proposal to be approved during the March or April board meeting, and the proposal is scheduled to take place at the close of the International Convention of the same fiscal year, then the district governor, first vice district governor and second vice district governor should be elected during the existing district or multiple district convention when possible or by a Special Meeting of the Delegates for the purpose of election.

The placement of the current first and second vice district governor's clubs will determine the district for which they are qualified to stand for election. All other open positions are to be filled in accordance with the International Constitution and By-Laws, Article IX, Section 4 and Section 6. The results should be submitted within five (5) days of the conclusion of the election.

In cases requiring a Special Meeting of the Delegates, a minimum of 30 days notice must be given to each club in each newly redistricted area to encourage their participation.

J. 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 Childhood Cancer Chairperson
District Convention Chairperson
District Diabetes Chairperson
District Disaster Relief Chairperson
District Environment Chairperson
District Global Membership Team Coordinator
District Global Extension Team Coordinator
District Global Leadership Team Coordinator
District Global Service Team Coordinator
District Honorary Chairperson
District Hunger Chairperson
District Information Technology Chairperson
District Leo Club Chairperson

District Peace Poster Contest Chairperson
District Marketing Chairperson
District Vision Chairperson
District Youth Camp and Exchange Chairperson
District Lions Quest Chairperson
LCIF District Coordinator
Leo/Leo-Lion Cabinet Liaison

Any other tabs with the words "District Chairperson" shall be made available for purchase from the Supplies, E-Commerce & Logistics Department.

K. 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 Supplies, E-Commerce & Logistics Department.

2. **Decals**

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

L. 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 their term of office.

M. 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:

Multiple District Childhood Cancer Chairperson
Multiple District Convention Chairperson
Multiple District Diabetes Chairperson
Multiple District Disaster Relief Chairperson
Multiple District Global Membership Team Coordinator

Multiple District Global Leadership Team Coordinator
Multiple District Global Service Team Coordinator
Multiple District Hunger Chairperson
Multiple District Information Technology Chairperson
Multiple District Leo Club Chairperson
Multiple District Protocol Chairperson
Multiple District Marketing Chairperson
Multiple District Vision Chairperson
Multiple District Youth Camp and Exchange Chairperson
Multiple District Lions Quest Chairperson
LCIF Multiple District Coordinator
Leo/Leo-Lion Council Liaison

N. 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 two gold diagonal stripes 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 XIX: Public Relations, Exhibit A: 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.