

CHAPTER IX
DISTRICT OFFICERS & ORGANIZATION

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. CLUB VISITATION

1. Under the supervision of the district governor, each Lions club in the district may be visited by district governor or other district officer once every year to facilitate successful administration of the club. The visiting district officer must submit a District Governor's Meeting/Club Visitation Report for each visit.
2. The purposes of a club visitation are to:
 - a. Ensure the visited club is functioning within the rules and policies of the association and conducting meaningful humanitarian service on a regular basis.
 - b. Convey the messages from international president, the board of directors, and the district.
 - c. Promote membership growth, leadership development and service activities within the club.
 - d. Explore, together with club members, the future growth plan and improvement.
 - e. Discuss difficulties, if any, and possible solutions.
3. Visiting officers shall submit a visitation report within one month after a visitation is completed.
4. The association shall reimburse expenses of the visiting district officer, approved by the district governor.

C. RULES OF AUDIT GOVERNING REIMBURSEMENT OF EXPENSES FOR DISTRICT GOVERNORS

1. Budget

The district governor will be provided a budget annually for district administration. Annual budgets will be based on the average of the highest three (3) years of the last five (5) years. The five years include the final approved budget for the immediate past district governor as of March 31st, and actual expenses reimbursed for the four preceding district governors. Proposed increases will only be considered for the district governor's location within the district, substantial club growth or redistricting.

2. Submission of Claims

a. Official Form

Expense claims must be submitted on official forms, properly itemized, columns totaled and accompanied by original itemized receipts, cancelled tickets where required.

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 Rule No. 3.a. below. 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

Claims must be submitted monthly, by the 20th of the following month (i.e. July claims are due by August 20th). If claims are received more than 120 days or later after the deadline, they will not be considered or allowed.

~~3. Reimbursable Functions and Events~~

~~a. Club Visits~~

~~In general, the district governor will be reimbursed for the expenses related to one official annual visit to each club in his district. Visits cannot exceed one day's duration. It is recommended that more than one club can be visited in any one day.~~

~~The district governor may authorize his vice governors, region chairpersons or district cabinet members to represent him.~~

Reimbursement will not be made for club visits where roundtrip travel exceeds 600 miles (966 kilometers), unless more than one club is visited. In general, such visits should be assigned to a representative. The only exceptions are (1) for a presentation of charter to a new Lions clubs which also will be considered the one official annual visit for the year, or (2) if advance written approval for a single club visitation is received from the Finance Division.

In addition to the official annual visit, expenses will also be reimbursed in the following circumstances:

- (1) Visits to clubs in the process of organization, but not yet chartered not to exceed two per prospective club.
- (2) Charter presentations to new Lions clubs, 25th, 50th, and 75th charter anniversaries to existing clubs.
- (3) Visits to seriously weak clubs, clubs canceled during the past 12 months, GMT meetings, GLT meetings, and Club Excellence Process planning and/or training sessions, provided advance written permission is received from the District and Club Administration Division.

b. Multiple District Meetings

District governors whose district is part of a multiple district may submit claims for attendance to three multiple district functions (i.e. council meeting, conferences, conventions) not to exceed three days and three nights each. Expenses related to the planning, organization or promotion of district or multiple district functions cannot be submitted for reimbursement. All meetings must be held within the multiple district.

c. Cabinet and/or District Convention Meetings

Reimbursement will be made for attendance at four cabinet and/or district convention meetings, not to exceed two days and two nights each. All meetings must be held within the sub-district.

d. Club Officer Orientation

Reimbursement will be made for one day's attendance at one sub-district club officers orientation, provided that the orientation is held within 60 days prior to or after the international convention.

3. Reimbursable Functions and Events

a. Club Visits

In general, the district governor will be reimbursed for the expenses related to one official annual visit to each club in the district. Visits cannot exceed one day's duration. To maximize the budget allocated for club visits district governors are encouraged to utilize technology to communicate with club officers, meet with club officers during multiple club events and visit more than one club in any one day when possible. The district governor may also delegate club visits to district governor team members who are located closer to the club. While the district budget is limited, utilizing the budget effectively will afford the district governor the ability to be reimbursed for attending district level meetings outlined in paragraphs b., c. and d. of this section.

The district governor may authorize his vice governors, region chairpersons or district cabinet members to represent him. Reimbursement will not be made for club visits where roundtrip travel exceeds 600 miles (966 kilometers), unless more than one club is visited. In general, such visits should be assigned to a representative. The only exceptions are (1) for a presentation of charter to a new Lion clubs which also will be considered the one official annual visit for the year, or (2) if advance written approval for a single club visitation is received from the Finance Division.

In addition to the official annual visit, expenses will also be reimbursed in the following circumstances:

(1) Visits to clubs in the process of organization, but not yet chartered not to exceed two per prospective club.

(2) Charter presentations to new Lions clubs, 25th, 50th, and 75th charter anniversaries to existing clubs.

(3) Visits to seriously weak clubs and clubs canceled during the past 12 months, ~~GMT meetings, GLT meetings, and Club Excellence Process planning and/or training sessions~~, provided advance written permission is received from the District and Club Administration Division.

b. Club Officer Orientation

Reimbursement will be made for one day's attendance at one sub-district club officers orientation, held within the district, provided that the orientation is held within 60 days prior to or after the international convention. The district governor is only reimbursed for travel expenses to the border of the district if the meeting is held outside the single or sub-district.

c. Cabinet and/or District Convention Meetings

Reimbursement will be made for attendance at four cabinet and/or district convention meetings, held within the district, not to exceed two days and two nights each. ~~All meetings must be held within the sub-district.~~ The district governor is only reimbursed for travel expenses to the border of the district if the meetings are held outside the single or sub-district.

d. Membership and Leadership Development Meetings

Reimbursement will be made for attendance at GMT or GLT meetings, and Club Excellence Process workshops held within the district, subject to availability of funds in the annual budget authorized by the association for the district governor's budget. The district governor is only reimbursed for travel expenses to the border of the district if the meeting is held outside the single or sub-district.

e. Multiple District Meetings

District governors whose district is part of a multiple district may submit claims for attendance to three multiple district functions, held within the multiple district, (i.e. council meeting, conferences, conventions, GMT, GLT, CEP meetings) not to exceed three days and three nights each. Expenses related to the planning, organization or promotion of district or multiple district functions cannot be submitted for reimbursement. ~~All meetings must be held within the multiple district.~~ The district governor is only reimbursed for travel expenses to the border of the multiple district if the meetings are held outside the multiple district.

e.f. Leo Club Visits

In general, the district governor will be reimbursed for the expenses related to one official annual visit to each Leo club in his/her district. Visits are optional and cannot exceed one day's duration. It is suggested that more than one Leo club be visited in any one day and Leo club visits made in conjunction with Lions club visits. Expenses will also be reimbursed in the following circumstances:

- (1) Certificate of Organization presentations to new Leo clubs.
- (2) Fifth Leo club certification anniversaries and certification anniversaries in five-year increments thereafter.
- (3) Installation of Leo club officers.

4. Transportation

No payment can be made for trips outside the governor's own district, except those made to multiple district meetings as specified in rule No. 3.b. above. All travel must be made by the most economical means.

a. Automobile

The allowance for automobile is US\$.30 per mile (US\$.19 per kilometer), all inclusive. If an automobile is used for trips out-side the governor's own district, the total claims cannot exceed the cost of economy airfare (see rule No. 3.b.). If taxi and/ or car rentals are used, reimbursement would only be the US\$.30 per mile or US\$.19 per kilometer, all inclusive.

b. Railroad

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

c. Airplane – Commercial

If commercial airplane travel is used, maximum reimbursement will be the most economical fare. If the equivalent commercial fare cannot be established, reimbursements will be on the basis of US\$.30 per mile (US\$.19 per kilometer). Cancelled airline tickets or E-ticket, if applicable, itinerary/receipt and proof of payment (cancelled check, paid travel agency receipt or credit card receipt/ statement) must be submitted with expense claim. Any other related expenses are not covered.

d. Airplane – Private or Charter

If private or charter airplane is used, prior approval is required from an administrative officer.

e. Other

Any other methods of transportation are subject to prior approval of an administrative officer. Submit a detailed explanation.

5. Hotel

The actual cost of lodging but not to exceed US\$50 per night is allowed, provided that an original itemized and paid receipted bill from the hotel is attached to the claim. District governor name must be included on receipt. No credit card receipts accepted unless an itemized bill is also provided.

6. Meals

As a courtesy, most clubs will pay for the governor's meals and other expenses during this visit. In other cases, the governor may be reimbursed for the actual cost of meals not to exceed US\$16.00 per day, provided that individual meals are listed on the claim form in the space provided.

7. Stationery Allowance

A one-time reimbursement up to US\$75.00 will be made for printing of official stationery and envelopes as well as business cards based on the following guidelines: A copy of the printed stationery, business cards and envelope as well as a paid printers invoice is required for reimbursement.

8. Stenographic Expense

Expenses actually incurred up to US\$.45 per Lions club per month may be claimed. In districts with fewer than 45 clubs, the minimum allowance is US\$20.00 per month.

9. Communications Expense

The reasonable cost of communication initiated by the district governor, up to US\$1.00 per Lions club per month, will be reimbursed. Cabinet formation communication expenses shall be reimbursed only on July expense claims. Expenses related to the installation of telephone, fax machine, or telephone lines are not allowed.

10. Postage

a. Postage for administration

Reasonable postage costs related to the administration of clubs in the district on behalf of Lions Clubs International only are permitted, up to US\$1.00 per Lions club per month.

b. Newsletter allowance

If the district governor publishes a newsletter, US\$50.00 per month may be claimed to defray expenses.

D. 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. 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. 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. See D.3. and D.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. If the mode of transportation is automobile, reimbursement will be based on the cost of mileage, tolls, hotel, meals and parking expenses subject to the Rules of Audit. Total expenses are 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 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.
 - e. 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 for ten (10) days up to maximum allowable amount to be set by the Board of Directors each year.
 - b. Eight (8) days meal expense up to maximum allowable amount to be set by Board of Directors each year.
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.

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 Section 2 of this Paragraph E which has never attained single or sub-district status.
 - 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 Districts, Zones and Regions

- a. When seventeen (17) or more Lions clubs have been chartered in any nation, colony or territory, and with a total membership of at least four hundred fifty (450) Lions, the international president, with the concurrence of the board of directors, shall have the power to form such clubs into a provisional district and to appoint a district governor.

The district governor so appointed shall form a cabinet of district officers of at least five (5) members, following the procedure of the district governors’ standard organization plan, with such other cabinet members being known as vice district governor, region chairperson (if the position is utilized during the district governor’s term), cabinet secretary-treasurer and zone chairperson.

- b. 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.
- c. 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.

3. Provisional District

Where Lions clubs have been chartered in any nation, colony or territory and whether or not they are presently located in an existing district (single or sub- and multiple), the international president, with the concurrence of the board of directors, shall have the authority to form such clubs into a provisional district in any nation, colony or territory where there is not an existing district (single or sub- and multiple) within the confines, or the boundaries of such national, colony or territory and to appoint a district governor, where it appears to be in the best

interests of the association, and of the clubs to be involved in such provisional district. 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. Single Club Transfer

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.

F. PROVISIONAL AND TRANSITIONAL DISTRICTS

1. The effective date of a new provisional district is at the close of the international convention following its approval date.

2. ~~Transitional districts are district that are not provisional and have fewer than 35 active clubs and 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.~~

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.

3. The International Board of Directors reviews the designations of provisional districts twice annually.

4. The board appoints the governor of a provisional district annually. Each provisional district submits the name of a Lion recommended for the board's appointment no later than March 1 of each year. When the recommended Lion is not the district's first vice district governor, reasons are to be explained in writing. All other districts elect a governor annually.

G. REDISTRICTING

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

1. All redistricting proposals must be submitted and filed with international office 60 days prior to the board meeting. No redistricting proposal shall be approved at the June/July board meeting.
2. The single or multiple district seeking approval shall submit the following:
 - a. A certified copy of the minutes of the respective convention of the redistricting single district or sub district(s) as well as multiple district at which the proposal was approved when the minutes become available.
 - b. A list of names of the clubs, which shall comprise each proposed sub-district with each club's total membership. Each proposed sub-district shall have the minimum of 35 clubs with 1,250 members in good standing prior to the board meeting.
 - c. A map clearly defining the proposed boundary lines or changes in boundary lines.
 - d. Payment of US\$500 as a redistricting fee, which will be waived if the result of redistricting reduces the number of districts.
 - e. Explanation of how the multiple/sub-district(s) will be better served through redistricting.
 - f. An explanation about the programs recently implemented by the sub-district(s) to increase membership and why redistricting is still needed, if redistricting reduces the number of sub-districts.
3. The accounts of all the clubs in the redistricting single or sub-district(s) shall have no outstanding balance of more than US\$50 over 90 days when the redistricting proposal is submitted.
4. All accounts of any single or sub-district shall be paid in full by June 30 of the fiscal year in which the proposal is submitted.
5. When a proposal divides an existing sub-district, the name of one of the new sub-districts shall be the same as that of the original sub-district, if circumstances so permit.
6. All approved redistricting proposals shall take effect at the adjournment of the next international convention. New districts are allowed to elect its governor and vice governor for the following fiscal year.
7. Areas that are redistricting by reducing the number of sub-districts to raise the average number of members per sub-district that result in sub-districts that still do not meet the 35/1,250 minimum, may be considered and approved by a 2/3 vote of the International Board of Directors, if it helps strengthen or improve the management of a sub-district and support of clubs.

8. Proposals that are deemed incomplete will be returned to the applicant for reapplication at a later date. Subsequent applications must meet the requirements noted above and include a revised list of clubs and a certified copy of the minutes of the most recent respective convention of the redistricting single district or sub district(s) as well as a certified copy of the most recent multiple district minutes noting that the revised proposal was approved. If reapplication occurs after 12 months of the initial application, the application fee of US\$500 is required for the new application.

H. DISTRICT OFFICER, COORDINATOR AND CHAIRPERSON RESPONSIBILITY

1. District Global Membership Team Coordinator and District Global Leadership Team Coordinator

Only a Lions club member may be appointed as a district GMT or GLT Coordinator. A district GMT and GLT Coordinator shall be appointed for a three year term by the district governor in consultation with the respective GMT and GLT Area Leader, GMT-MD and GLT-MD Coordinators, First Vice District Governor and Second Vice District Governor, The following coordinator positions are officially approved and recommended as outlined in section M. of this chapter.

District Global Membership Team Coordinator
District Global Leadership Team Coordinator

2. District Chairperson

Only a Lions club member may be appointed as a district chairperson. A district chairperson shall be appointed by the district governor 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 Cultural and Community Activities Chairperson
District Diabetes Awareness and Action Chairperson
District Environmental Chairperson
District Hearing Preservation, Awareness and Action Chairperson
District Honorary Chairperson
District Information Technology Chairperson
District Leo Club Chairperson
District Lions Services for Children Chairperson
District Lions ALERT Chairperson
District Peace Poster Contest Chairperson

District Public Relations and Lions Information Chairperson
District International Relations Chairperson
District Sight Preservation, Awareness and Action Chairperson
District Youth Chairperson (Lions Opportunities for Youth)
District Youth Camp and Exchange Chairperson
District Lions Quest Chairperson

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

3. FIRST VICE DISTRICT GOVERNOR

The first vice district governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- a. Further the purposes of this association;
- b. Perform such administrative duties assigned by the district governor;
- c. Perform such other functions and acts required by the International Board of Directors;
- d. Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in council meetings as appropriate;
- e. Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them;
- f. Conduct club visitation as the representative of the district governor when requested by the district governor;
- g. Work with the District Membership Committee and the District Extension Committee, and assist them to reach their goals of the year;
- h. Work with the District Leadership Development Committee and assist the committee to develop and implement a district-wide leadership development plan to enhance the enthusiasm and capability of the district officers and members to serve effectively through utilization of the District MERL Team and integration of the team’s work with the district’s leadership development efforts;
- i. Work with the District Convention Committee and assist the committee to plan and conduct the annual district convention and assist the district governor to organize and promote other events within the district;
- j. At the request of the district governor, supervise other district committees;
- k. Participate in the planning of the next year including the district budget;
- l. Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting district governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

4. SECOND VICE DISTRICT GOVERNOR

The second vice district governor, subject to the supervision and direction of the district governor, shall be an assistant in the administration of the district, and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- a. Further the purposes of this association;
- b. Perform such administrative duties assigned by the district governor;
- c. Perform such other functions and acts required by the International Board of Directors;
- d. Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and the first vice district governor and participate in council meetings as appropriate;
- e. Familiarize himself/herself with the health and status of the clubs in the district, review the monthly financial report and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs;
- f. Conduct club visitation, as the representative of the district governor, when requested by the district governor;
- g. Assist the district governor and first vice district governor in planning and conducting the annual district convention;
- h. Work with the District Retention Committee, and assist the committee to prevent loss of clubs and members, particularly due to inactive club administration and/or financial suspension or other problems;
- i. Work with the District LCIF Coordinator and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF;
- j. Work with the District Information Technology Committee and assist the committee to promote the use of the association's web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.;
- k. At the request of the district governor, supervise other district committees;
- l. Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget;
- m. Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the offices of district governor and first vice district governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting district governor or acting vice district governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

I. 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.

J. MAILING LISTS

1. Lists of membership of Lions clubs shall be issued on labels or magnetic media only to districts (single, sub-, provisional or multiple) for use within their respective districts when those making the request agree to pay the cost for preparing such lists. A written statement should be presented by the district governor, or in a case of a multiple district, the chairperson of the council of governors, stating the purpose of the lists and that the lists shall not be used for political activity or commercial purpose. The respective district (single, sub-, provisional or multiple) shall be assessed a US\$5,000.00 penalty in the event the labels or magnetic media are used in an improper manner or are duplicated without authorization. Preparation of this information on magnetic media shall be limited to the equipment available at the international headquarters.
2. Listing – No request for a list of district governors-elect shall be honored until such time as the list is complete and ready for general distribution as vital information.
3. Lists of current district governors, district committee chairpersons or club presidents within a constitutional area may be requested for Lions related projects or programs. These requests must be made by:
 - a. International board members for area forum promotions.
 - b. Foundation presidents for board approved foundation activities.

The requests shall include an agreement to pay the costs in preparing the list and a statement of the purpose for which the list will be used.

Specifically, the list shall not be used for fundraising, political activity, nor functions with related outside business interests. These lists shall be limited in the same manner as indicated in paragraph 1 above.

K. COUNCIL CHAIRPERSON SELECTION

A district governor shall not serve as council chairperson concurrently. Multiple districts shall be encouraged to elect or appoint council chairpersons from 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.

L. MULTIPLE DISTRICT COORDINATORS AND CHAIRPERSONS

1. MULTIPLE DISTRICT GLOBAL MEMBERSHIP COORDINATOR AND MULTIPLE DISTRICT GLOBAL LEADERSHIP COORDINATOR

Only a Lions club member may be appointed as a multiple district GMT or GLT Coordinator. A multiple district GMT and GLT Coordinator shall be appointed for a three year term by the council of governors in consultation with the respective Global Membership Area Leader or the respective Global Leadership Area Leader and the Council Chairperson. The following coordinator positions are officially approved and recommended as outlined in section M. of this chapter.

Multiple District Global Membership Team
Multiple District Global Leadership Team Coordinator

2. MULTIPLE DISTRICT CHAIRPERSONS

Only a Lions club member may be appointed as a multiple district or district chairperson. The council of governors shall appoint multiple district chairpersons. The following multiple district chairpersons are officially approved and recommended:

Multiple District Lions ALERT Chairperson
Multiple District Convention Chairperson
Multiple District Diabetes Awareness and Action Chairperson
Multiple District Hearing Preservation, Awareness and Action Chairperson
Multiple District Information Technology Chairperson
Multiple District International Relations Chairperson
Multiple District Leo Club Chairperson
Multiple District Lions Services for Children Chairperson
Multiple District Protocol Chairperson
Multiple District Public Relations and Lions Information Chairperson
Multiple District Sight Preservation, Awareness and Action Chairperson
Multiple District Youth Chairperson (Lions Opportunities for Youth)

Multiple District Youth Camp and Exchange Chairperson
Multiple District Lions Quest Chairperson

M. MULTIPLE DISTRICT, SINGLE DISTRICT AND SUB-DISTRICT GLOBAL MEMBERSHIP TEAM (GMT) AND GLOBAL LEADERSHIP TEAM (GLT)

1. Purpose

The Global Membership Team (GMT) and Global Leadership Team (GLT) operate as interdependent, parallel structures to expand membership growth and enhance leadership development. The objective of the GMT is to expand membership and club growth and maximize club success. The objective of the GLT is to identify and cultivate effective leaders through active training and leadership development initiatives.

Both the GMT and GLT work in coordination with the District Governor Team at the district level, and the Council Chairperson and Council of Governors at the multiple district level. The integrated efforts of the GMT, GLT and multiple district and district leaders focus on effectively addressing regional growth and development needs while building our membership base and improving club health, and enhancing the quality of our leadership at all levels of the association.

2. Structure and Appointments

The GMT and GLT structure consists of Lions leaders designated to serve specific constitutional or regional areas. GMT and GLT members are appointed for a three year term. All GMT and GLT members are subject to annual review and confirmation of appointment or removal based on performance.

- a. International Level: The GMT and GLT structures are connected and coordinated at the international level by an Executive Council. The GMT/GLT Executive Council is led by the LCI International President, with the First Vice President and Second Vice President overseeing and providing guidance to the GMT and GLT respectively. Both the GMT and GLT are further supported by an International Coordinator, appointed by the International President for a three year term subject to annual review and confirmation, and a Joint Operations Committee (one year term) comprised of the chairpersons of the Membership Development Committee, the Leadership Committee and the District and Club Service Committee of the International Board of Directors. The GMT/GLT Executive Council is completed by the Constitutional Area Leaders.
- b. Constitutional Area Level: Up to 11 Constitutional Area Leaders worldwide each for the GMT and GLT, including a minimum of one for each constitutional area. Up to two each for the United States of America,

Its Affiliates, Bermuda and the Bahamas, up to three each for the Orient and Southeast Asia, and one each for the continent of Africa, may be appointed, given the large size and unique needs of these areas. The GMT and GLT have the same number of leaders with the same assigned geographic territories, allowing for coordination and collaboration for maximum impact. In specific areas, one qualified Lion may serve as both the GLT and GMT representative. GMT and GLT Constitutional Area Leaders are appointed by the International President, in consultation with the First Vice President and Second Vice President and area leadership for a three year term, subject to annual review and confirmation of appointment or removal based on performance.

- c. Area Level: Up to 40 Area Leaders worldwide each for the GMT and GLT. GMT and GLT have the same number of Area Leaders assigned to the same geographic territory structure. In specific areas, one qualified Lion may serve as both the GLT and GMT representative. Special Area Advisors may be added to support leadership efforts in remote or unique geographic regions. The Area Leaders representing both the GMT and GLT interact continuously to effectively address area needs. GMT and GLT Area Leaders are appointed by the International President, in consultation with the First Vice President and the Second Vice President and GMT/GLT Constitutional Area Leaders for a three year term, subject to annual review and confirmation of appointment or removal based on performance.
- d. Multiple District Level: Each multiple district has a GMT (GMT-MD) and GLT (GLT-MD), each comprised of a GMT-MD or GLT-MD Coordinator, the Council Chairperson, and up to three additional Lions with expertise in membership growth for the GMT or leadership development for the GLT. The GMT-MD and GLT-MD work in a cooperative manner.

When a new GMT/GLT three year term begins, the Council of Governors, in consultation with the respective GMT and/or GLT Area Leader and Council Chairperson, is responsible for appointing GMT-MD and GLT-MD members, including the GMT-MD Coordinator and the GLT-MD Coordinator, for a three year term, subject to annual review and confirmation of appointment or removal based on performance by the International President. The Council of Governors, in consultation with the respective GMT and/or GLT Area Leader and Council Chairperson, is responsible for appointing GMT and GLT members when vacancies exist for the remainder of that term, subject to annual review and confirmation of appointment or removal based on performance by the International President.

- e. Single District Level: Each single district has a GMT (GMT-D) and GLT (GLT-D), each comprised of a GMT-D Coordinator or GLT-D Coordinator,

and the District Governor Team, with the First Vice District Governor serving as the primary GMT liaison to the District Governor Team, and the Second Vice District Governor serving as the primary GLT liaison to the District Governor Team. Other qualified Lions may be added as necessary. The GMT-D and the GLT-D work in a cooperative manner. Information related to the specific composition of the GMT-D is outlined in Chapter X (Extension), paragraph K. of the Board Policy Manual.

When a new GMT/GLT three year term begins, the District Governor Team, in consultation with the respective GMT and GLT Area Leader, is responsible for appointing GMT-D and GLT-D members, including the GMT-D and GLT-D Coordinators and other team members, for a three year term, subject to annual review and confirmation of appointment or removal based on performance by the International President. The District Governor Team, in consultation with the respective GMT and GLT Area Leader, is responsible for appointing GMT-D and GLT-D members when vacancies exist for the remainder of that term, subject to annual review and confirmation of appointment or removal based on performance by the International President.

- f. Sub-District Level: Each sub-district has a GMT (GMT-D) and GLT (GLT-D), each comprised of a GMT-D Coordinator or GLT-D Coordinator, and the District Governor Team, with the First Vice District Governor serving as the primary GMT liaison to the District Governor Team, and the Second Vice District Governor serving as the primary GLT liaison to the District Governor Team. Other qualified Lions may be added as necessary. The GMT-D and the GLT-D work in a cooperative manner. Information related to the specific composition of the GMT-D is outlined in Chapter X (Extension), paragraph K. of the Board Policy Manual.

When a new GMT/GLT three year term begins, the District Governor Team, in consultation with the respective GMT and GLT Area Leader, and GMT-MD and GLT-MD Coordinators, is responsible for appointing GMT-D and GLT-D members, including the GMT-D and GLT-D Coordinators and other team members, for a three year term, subject to annual review and confirmation of appointment or removal based on performance by the International President. The District Governor Team, in consultation with the respective GMT and GLT Area Leader, and GMT-MD and GLT-MD Coordinators, is responsible for appointing GMT-D and GLT-D members when vacancies exist for the remainder of that term, subject to annual review and confirmation of appointment or removal based on performance by the International President.

- g. Vacancies and Reappointments: Given the need for continuity in order to maximize results, GMT and GLT members (with the exception of the Joint Operations Committee) are appointed for a three year term subject to annual review and confirmation of appointment or removal based on performance by the International President. Changes in GMT and/or GLT members should only be considered when performance is below expectations and deemed unsatisfactory.

In the event of unsatisfactory performance of duties of a GMT and/or GLT member at the multiple district, single district or sub-district levels, the respective appointing body (as indicated in paragraphs d., e., and f. above) may replace the GMT or GLT member by appointing a new GMT and/or GLT member using the current GMT/GLT appointment qualifications and guidelines as established by LCI.

Reasons substantiating the appointment of a new GMT and/or GLT member shall be detailed and submitted in writing to the Extension and Membership Division for GMT or Leadership Division for GLT at LCI Headquarters, along with a written action plan for orienting the GMT or and/or GLT new member.

GMT and GLT members may be reappointed for additional three year terms provided that performance meets expectations, and ability and commitment to fulfill position requirements supports such action.

3. Duties

The following summarizes the general duties of the GMT and GLT. Detailed information related to the specific responsibilities of the GMT and GLT at the multiple district, single district and sub-district levels appears in the position description for each GMT and GLT position.

- a. GMT
- i. Develop and grow new members and clubs
 - Analyze membership trends to identify opportunities
 - Develop and implement membership strategies for target markets
 - Establish and implement new club extension plans and the organize extension teams
 - Develop and implement membership campaigns and systems for recruiting former and prospective members
 - Familiarize local Lions with membership growth programs, initiatives and resources
 - ii. Develop club success to realize long term retention
 - Support Club Rebuilding Lions to assist weak clubs

- Review Club Health Assessment to identify opportunities for improvement
 - Identify and implement ways to increase member satisfaction and improve retention
 - Promote and support the Club Excellence Process
 - Support Certified Guiding Lions to ensure health and growth of new clubs
- b. GLT
- i. Identify and develop future leaders
 - Identify potential leaders based on objective criteria
 - Educate members about leadership development opportunities
 - Encourage potential leaders to assume leadership roles and responsibilities to enhance their skills
 - Promote the active involvement of Lions Leadership Institute graduates and other trained Lions in leadership responsibilities
 - Motivate Lions to seek out proven leaders in the community to join as new members
 - ii. Train, educate, mentor and motivate leaders to maximize effectiveness
 - Establish and implement annual leadership development plan
 - Organize training for zone chairpersons, guiding Lions and others
 - Ensure effective delivery of club officer training
 - Implement Club Excellence Process workshops
 - Encourage active coaching through Lions Mentoring Program

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."

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. Immediate Past International President, 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")

c. International Vice Presidents, International Directors

Rectangular-shape, horizontal, 3" x 2", one blue stripe at the upper left-hand corner (adult companion: same, adult companion badge to feature a green border, except 2-3/4" x 1-3/4")

d. Council Chairperson – Provided free of charge only at the beginning of term)

Octagonal shape, size not exceeding 5 square inches (adult companion: same)

e. District Governors

Oval shape, horizontal, 3" x 2" (adult companion: same)

f. Past International Directors, Administrative Officers, Division Managers

Rectangular-shape, horizontal, 2" x 3". One blue stripe at the lower right-hand corner can be added at cost for existing past directors as of July 1, 1999; and free of charge to outgoing directors thereafter. No stripe for administrative officers and division managers. (Same for adult companion)

g. Past District Governors (Provided free of charge only when completing the term as district governor)

Rectangular-shape, vertical, 2" x 3"
(adult companion: same)

h. Special Convention Committee Members

Rectangular-shape, horizontal, 3" x 2"
(adult companion: none)

i. Other Staff

Rectangular-shape, horizontal,
2-3/4" x 1-3/4"
(adult companion: none)

2. Badges for purchase

Past Council Chairpersons

Octagonal-shape, size not exceeding 5 square inches
(adult companions: same)

Vice District Governors

Square-shape, 2" x 2"
(adult companions: same)

3. Officers and Directors – International officers' and directors' badges designating their titles shall be issued the last day of the convention to each international officer and director.
4. 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.
5. 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.