

CHAPTER IX DISTRICT OFFICERS & ORGANIZATION

A. EXCELLENCE AWARD RULES

In appreciation of the special efforts made by district governors, region chairpersons, and zone chairpersons, the association shall present an Excellence Award to each of those district officers who meet the following requirements.

1. District Governor Excellence Award
 - a. Further the purposes and mission of the association, and promote the International Program/Theme
 - b. Actively support and inspire other district officers to administer and promote effective membership, retention, extension, as well as leadership development.
 - c. Hold club officer and region/zone chairperson orientations in the district.
 - d. All clubs in the district shall be in good standing with Lions Clubs International, multiple district, and district at the end of the fiscal year, June 30.
 - e. Ensure that each Lions club in the district submit to International Headquarters the required reports by the specified due dates.
 - f. Achieve a net membership growth.
 - g. Ensure that each club is visited by at least one district officer during the year and that a Club Visitation Report (M-26) be submitted for each visit.
 - h. Promote LCIF by obtaining one new or progressive Melvin Jones Fellow.
 - i. Have at least 50% of region or zone chairpersons earn the Region/Zone Chairperson Excellence Award.

The district governor shall complete the official application form for the District Governor Excellence Award, sign and submit it to International Headquarters by September 30, following the end of the district governor's term.

No request for review of award eligibility from a disqualified district governor shall be considered unless received at International headquarters within 12 months after completion of district governor's term of office.

2. Region Chairperson Excellence Award

- a. Further the purposes and mission of the association, and promote the International Program/Theme as a member of the district governor's leadership team.
- b. Attend training of region chairpersons in the district.
- c. Visit each club within the region at least once during the year, not to coincide with the visits of district governor or zone chairperson.
- d. Assume an active role in membership recruitment, retention, leadership development, and assist clubs or zones that are experiencing difficulties.
- e. Ensure that one new Lions club be formed in the region or that each club in the region achieve a net membership gain for the year (Exception: One club per zone within the region).
- f. Promote and support LCIF by obtaining one new or progressive Melvin Jones Fellow, or an LCIF donation from each club in the region.
- g. Have 50% of the club presidents in the region achieve the Club President Excellence Award.

The region chairperson shall complete the official application form for the Region Chairperson Excellence Award, secure the district governor's signature, and submit it to International Headquarters by September 30, following the end of the region chairperson's term.

No request for review of award eligibility from a disqualified region chairperson shall be considered unless received at International Headquarters within 12 months after completion of region chairperson's term of office.

3. Zone Chairperson Excellence Award

- a. Further the purposes and mission of the association, and promote the International Program/Theme as a member of the district governor's leadership team.

- b. Attend training of zone chairpersons in the district.
 - c. Hold 3 or 4 zone advisory meetings during the year.
 - d. Visit each club within the zone at least once during the year, not to coincide with the visits of district governor or region chairperson.
 - e. Assume an active role in membership recruitment, retention, leadership development, and assist clubs that are experiencing difficulties.
 - f. Ensure that one new Lions Club is formed in the zone or that each club achieves a net membership gain for the year (Exception: One club per zone).
 - g. Promote and support LCIF by obtaining one new or progressive Melvin Jones Fellow, or an LCIF donation from each club in the zone.
 - h. Have 50% of the club presidents in the zone achieve the Club President Excellence Award.
- c. Promote growth in membership and service 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. Total Allowable Expense

The district governor will be allowed total expense reimbursement based on the average of the final approved budget for the immediate past district governor and the actual of the two preceding district governors; unless application is made in advance to the Budget and Auditing Department. Reasons for the proposed increase and appropriate evidence of need should be included.

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.

The Zone Chairperson shall complete the official application form for the Zone Chairperson Excellence Award, secure the district governor's signature, and submit it to International Headquarters by September 30, following the end of the zone chairperson's term.

No request for review of award eligibility from a disqualified zone chairperson shall be considered unless received at International Headquarters within 12 months after completion of zone chairperson's term of office.

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 shall submit a Visitation Report for each visit.
- 2. The purposes of club visitation shall be:
 - a. Ensure the visited club is being operated smoothly and effectively within the rules 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.

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/her district. Visits cannot exceed one day's duration. It is suggested that more than one club can be visited in any one day. 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, provided advance written permission is received from the District and Club Administration Division.

The district governor may authorize his/her vice governor, region chairpersons or district cabinet members to make an official annual visit, charter presentation or 25th/50th/75th Charter Anniversary on his/her behalf. 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 exception to the above 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 international president.

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 Training

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

e. 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 outside 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\$.28 per mile or US\$.173 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 and accompanied by original receipts. No credit card receipts accepted unless an itemized bill is also 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. A copy of the newsletter must be attached to the claim.

D. DISTRICT GOVERNORS-ELECT EXPENSE

The board of directors authorizes and directs the treasurer to pay expenses of district governors-elect and prospective district governor appointees who attend each session of their school of instruction at international conventions upon the following basis:

1. Travel for district governors-elect and spouses will be authorized as follows:

- a. Travel arrangements must be made through the association's Travel and Administrative Services Department or a local designated agent, a minimum of 60 days prior to the international convention. One or two airline tickets will be purchased for each district governor-elect where feasible at the most reasonable available negotiated air fare by the shortest and most direct route to the international convention.
- b. District governors-elect and spouses for whom the association is unable to purchase tickets will be reimbursed on the basis of two airline tickets at the most reasonable available economy air fare

- by the shortest and most direct route to the international convention, determined a minimum of 60 days prior to the international convention. Reimbursement would be made upon the presentation of two airline tickets and proof of payment in the Treasurer's Office at the international convention. If only one ticket is presented, then only one most reasonable economy air fare or actual cost, if less, will be reimbursed.
- c. If the mode of transportation is automobile, then the reimbursement would be mileage, tolls, hotel, meals and parking expenses subject to the Rules of Audit not to exceed 1.5 times the most reasonable available negotiated air fare by the shortest and most direct route to the international convention (as determined in Paragraph 1.a.).
2. Other district governors-elect reimbursements will be:
 - a. Hotel room for nine (9) days (four [4] days for school and five [5] days for convention) 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 of a district below 35/1250 over 2 years or provisional district to attend the district governors-elect seminar and the international convention will be reimbursed according to the allowances established annually by the board but not the expense of the spouse, with an exception of provisional districts which have been in the provisional designation more than 30 years and show a membership growth over the previous five years.
 4. Districts below 35/1250 over 2 years and Provisional districts showing a marked achievement in net membership gain in a full fiscal year will have the transportation expenses for the spouse of that year's district governor to attend the DGE Seminar and the international convention reimbursed as a special recognition of efforts for that fiscal year in retention of members as the first step toward membership growth.
 5. Notwithstanding anything to the contrary herein set forth, if association funds have been blocked in such Lion's country of residence for more than one year after June 15, 1976, such expenses of any such Lion or spouse shall be paid only from association funds which are blocked in his/her country.

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 D 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.

4. **Single Club Transfer**

Notwithstanding the foregoing 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; provided, that it obtains the approval of a majority of the members of the club, approval of the current district governors of the respective adjacent districts, and approval of the district governors' cabinets of the respective adjacent districts and approval of the international board of directors. Such club transfer shall become effective immediately upon board approval.

F. **PROVISIONAL AND DISTRICTS BELOW 35/1250 OVER 2 YEARS**

1. The district designation changes to and from provisional district shall be reviewed by the International Board of Directors at its March/April and October/ November meetings each year.
2. The change of district designation to become provisional district shall become effective at the close of the international convention following the board's review.
3. The change of district designation from provisional district shall become effective upon the official recognition of meeting the minimum requirement as shown in the association's official records.
4. The governor of a provisional district shall be appointed by the board annually. Each provisional district shall submit the name of the Lion recommended for the board's appointment no later than March 1 of each year. When the recommended Lion is not its vice district governor, reasons shall be explained in writing.

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 by August 15. 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 thirty-five (35) clubs with one thousand two hundred fifty (1,250) members in good standing as shown in the most recent official cumulative report available.

- 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.
3. The accounts of all the clubs in the redistricting single or sub-district(s) shall have no outstanding balance of more than US\$100 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.

H. DISTRICT OFFICER AND CHAIRPERSON RESPONSIBILITY

1. 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 Campus Club Chairperson
- District Convention Chairperson
- District Cultural and Community Activities Chairperson
- District Diabetes Awareness Chairperson
- District Environmental Chairperson
- District Extension Chairperson
- District Hearing & Speech Action and Work with the Deaf Chairperson
- District Honorary Chairperson
- District Information Technology Chairperson

- District International Understanding and Cooperation Chairperson
- District Leadership Chairperson
- District Leo Club Chairperson
- District LCIF Chairperson
- District Lions Services for Children Chairperson
- District Membership Chairperson
- District Peace Poster Contest Chairperson
- District Public Relations and Lions Information Chairperson

- District Retention Chairperson
- District Sight Conservation and Work with the Blind Chairperson
- District Family and Women's Membership Development 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.

2. Vice District Governor

The vice district governor, subject to the supervision and direction of the district governor shall be chief administrative assistant to the district governor. Any district shall be permitted to have more than one vice district governor. Establishment of such position will be determined by delegate vote at the district convention. Details of requirements and administration of said office shall be established within that district's constitution. Only one vice district governor will be registered in the records of LCI and shall be the official candidate for the office of district governor. His/her specific responsibilities shall be to:

- a. further the purposes of this association;
- b. familiarize himself/herself with the duties of the district governor so in the event of a vacancy in the office of district governor he/she will be better prepared to assume the duties and responsibilities of said office;
- c. perform such administrative duties as may be assigned to him/her by the district governor;
- d. perform such other functions and acts as may be required of him/her by the International Board of Directors through the vice district governor's manual and other directives;
- e. actively participate in all cabinet and council meetings and conduct all meetings in the absence of the district governor;
- f. participate in the preparation of the district budget;
- g. be actively engaged in all matters to be continued during the next year;
- h. participate in the review of the strengths and weaknesses of the clubs of the district particularly, identify existing and potential weak clubs within the district,

establish plans to strengthen them, and submit the plans to the international headquarters by the end of the vice district governor's term; and

- i. at the request of the district governor supervise appropriate district committees.

I. CABINET OFFICER BUTTONS AND DECALS

1. Lapel Buttons

- a. A lapel button or insignia shall be provided without charge, worded in English to district governors, 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

All district governors shall be furnished "district governor decals" free of charge, and all past district governors shall be given decals at the end of their term. Decals are to be furnished free of charge to both current governors and past 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 tab 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 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 Campus Club Chairperson
- Multiple District Convention Chairperson
- Multiple District Diabetes Awareness Chairperson
- Multiple District Extension Chairperson
- Multiple District Information Technology Chairperson
- Multiple District International Relations Chairperson
- Multiple District LCIF Chairperson
- Multiple District Leadership Development Chairperson
- Multiple District Leo Club Chairperson
- Multiple District Membership Chairperson
- Multiple District Protocol Chairperson
- Multiple District Public Relations and Lions Information Chairperson
- Multiple District Retention Chairperson
- Multiple District Sight Conservation and Work with the Blind Chairperson
- Multiple District Family and Women's Membership Development Chairperson
- Multiple District Youth Chairperson (Lions Opportunities for Youth)

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

M. POLICES AND GUIDELINES FOR MERL TEAMS

1. Objective:

The MERL Team brings together the four key functions responsible for providing leadership, action planning, and training to clubs and districts in support of membership growth. The MERL Team, in close coordination with the district governor and cabinet (or council chairperson and council at the multiple district level), is responsible for (1) implementing membership growth plans to increase the number of quality new members entering the association, (2) establishing, nurturing and developing new clubs, and (3) organizing leadership programs to both develop club and district leadership talent and to improve the retention of existing members.

2. Structure:

The core structure of the MERL Team includes the following committee chairs: Membership, Extension, Retention, and Leadership Development. Districts and Multiple Districts may add or subtract chairpersons to the MERL Team as deemed necessary for local membership development needs, though the phrase "MERL Team" shall be the common term of reference in LCI communications.

3. Appointment and Term of Office:

- a. Single/Sub-District: Given the need for continuity, committee members shall be appointed for a term of three years subject to annual confirmation by the district governor. The district governor is responsible for appointing MERL Team members when vacancies exist or terms expire.

The MERL Team shall have a chairperson (the District MERL Team Chairperson) who will help foster teamwork across the four disciplines, liaise with the district governor and cabinet, and promote awareness and action in support of district-wide membership development activities. The District MERL Team Chairperson may either be one of the four MERL committee chairpersons or another qualified Lion as determined by the district.

- b. Multiple District: Given the need for continuity and the time required for training

sub-district MERL Teams, the multiple district team members shall be appointed for a term of three years subject to annual confirmation by the council of governors. The council of governors is responsible for appointing MERL committee members when vacancies exist or when terms expire.

The MERL Team shall have a committee chairperson (the Multiple District MERL Team Chairperson) who will foster team work, liaise with the council of governors, assist in organizing training programs for the sub-district MERL Teams, and provide awareness and motivation in support of multiple district-wide membership development activities. The chairperson may be one of the four MERL committee chairpersons or another qualified Lion as determined by the council.

- c. Vacancies and Reappointments: In the case of unsatisfactory performance of duties, the district cabinet (*or council of governors in the case of multiple districts*) may appoint a new MERL Team Member(s) before a term expires. Reasons for the appointment of a new member(s) shall be detailed in writing to the Leadership Division or Extension and Membership Division as appropriate at LCI headquarters along with a plan for orienting the new team member.

For the purpose of continuity, and given that most membership initiatives require several years to produce results, changes in team members should only be considered when performance and commitment is clearly below expectations.

MERL Team members may be reappointed for additional terms provided that performance and level of commitment support such action.

4. Duties

The following summarizes the general duties of the Multiple District and District MERL Teams. Further duties are outlined in the position descriptions for the Membership, Extension, Retention, and Leadership Development chairperson positions.

- a. Multiple District MERL Teams:
 - i. Adapt and implement association-wide membership initiatives and assist districts in developing membership, leadership and retention

- activities to promote quality club development.
 - ii. Provide training and support for sub-district MERL teams relative to membership growth and leadership development.
 - iii. Identify new opportunities for association growth through the extension of new clubs, and help arrange for proper orientation and guidance of new clubs.
 - iv. Communicate and coordinate closely with the council of governors, district MERL teams, area leadership and Lions Clubs International concerning membership and leadership development needs and opportunities.
 - v. Meet at least quarterly as a team to plan and evaluate progress of membership and leadership development initiatives and to assess status of membership in the multiple district.
 - vi. Work with the Public Relations Chairperson, Orientation Chairperson and other leadership positions to promote awareness among the public and among Lion members about the association and its mission.
- b. District MERL Teams:
- i. Adapt and implement association membership initiatives in coordination with multiple district-wide initiatives as appropriate.
 - ii. Provide support, training and trouble-shooting assistance as necessary to clubs experiencing membership challenges as well as encourage each club to have a club development, growth and retention plan in place.
 - iii. Identify new opportunities for membership growth and new club formation and develop action plans for the same in consultation with the district cabinet.
 - iv. Communicate and coordinate closely with the district governor, cabinet, Multiple District MERL team and Lions Clubs International concerning membership and leadership development activities.

- v. Meet at least quarterly as a team to plan and evaluate progress of membership and leadership development initiatives and to assess status of membership in the district.
- vi. Work with the Public Relations Chairperson, Orientation Chairperson, and with Region and Zone Chairpersons, to promote awareness among the public and among Lion members about the association and its mission.

N. OFFICIAL NAME BADGES

The name badges provided by the association shall have the Lions emblem, white background, dark blue lettering, and gold, green or blue trimming line. International president's and spouse's badges may differ in color. 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 lefthand corner
(Spouse: 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
(Spouses: 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 lefthand corner
(Spouses: same, 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 (spouses: same)
 - e. District Governors

Oval shape, horizontal, 3" x 2"
(Spouses: 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 spouse.)
- g. Past District Governors (Provided free of charge only when completing the term as district governor)
Rectangular-shape, vertical, 2" x 3"
(Spouses: same)
 - h. Special Convention Committee Members

Rectangular-shape, horizontal, 3" x 2"
(Spouses: none)
 - i. Other Staff

Rectangular-shape, horizontal,
2-3/4" x 1-3/4"
(Spouses: none)
- 6. Wife of Past District Governor/Husband of Past District Governor – Badges shall be made available from the Club Supplies and Distribution Division at cost. Such badge shall be of the same size and shape as that given to past district governors.
 - 7. Badges of the spouses of club or district officers shall have a green trimming line.

2. Badges for purchase

The word "wife," "husband," or "partner" may be substituted for "spouse."

- a. Past Council Chairpersons
Octagonal-shape, size not exceeding 5 square inches
(Spouses: same)
 - b. District Governors
Oval shape, horizontal, 3" x 2"
(Spouses: same)
 - c. Past District Governors
Rectangular-shape, vertical, 2" x 3"
(Spouses: same)
 - d. Vice District Governors
Square-shape, 2" x 2"
(Spouses: 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. Spouse of Past International President and Past International Director – Badges shall be given without charge to spouses of past international presidents and past international directors.
 - 5. Wife of District Governor/Husband of District Governor – Badges shall be furnished to the wives or husbands of district governors and district governors-elect.