

COUNCIL CHAIRPERSON

PURPOSE

The purpose of this policy is to set forth guidelines to assist the Council Chairperson in the administration of his/her activities and duties as Chairperson of the Council of Governors.

GENERAL

1. The primary function of the Council Chairperson is to coordinate the promotion of leadership and harmony among the Council of Governors and to conduct the affairs of the Council of Governors in accordance with the Constitution and By-Laws of Multiple District 14 and Lions Clubs International.
2. The Chairperson of the State Council shall be the Immediate Past District Governor who had served in the capacity of Vice-Chairperson during the preceding year, who for the year 2020-2021 shall be from sub-district P. In the event, either before or after becoming the Chairperson, if unable or refuses to serve, or having accepted, resigns, or dies, then the District Governor of that sub-district shall appoint a Past-District Governor who is resident in and a member in good standing of a Lions Club in that sub-district to serve out the term of office. If no Past District Governor from the sub-district is willing to serve, then the sitting Council of Governors will appoint a Past District Governor from the two preceding State Councils who is a resident in and member in good standing of a Lions Club in Pennsylvania to serve the remaining term of office. The normal Council Chairperson rotation will resume when the replacement Council Chairperson's term of office is completed.
3. The Council Chairperson shall serve a one-year term only and cannot serve in that capacity again.
4. The Chairperson shall issue a call for all Council of Governors and special meetings of the Council of Governors through the office of the State Administrator.
5. The State Administrator and the Council Chairperson shall prepare an agenda for each Council of Governors Meetings and shall forward a copy of the same to members of the Council of Governors.
6. The Chairperson shall conduct an executive/preliminary meeting.
of the Council of Governors at such time and place as is appropriate prior to the regular Council of Governors Meetings.
 - a. Any Committee Chairperson or Coordinator who requires a vote to be taken on any item in the report shall be required to present the item to be voted upon at the preliminary council meeting.

- b. The State Administrator shall inform each Committee Chairperson and Coordinator, in writing, of this procedure before the Council of Governors Meeting of the Lions year.
7. The Chairperson shall preside at all the Council of Governors meetings, State Convention Business Sessions, all official meal functions of Multiple District 14 and chair the PA Breakfast at the International Convention.
8. The Chairperson shall, as much as is feasibly possible, act as a coordinator of all Council of Governors, appointed committees and coordinators, and serve as the Global Action Team Multiple District Chairperson.
9. The Chairperson shall operate in harmony with the State Administrator and other State personnel. He/she shall be fully aware of the amount of work that is so often necessary to be performed in the State Office. The Chairperson will be called upon annually to appraise the performance of the State Administrator for the Council of Governors.
10. The Chairperson shall be knowledgeable of all Council of Governors, appointed committees and coordinators, and the duties to be performed by each.
11. The Chairperson shall maintain a close relationship with the Vice Chairperson of Council of Governors and as such shall keep the Vice Chairperson fully aware of the happenings of the Council of Governors and Lionism in general within the State of Pennsylvania.
12. The Chairperson may be from time to time required to report to Lions Clubs International relative to the affairs of the Lions of Multiple District 14.
13. The Chairperson shall submit an article for publication in all four editions of The PRIDE.
14. The Chairperson or State Administrator shall review the Pennsylvania Lions web site monthly and direct the Information Technology Coordinator to add or delete items as deemed necessary.
15. Should the Chairperson need assistance in finalizing decisions, he/she should seek the advice of the past officers of Lions Clubs International who were elected to serve from Multiple District 14.
16. The Chairperson shall have the authority, in the event of an emergency or temporary situation, to appoint a qualified person to fulfill the duties of the office of the State Administrator. This appointment shall not be construed to be a permanent appointment. This appointment is subject to the Council of Governors approval at the next regular or special Council meeting.
17. The Chairperson will submit a budget annually prior to November 30 for the next Lions year and in accordance with Policy 204 General Reimbursement Policy. The budget shall

include four Council of Governors meetings, State Conventions, all committee meetings that he/she attends in Harrisburg, including any emergency meetings, the International Convention for five days/four nights, and district visitations.

18. In the event, either before or after becoming Council Chairperson, if unable or refuses to serve, or having served, resigns, or dies, then the District Governor of that sub-district shall appoint a Past District Governor who is resident in and a member in good standing of a Lions Club in that sub-district to serve out the term of office.

If no Past District Governor from the sub-district is willing to serve, then the sitting Council of Governors will appoint a Past District Governor from the two preceding State Councils who is a resident in and a member in good standing of a Lions Club in Pennsylvania to serve the remaining term of office. The normal Council Chairperson rotation will resume when the replacement Council Chairperson's term of office is completed. (MD 14 Constitution, Article VII, Section 4.)

19. The Council Chairperson is responsible for verifying the validity of checks and bank statements in accordance with Policy 501: Internal Controls. This includes authorization to co-sign transactions over \$2,500.
20. The Council Chairperson will be added to all financial accounts by the State Administrator and have authority for financial transactions.