

# **COUNCIL OF GOVERNORS**

## **PURPOSE**

The purpose of this policy is to clearly describe the authority directed to the Multiple District 14 Council of Governors in administering the affairs of the Lions of Pennsylvania.

## **GENERAL**

1. The Council of Governors of Multiple District 14 consists of all of the sub-districts in Pennsylvania and shall be the governing authority for the Lions of the Commonwealth of Pennsylvania.
2. Subject to the provisions of the Constitution and By-Laws of Lions Clubs International and the powers granted therein, and the policies of the International Board of Directors, the Council of Governors shall supervise the administration of all Multiple District 14 affairs; choose such officers, hold such meetings, administer such funds, authorize such expenditures, and exercise such other administrative powers as are provided for in the Constitution and By-Laws of Multiple District 14.
3. The Council of Governors shall meet no fewer than four times each year in accordance with the Constitution and By-Laws of Multiple District 14.
  - a. Official regular or special meetings called by the Council Chairperson shall include the recording of minutes where official motions, seconds and voting occur. Minutes shall be taken by the MD-14 recording secretary or a designation by the Council Chairperson. These minutes shall be included along with the minutes of the prior council meeting for approval at the regularly scheduled Council of Governors Meeting.
4. The Council of Governors and the First and Second Vice District Governors shall attend the Preliminary and General meetings of the Council of Governors. The Chairperson of the Constitution and By-Laws Committee shall be available to attend these meetings, if needed.
5. The First and Second Vice District Governors shall:
  - a. Not ask questions or participate in any discussions at the Council Meetings unless Council Chairperson grants permission.
  - b. Have no voting privileges.
  - c. Be seated in a designated area assigned by the State Administrator.

6. District Governors shall be reimbursed for attending the first Council of Governors Meeting from appropriate funds designated for such purposes within the Budget of the Council of Governors if such reimbursement is not covered by Lions Clubs International.

All such reimbursement shall be in accordance with MD-14 Lions General Reimbursement Policy 204 and policies pertaining thereto.

Expenses for reimbursement include:

- a. One (1) night lodging. An original receipt is required.
- b. One (1) day meals. No meals are reimbursed after the Council of Governors meeting has been adjourned. Original receipts are required.
- c. Transportation as stipulated in Policy 204. For air, bus, or train, an original receipt is required; or acceptable mileage verification must be submitted when travel by car.
- d. Expense reimbursement requests for this meeting shall be submitted on PA Lions official expense form, Policy 204A.

7. Name badges and jacket crests shall be purchased as outlined below:

- a. Lions Clubs International provides each District Governor-elect with their name badge.
- b. Multiple District 14 provides one embroidered jacket crest for the District Governor-elect.
- c. Name badges and embroidered jacket crests for the First and Second Vice District Governors are the responsibility of each sub-district and shall be purchased through Lions Clubs International by the outgoing District Governor or a designated district officer.
- d. Multiple District 14 provides a name plate for each District Governor, the Council Chairperson and the Parliamentarian. Also, Multiple District 14 gives a gift to each outgoing District Governor.

8. The District Governors' International Convention Fund provides partial reimbursement to District Governors who attend the International Convention at the end of their term. Funding is authorized and specified in Article VI, Section 2, sub-section c, of the Multiple District 14 By-Laws:

- a. To qualify for reimbursement from the District Governors' International Convention Fund, each District Governor attending the International Convention will participate in the convention by serving with the MD-14 International Convention Committee, or anywhere services are needed.
- b. Monies collected in the District Governors' International Convention Fund shall be disbursed only to and among those outgoing District Governors who attend the

International Convention. Funds so disbursed will not exceed the amount collected in the District Governors' International Convention Fund for the Lions year of the International Convention, as budgeted by the Finance Committee and the Council of Governors.

When travel expenses submitted for the District Governors' International Convention Fund exceeds the balance of the fund, reimbursements will be made proportional to all attending outgoing District Governors. Reimbursements will be provided for the following expenses, in the following order, at the rates set forth in Policy 204, Multiple District General Reimbursement:

1. Up to four (4) nights lodging. Original receipt required.
  2. Up to five (5) days meals, starting with the evening meal on the day of arrival through breakfast on the day of departure. Original receipts required.
  3. Transportation as stipulated in Policy 204. For air, bus or train, an original receipt is required; or acceptable mileage verification must be submitted when requesting reimbursement for travel by car.
  - c. International Convention expense reimbursement request shall be submitted on PA Lions official expense form, Policy 204A.
  - d. The State Administrator will accumulate any unused funds and return them to the General Administrative account.
9. Each District Governor shall submit a copy of their sub-district's surety bond to the State Office no later than 60 days after the International Convention. Any sub-district not supplying a copy of their surety bond within the time allotted, shall not receive any funds from the Sub-District Administrative Funds.