

STATE ADMINISTRATOR

PURPOSE:

The International Association of Lions Clubs Multiple District 14 (Pennsylvania) Constitution allows for the compensation of a “State Administrator”, hereafter referred to as State Administrator, and identifies that individual as the “State administrative officer”. Said Constitution and its By-Laws assign specific responsibilities to the State Administrator, imply others, and allow for certain expenditures on behalf of the State Administrator. The purpose of this policy is to summarize this information and further clarify the policy of the Council of Governors regarding the State Administrator.

GENERAL:

1. The MD-14 Constitution make several references to the State Administrator. Those references are listed and summarized as follows:
 - a. Article VI – State Council and Officers, Section 2 – Officers: Authorizes compensation for the State Administrator.
 - b. Article VII – State Council, Section 2 – Officers: Identifies the State Administrator as the State administrative officer.
 - c. Article VII – State Council, Section 6 – Meetings: Assigns the State Administrator the task of issuing a written call for Council meetings at the direction of the Council Chairperson.
 - d. Article VII – State Council, Section 7 – Powers of Council, Paragraph f: Assigns the task of providing written notice of a special convention to the State Administrator
 - e. Article VIII – State Convention, Section 1 – Time and Place: Allows the State Administrator to recommend a location for the Multiple District convention.
 - f. Article VIII – State Convention, Section 7 – Report: Assigns the State Administrator the responsibility of mailing an official report of the Multiple District convention to LCI and, when requested, to clubs.
2. The MD-14 By-Laws make several references to the State Administrator. Those references are listed and summarized as follows:
 - a. Article I – Multiple District Convention, Section 5 – Official Report: Assigns the State Administrator the responsibility of mailing an official report of the Multiple District convention to LCI and, when requested, to clubs.
 - b. Article III – Duties of Multiple District Council of Governors and Committees, Section 1 – Multiple District Council of Governors
 1. Paragraph c – Provides for the bonding of the State Administrator
 2. Paragraph d – Indicates responsibility of the State Administrator, *in conjunction with the Finance Committee*, to prepare financial reports semi-annually or more frequently and directs the Council of Governors to provide for an annual audit of books and accounts of the State Administrator.

- c. Article III – Duties of Multiple District Council of Governors and Committees, Section 3 – Multiple District State Administrator
 - 1. Paragraph a – Directs the State Administrator to keep accurate record of the proceeding of all meetings and send copies to council members within 10 days
 - 2. Paragraph b – Directs the State Administrator to assist Council in conducting business of the Multiple District and complete duties as specified or implied in Constitution and By-Laws or assigned by Council of Governors.
 - 3. Paragraph c – Authorizes the State Administrator to receive and give receipts for Multiple District per capita dues from clubs, deposit dues and disperse funds
 - 4. Paragraph e – Requires that the State Administrator be able to receive secure bonding.
 - d. Article V – Multiple District Convention Fund, Section 1 – Fund Tax: Authorizes the State Administrator to receive a convention tax, deposit said funds, and sign checks for convention expenses.
 - e. Article VI – Multiple District Administration Fund, Section 1 – Multiple District Revenue: Authorizes the State Administrator to receive dues from clubs and deposit said funds into Multiple District account(s).
 - f. Article VI – Multiple District Administration Fund, Section 6 – Bonding: Make the Multiple District responsible for the expense of security bonding for the State Administrator.
- 3. A State Administrator Job Description will be created as directed by the Council of Governors. Said job description will be in accord with provisions listed in the Multiple District 14 (Pennsylvania) Constitution and By-Laws. It will provide details and guidance for the State Administrator regarding specific responsibilities and requirements for holding this position. The original job description and subsequent revisions will be reviewed by the MD-14 Constitution, By-Laws, and Policy Committee before submission to the Council of Governors for approval.
 - 4. Candidates for the position of State Administrator should have past experience of a professional nature in business administration, public relations, and/or management.
 - 5. The State Administrator will be hired using the process found in Policy 106. A starting salary for the State Administrator will be negotiated at the time of employment as indicated in Policy 106. This salary shall be commensurate with his/her level of education, job experience, specialized training, and industry standards for Pennsylvania non-profit organizations of similar size and nature.
 - 6. Benefits for the State Administrator are detailed in the Multiple District 14 Employee Handbook. These benefits shall include, but are not limited to:
 - a. Healthcare insurance coverage, which shall not include dental and/or vision insurance. MD-14 shall cover 100% of the premium cost for this insurance.

- b. Option to purchase dental and/or vision insurance through the PA Council of Lions Clubs' membership in the Small Business Councils of Central Pennsylvania, the cost of which will be the responsibility of the State Administrator.
 - c. Vacation Days, Holidays, Illness Leave, and Bereavement Leave as specified in the Multiple District 14 Employee Handbook.
- 7. By virtue of this policy, the State Administrator is authorized to be the sole signature on transactions for amounts of \$2,500 or less. Transactions in excess of \$2,500 must have two signatures, one being that of the State Administrator or the State Council Chairperson and second being that of either the State Council Chairperson or the State Council Vice Chairperson.
- 8. The State Administrator will receive an annual performance review. The method and criteria for this performance review, and any subsequent changes, will be developed as directed by the Council of Governors and submitted to the Council of Governors for final approval. Annual salary adjustments for the State Administrator will be based on this performance review.
 - a. A committee composed of the State Council Chairperson, Vice Council Chairperson and members of the seated council, one from each region (West, Central, East) who should have some business personnel experience, shall conduct the annual performance review.
 - b. The annual performance review shall be conducted prior to the last Council of Governors Meeting of the Lions year. The committee shall report its findings and make any recommendations to the Council of Governors at the last Council of Governors Meeting. Any recommendations concerning performance, salary or benefits shall be voted upon by the Council of Governors and would take effect July 1 of the new Lions year.
- 9. Employment of the State Administrator shall be governed by and under the laws of the Commonwealth of Pennsylvania. Both Employer and the Employee shall submit to the exclusive jurisdiction of, and venue in, the state and federal courts located in the Commonwealth of Pennsylvania.
- 10. The State Administrator shall be an ex-officio member of all Multiple District Committees unless specifically excluded by the Council of Governors.