

The International Association of Lions Clubs
District 14B - Policy No. 204
Policy to Define the Duties of the
First Vice District Governor

PURPOSE: The purpose of this policy is to set forth the duties and responsible outlined by Lions Clubs International, Multiple District 14, the District Constitution, By-laws and policy Manual.

GENERAL:

1. 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, and establishing plans to strengthen them;
- f. Conduct club visitation as the representative of the district governor when requested by the district governor;
- g. Serve as the key District Governor Team Liaison to the Global Membership Team and take an active role in membership growth, extension of new clubs, and ensuring existing club success within the district.

- h. Work with District Governor, Second Vice District Governor, and the Global Leadership Team to develop and implement a district-wide plan for leadership development.
 - i. At the request of the district governor, supervise other district committees;
 - j. Participate in the planning of the next year including the district budget;
 - k. 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.
 - l. Assist the District Coordinator of Activities with the Fall Rally and District Governors Spring Party.
 - m. Monitor the district phone when requested by the District Governor
2. The First Vice District Governor shall assist the District Governor in publishing a district newsletter monthly. He/she shall write a message on a different topic every month.
3. The First Vice District Governor shall visit one-half of the Lions clubs in the district during his/her term of office to promote all the programs of Lions Clubs International, multiple district and District 14-B.
4. In event the District Governor is unable to make his/her official visit to a Lions clubs, the First Vice District Governor shall represent the District Governor and present the District Governors program. He/she must submit a District Governors Meeting/Club Visitation Report for each visit.
5. The First Vice District Governor shall be a member of the Budget, Finance, and Audit Committees.
6. The First Vice District Governor shall follow the multiple district code (as outlined in the multiple

district policy manual) when visiting a Lions club or chairing a district meeting.

7. The First District Governor shall attend three (3) state council meetings, First Vice District Governors Seminar and the state convention.

a. The district may reimburse the First Vice District Governor for attending three (3) state council meetings in accordance with the most recently adopted (and in effect) Pa. Lions Rules of Audit for meals, lodging and mileage. (See Exhibit A)

b. The District shall allocate \$250 to be used to defray the cost of travel and attendance at the USA/Canada forum

c. The Vice District Governors' Seminars, which are mandatory and conducted at the state office, shall be a nonrefundable expense from the District.

8. In the event the office of First Vice District Governor is vacant, or he/she is unable to complete term in office, the District Governor shall follow the procedure outlined by Lions Clubs International. (Exhibit C in the District By-Laws) to fill the office of First Vice district Governor.

Policy No. 204
Presented for Adoption
November 20, 2011
Revised February 18, 2017
Revised June 8, 2019

EXHIBIT A

PA GENERAL REIMBURSEMENT POLICY RULES GOVERNING REIMBURSEMENT OF EXPENSES

PRESENTATION OF CLAIMS Only those expenses incurred while attending State Council Meetings or the State Convention are to be charged to the State. Meals while traveling to and from State Council Meetings or State Convention are not reimbursable. Expenses are to be entered on the PA STATE COUNCIL OF LIONS CLUBS EXPENSE FORM or STATE CONVENTION EXPENSE FORM.

TRANSPORTATION: All transportation shall be paid at \$0.41 per mile, (the total round trip mileage distance from the current address or former address, if you moved out of Pennsylvania and still are a Pennsylvania Lion, to all approved state meeting locations) or Jet Economy Fare, or regular fare on bus or train, **WHICHEVER IS THE LOWEST.** For air, bus or train, a receipt is required.

MEALS: Not to exceed \$16.00 per day. **HOTEL ROOM:** \$50.00 per night.

SPECIAL NOTICE -- AT STATE COUNCIL MEETINGS:

1. Anyone qualifying for and requesting lodging reimbursement must stay at the designated hotel. Hotel or motel reimbursement will be for **SATURDAY NIGHT ONLY. EXCEPTION:** Consideration will be given for Friday Night Lodging when the Committee Chairperson or Coordinator must conduct a meeting or seminar on Saturday morning. No reimbursement for Sunday Night Lodging or Sunday meals. Sunday breakfast will be considered if State Council reconvenes Sunday morning and only if the Lion is reporting to State Council. There are no reimbursements after the conclusion of the State Council Meeting.
2. MapQuest shall be used to determine mileage in disputed cases.
3. No one may receive reimbursement more than once for any one meeting.
4. District Governors shall be reimbursed for the first State Council Meeting from the State. The reimbursement is for one (1) night's lodging, one (1) day's meals and mileage.
5. State Committee Chairpersons or Coordinators will receive reimbursement only when required to make a report to State Council.
6. The State Convention Committee, International Convention Committee, Pride Editor and the All State Band Committee shall be reimbursed from their respective accounts and not from the State Council Administrative Fund.
7. If two (2) or more reimbursable Pennsylvania Lions travel in the same vehicle to a meeting, only one Pennsylvania Lion shall be entitled to claim mileage expenses.
8. When two (2) Lions who are entitled to room reimbursement share a room at a meeting, only one (1) Lion can claim reimbursement or they can split the room expense on the reimbursement form explaining that they shared the cost. State the name of the Lion who is submitting the bill.
9. In order to be reimbursed for expenses, expense account claims must be received in the State Office no later than thirty (30) days after the function for which the claim is being filed. Expense account claims received after the thirty (30) day period will be referred to the Finance Committee for their approval and referral to the Council of Governors at the next scheduled State Council meeting.
10. Any Lion receiving General Reimbursement Policy from L.C.I. is not entitled to reimbursement from State Council. Any Lion traveling and rooming with said Lion is entitled to meals only.
Exception: District Governors are reimbursed for the first State Council Meeting.

ANYONE NOT COMPLYING WITH THE ABOVE WILL NOT RECEIVE PAYMENT.