

## POLICY MANUAL AMENDMENTS

- 1.) **Delete** the Alabama Lions Newsletter and Public Relations Standing Committee and replace with the name of Multiple District Global Marketing Team Standing Committee. Review and rename the committee description and duties in the Attachments Document.
- 2.) **Delete** Diabetic Awareness / Camp Seale Harris Standing Committee
- 3.) **Add** Multiple District Extension Team Standing Committee
- 4.) **Adjust** the reimbursement amounts for Travel and Hotel and Lodging in Chapter XI, Finance, Section C. Rules of Audit. Paragraphs 2. and 3.
- 5.) **Add** Multiple District Administrator Responsibilities to Attachments Document

## CHAPTER IV COMMITTEES

### A. STANDING COMMITTEES

The following committees shall be appointed by the Council at their first meeting:

Alabama Lions High School All-Star Band

~~The Alabama Lion Newsletter and Public Relations~~

Alabama Lions Trading Pin and Banner

Audit

Awards Committee

Constitution and By-Laws

Credentials

~~Diabetic Awareness / Camp Seale Harris~~

Elections

Finance and Operation

Historical

Information Technology

International Convention

Leo Club

Lions Clubs International Foundation (LCIF)

Long Range Planning

Multiple District Annual Convention

Multiple District Fall Leadership Conference

**Multiple District Global Extension Team**

Multiple District Global Leadership Team

**Multiple District Global Marketing Team**

Multiple District Global Membership Team

Multiple District Global Service Team

Necrology

Opportunities for Youth Programs

Resolutions

Rules

## CHAPTER XI FINANCE

### C. RULES OF AUDIT

#### 1. General Reimbursement Rules

The following general rules and regulations apply to expense accounts submitted, in connection with the conducting of official business, committee meetings, training activities, or the fulfillment of official duties as specified by Lions Clubs International within the Multiple District and as approved by the Council of Governors. No expenses, except those specifically covered in these reimbursement rules may be requested in the name of the individual traveling on behalf of the Multiple District.

#### 2. Automobile Travel

The standard mileage reimbursement rate shall be **\$.50 per mile**, which takes into account all actual automobile expenses such as fuel, repairs, replacements, tires, depreciation, insurance, etc.

#### 3. Hotel and Lodging

Reimbursement will be made for actual costs only, not to exceed **\$150.00** per night. The claimant shall enter itemized hotel charges by date and attach the original itemized bill to the expense report form. The itemized bill, in the claimant's name, must show payment and/or balance due of zero. Note that facsimile and electronic copies may be acceptable and may be considered as original.

#### 4. Meals

Reimbursement will be made for actual costs only, not to exceed \$ 25.00 per day. Such costs must be itemized, and original itemized receipts must be attached to the claimant's expense report form. Note that facsimile and electronic copies may be acceptable and may be considered as original. No alcoholic beverages will be reimbursed.

#### 5. Travel Policies

No payment can be made for trips outside the claimant's own district, except those made for multiple district meetings or as approved by the Council of Governors as specified in Section 1 above. All travel must be made by the most economical means.

## Multiple District Administrator Responsibilities

The Multiple District Administrator (MDA) provides assistance in a number of areas to the Council Chair, the Council of Governors and the Multiple District (MD) for the Lions of Alabama.

### A. Communications

The Administrator will assist the Council to establish and maintain communication methods with the various constituents with which the Council interacts or does business. Constituents include the Clubs and Lions of the MD, the offices of Lions Clubs International, vendors with which the MD may do business, and any number of public entities. Communication methods may be via phone, traditional mailings, or electronic. Communications may be routine or recurring announcements, but may also be on an as-needed basis, and may include the US Postal service or other mailing/shipping entity, email, website, social media and personal communication.

### B. Council Meetings

The Administrator will assist the Council in the conduct of business through its meetings. Meetings may be scheduled in advance as described in the Article 1, Section 2 of the By-Laws. There may also be the need to hold special meetings as determined by the Council Chair. The Administrator may be required to assist with all facets of the meetings, including setup, purchase of supplies, creation of agendas & minutes, and retention of the pertinent documents or recordings.

### C. State Convention

The Administrator will assist the Council Chair and the State Convention Committee in the planning and function of the annual State Convention. The Administrator will be responsible for all minutes, recordings and notations that are part of the meetings and business completed at the Convention. The Administrator will be required to work with other standing committees, especially the Elections Committee, leading up to and during the Convention.

### D. Financial

The Administrator shall assist the Council and the Finance Committee in conducting the fiscal operations of the MD. Among the duties are: maintenance of signatories on financial accounts, dues invoices, deposit of received monies, payment of authorized bills, maintenance of the ledger accounts, required tax filings and providing data to the Audit Committee for annual review.