

## **STATE COUNCIL MEETING REPORTING AND EXPENSES PROCEDURE**

### **PURPOSE:**

This policy establishes the procedure to be followed for reimbursing State Council appointed Coordinators and Committee Chairpersons for their attendance and reporting to the Council of Governors at the regular State Council meetings.

### **DEFINITION:**

A Coordinator is defined as a Lion who is responsible for a specific project.

A Committee Chairperson is defined as a Lion who chairs a 3 or 4 member committee that is responsible for a specific project.

### **GENERAL:**

1. Each Committee Chairperson and Coordinator shall submit a report to the Council of Governors in writing of their activities to the State Council Office no later than three weeks prior to each State Council Meeting.
  - a. Any item that requires action by the Council of Governors shall follow the above procedure as outlined in paragraph 1.
  - b. Other action items shall be considered by the Council of Governors only if Committee Chairpersons and Coordinators meet at the State Council Meeting.
2. Individual Committee Chairpersons and Coordinators are not entitled to be reimbursed for attendance at State Council Meeting unless they are on the agenda or called upon to report to the Council of Governors.
  - a. If the Chairperson of the committee is not present at the meeting, he/she may designate a member of the committee to make the report. The committee member would be entitled to reimbursement.
  - b. Committee Chairpersons and Coordinators are entitled to expenses for travel, lodging and meals for State Council meetings in accordance with Policy 204 and for State Conventions in accordance with Policy 204 B.
  - c. The following Coordinators: PA Lions Sight Conservation and Eye Research Foundation, PA Lions Hearing Research Foundation, PA Lions Foundation, PA Lions Beacon Lodge Camp; are reimbursed by the respective foundations.
3. The written reports presented to the Council of Governors shall include current information and shall not be read verbatim. Each Lion reporting to the Council of Governors shall keep his/her verbal report to a minimum (it shall be an overview of the written report). The Council of Governors shall make exceptions depending upon the report which must be recorded verbatim for the minutes.