

VI. Meetings:

- A. Regular: in conjunction with the MD 36 Convention.
- B. Special:
 - 1. May be called in writing, either by regular or e-mail, by the Committee Chairperson, by any 2 members or by the Council Chairperson, stating the time, place and purpose for the meeting.
 - 2. If all members have e-mail capability, meetings may be conducted utilizing e-mail, and such correspondence shall constitute minutes for the meeting.
- C. Voting: To constitute an official meeting of this committee, a *quorum* shall be defined as a majority (50% plus 1) of the committee members for the purpose of transacting business.
- D. Notices and agenda of meetings will be mailed to members and Chairperson of the COG at least 10 days prior to meeting.
- E. Except for e-mail meetings, minutes will be taken, recorded and distributed to members at or prior to the next meeting.

VII. Reports: A brief typed report will be submitted 15 days prior to COG meeting if requesting COG action. Otherwise, it may be submitted at time of verbal report at the MD 36 Convention.

General Policy Statements: (Added and dated as adopted by the COG)

- 1. Adopted by the COG, February 28, 1982
- 2. Revised by 1995-1996 COG
- 3. Revised by the Policy Manual Committee, March 9, 1997
- 4. Revised by the Policy Manual Committee, May 14, 1999
- 5. Reviewed/Revised by the Policy Manual Committee, October 2002
- 6. Reviewed/Revised by the Policy Manual Committee, October 2003
- 7. Revised by the IPC committee, February 28, 2004
- 8. Revision adopted by COG, March 5, 2004

03/24/04 bmw

- A. Membership: Prospective members must have attended at least one International Convention or USA/Canada Forum or will attend one during their committee appointment.
 - 1. All Past International Directors (PID) and Past International Officers, in good standing in their clubs and Districts and who are active in MD 36, will be reappointed annually by the Council of Governors (COG).
 - 2. Each DG shall appoint 1 Lion to represent their District for a term of 1 year.
 - 3. The incoming COG shall appoint 4 at-large members from the MD.
- B. Officers:
 - 1. Chairperson:
 - a. Appointed annually by the COG unless selection is delegated to a Committee.
 - b. Specific responsibility is to attend the Convention and Lions Leadership Forum.
 - 2. Vice-Chairperson:
 - a. Appointed by the Committee.
 - b. Acts as Chairperson in the absence of the Chairperson.
 - 3. Secretary:
 - a. Appointed by the Committee.
 - b. Records minutes of committee meetings (other than e-mail minutes) and distributes same to committee members.
 - c. Sends notice of meetings to Committee members.
 - 4. Treasurer:
 - a. Appointed by the Committee.
 - b. Responsible for receipts and disbursements of Committee funds in accordance with established rules of audit.
 - c. Works with the MD 36 office as needed in regard to collection and disbursement of funds.
 - d. Prepares financial reports to be included in Committee reports to the COG.
 - e. Is an authorized signer on the Committee checking account, as well as at least one additional Committee member as determined by the Committee.

V. Fiscal Responsibilities:

- A. Semi-annual assessments will be deposited into a separate IP fund account.
- B. Budget: Shall be adopted, considering recommendations of preceding Committee at first annual meeting.
- C. Reports/Records:
 - 1. All transactions, receipts and disbursements will be in triplicate and follow accepted rules of audit.
 - 2. Financial statements will be provided to the COG annually.
 - 3. All records will be given to successor in an orderly manner within 30 days of end of term or no later than August 10th.

**Lions Clubs International – Multiple District 36
Policy Manual
Chapter 10 - A**

I. Name: International Participation Committee (IPC)

II. Purpose: To encourage the active participation and involvement of Multiple District (MD) 36 in Lions Clubs International Association's activities and functions.

III. Specific Responsibilities:

- A. To promote, organize and encourage MD 36 participation at International Conventions by arranging a Convention breakfast, parade, receptions, caucus and voting.
- B. In order to promote and encourage MD 36 participation at USA/Canada Lions Leadership Forums:
 - 1. At its discretion and subject to the availability of funds, the committee may provide a grant, the amount to be determined, for each District to encourage Forum participation.
 - 2. Each District Governor (DG) is responsible for identifying a recipient and an alternate following criteria as set forth by the Committee.
 - a. The names of the recipients are to be decided by the DG last Cabinet meeting.
 - b. The Committee treasurer must have the names prior to or at the time of the MD 36 Convention.
 - 3. Candidates will be selected using the following criteria:
 - a. Is an incoming club officer.
 - b. Has not previously attended a USA/Canada Forum.
 - c. The grant is a reimbursement and will be paid after attendance at the Forum.
- C. To identify quality leadership candidates for International offices.
- D. To assist in proper protocol in hosting of visiting International guests in Oregon (Officers and Directors, Past Officers and Directors).
- E. To assist in the purchase, sale, storage and distribution of uniforms and associated paraphernalia of the Oregon delegation.
- F. For maintenance and care of MD 36 "Flags of Nations" set, including:
 - 1. Appropriate use
 - 2. Accountability
 - 3. Financing the cleaning, repair and purchase of new flags.
- G. To encourage and establish citizenship activities as defined by Lions Clubs International (LCI) Constitution and Bylaws.

IV. Committee Makeup: