

- C. 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 agendas of meetings will be mailed to committee members and to the Council Chairperson at least 15 days prior to the meeting.
- E. Minutes will be recorded and distributed to committee members and COG.

VII. Reports:

- A. A brief report will be submitted at the first 3 COG meetings.
- B. A comprehensive report will be submitted at the MD 36 Convention.

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

1. Adopted by the COG, March 20, 1982
2. Revised, October 25, 1996
3. Reviewed, March 9, 1997
4. Reviewed/revised by the Policy Manual Committee, May 2002
5. Revised by the Policy Manual Committee, January 31, 2004
6. Revision adopted by COG, March 5, 2004

03/24/04 bmw

Lions Clubs International – Multiple District 36
Policy Manual
Chapter 13 - B

I. Name: Extension

II. Purpose: To promote Extension and formation of new clubs or club branches.

III. Specific Responsibilities:

- A. To set goals and objectives which shall be reviewed each year, and develop a mechanism of measuring their progress.
- B. To develop new plans and strategies, as necessary, to reach goals and objectives.
- C. To educate:
 - 1. District and Multiple District (MD) officers and all Lions concerning extension.
 - 2. By conducting workshops for Lions who are interested in working on extension.
 - 3. By developing extension plans and procedures for forming clubs.
- D. To engage in extension efforts including recruitment, information and organizational meetings and procuring sponsoring Lions clubs.

IV. Committee Makeup:

- A. Membership: The committee shall be composed of the extension chairperson from each of the 4 districts. Members of the committee should anticipate a multi-year (3 years) commitment as prescribed by Lions Clubs International (LCI).
- B. Officers: The MD chairperson shall be appointed annually by the Council of Governors (COG). The chairperson also is a part of the MD MERLP (Membership, Extension, Retention, Leadership, PR) team.

V. Fiscal Responsibilities:

- A. The Extension Committee shall submit a budget in writing to the chairperson of the Finance and Budget Committee and to the COG, justifying the requests related to areas of needs/uses for the funding.
- B. Excess funds shall not be carried over from year to year.

VI. Meetings:

- A. The MD extension committee shall meet quarterly, whether in person or by other means (phone, FAX, e-mail), with at least one of those meetings being at the MD Convention, for the purpose of reviewing policies and the status of extension and new club formation.
- B. Other meetings may be called, in writing, by the chairperson, any 2 committee members or the Council Chairperson, stating time, place and purpose.