

E. Minutes will be recorded and distributed to committee members and COG.

**VII. Reports:**

- A. A brief report will be submitted at the first 2 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. Prepared by Art Rotter, PDG, October 28, 2003
2. Revision adopted by COG, March 5, 2004

03/24/04 bmw

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

**I. Name: Retention Committee**

**II. Purpose:** To eradicate the preventive loss in membership in Multiple District (MD) 36.

**III. Specific Responsibilities:**

- A. To set goals and objectives which shall be reviewed each year.
- B. To develop new plans and strategies, as necessary, to reach goals and objectives.
- C. To develop a mechanism of measuring progress.
- D. To provide training, materials and incentive to District retention chairpersons.

**IV. Committee Makeup:**

- A. **Membership:** The committee shall be composed of the retention chairperson from each of the 4 Districts. Members of this committee should anticipate a multi-year (3 years) commitment as prescribed by Lions Clubs International (LCI). Stagger commitments in 2 and 3 year time periods.
- 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 Retention 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 forward from year to year.

**VI. Meetings:**

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