

1. 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.
 2. Each member present shall have 1 vote on all matters.
- E. Notices and agenda of meetings will be mailed to members and Council Chairperson no less than 10 nor more than 25 days prior to meeting.
- F. Minutes will be taken, recorded and distributed to members by the Secretary-Treasurer.

VII. Reports: A brief typed report will be submitted to the COG 15 days prior to Council meeting if requesting COG action. If no action is required, it may be submitted at the time or oral report during the second COG meeting and 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 1995-96 Council of Governors
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, May 2002
6. Revised by the PDGA, March 2003
7. Revised by the Policy Manual Committee, January 31, 2004
8. Revision adopted by COG, March 5, 2004

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- b. Responsibilities:
 - 1) Shall meet 3 times per year before meetings of the general membership. If all members of the Executive Committee have e-mail capacity, no more than 2 of the meetings may be conducted by e-mail.
 - 2) Shall be empowered to carry out the policies of and act on behalf of the Association between Association meetings.
 - a. Shall study and make recommendations of all matters coming to the Association including, but not limited to, budgetary items.
 - b. The PDG elected from each District shall be a liaison to PDG's in their District.
- 5. Vacancies: If a vacancy occurs during the term of office of any of the above officers or members of the executive committee, the vacancy may be filled for the remainder of the term by a member of the Association in good standing and a majority vote by the remaining officers and members of the executive committee.

V. Fiscal Responsibilities:

- A. The Association may levy assessments or receive voluntary contributions from its members if deemed necessary.
- B. All funds will be in a budget following "rules of audit" to defray administrative expenses such as postage, telephone, supplies or other expenditures as authorized by the Executive Committee and/or the general membership.
- C. The Executive Committee is authorized to make expenditures up to \$500.00 and to report these expenditures at the next regular meeting of the Association.
- D. Records of all transactions, receipts and disbursements, shall be retained by the Association. Said records shall be retained for a period of not less than 3 years nor more than 6 years, unless otherwise directed.
- E. Annual financial statements shall be submitted to COG at close of each fiscal year.
- F. All records shall be turned over to a successor or COG in an orderly manner within 30 days of end of term.

VI. Meetings:

- A. Two regular meetings shall be held, 1 immediately prior to the MD Convention and 1 immediately following the MD Convention.
- B. The President, Council Chairperson or any 5 members, stating time, place and purpose in writing may call Special meetings.
- C. An **Executive Board meeting** in August or September would be advantageous to plan the activities of the year.
- D. Voting:

**Lions Clubs International – Multiple District 36
Policy Manual
Chapter 2 - D**

I. Name: Past District Governors Association (PDGA)

II. Purpose: To utilize the experience and wisdom of the collective membership of the Association and to advise and assist the Council of Governors (COG) in all areas of responsibility to Lions, Leos and Lioness.

III. Specific Responsibilities:

- A. Shall consider all budgetary and financial matters and offer counsel to the COG.
- B. Shall be actively involved in leadership and membership development and in the development of new and strengthening of existing Lions clubs.
- C. Shall encourage and coordinate social activities for its members.
- D. Shall always serve as “ex-officio” greeters to all Lions, guests and especially visiting International officers, directors and past International officers.
- E. Celebration of Life tribute service at Multiple District (MD) 36 conventions.

IV. Association Makeup:

- A. Membership: All Past District Governors (PDG) in good standing in their clubs and Districts are eligible to be members of the Association for as long as they maintain active District Lion membership.
- B. Officers:
 - 1. President:
 - a. Shall be elected from and by Association membership at the regular meeting immediately following the annual Multiple District (MD) 36 Convention for a 1-year term that coincides with the COG. A second 1-year term is permissible.
 - b. Shall send notices and agendas and call Executive Committee meetings.
 - 2. Vice President:
 - a. Election: same as President
 - b. Organize Celebration of Life tribute service.
 - c. Other specific responsibilities as assigned.
 - 3. Secretary-Treasurer:
 - a. Election: same as President
 - b. Specific responsibilities:
 - 1) For all items under Paragraph V, “Fiscal Responsibilities.”
 - 2) For items 5 and 6 under Paragraph VI, “Meetings.”
 - 4. Executive Committee:
 - a. 4 PDG's, 1 elected from the PDGA of each of the 4 Districts, O, R, E and G, shall, with the officers, comprise the Executive Committee.