

1. The Committee should meet in conjunction with the COG October meeting to review the MD 36 Constitution and Bylaws and discuss any needed changes.
 2. The Chairperson, any 2 members or the Council Chairperson may call other special meetings, in writing, stating time, place and purposes.
- C. Voting:
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. To vote on any matter coming before the Committee, a member must be present and qualified.
- D. Notices and agendas of meetings will be mailed to members of the COG at least 15 days prior to the meeting.
- E. Minutes of any meeting will be taken, recorded and distributed to members and the COG.

VII. Reports:

- A. A brief typed report will be submitted 15 days prior to a meeting of the COG if requesting Council action. Otherwise the report may be submitted at the time of the oral report at COG meetings and the MD Convention.
- B. Reports on amendments and proposed amendments to the MD 36 Constitution and Bylaws will be made as covered in Section III, Paragraphs A-D.

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

1. Adopted by the Council of Governors, March 20, 1982
2. Revised by the Policy Manual Committee, March 9, 1997
3. Reviewed/Revised by the Policy Manual Committee, May 2002
4. Revision adopted by COG, March 5, 2004

03/24/04 bmw

**Lions Clubs International – Multiple District 36
Policy Manual
Chapter 4**

I. Name: Constitution and Bylaws Committee

II. Purpose: To write and maintain a clear, concise Constitution and Bylaws for Multiple District (MD) 36 which is in compliance with Lions Clubs International (LCI) Constitution and Bylaws.

III. Specific Responsibilities:

- A. To act on any proposed change presented to the Committee by January 31. These proposed changes come from:
 - 1. The Council of Governors (COG).
 - 2. Lions clubs in good standing.
- B. To report any changes prepared to the club presidents at least 30 days prior to the MD 36 Convention.
- C. To report any proposed changes to the Constitution and Bylaws to the MD 36 Convention.
- D. To present to the MD 36 COG for that body's consideration, any change to the Constitution or Bylaws the Committee believes is needed.
- E. To prepare or review all resolutions pertaining to changes in the Constitution and Bylaws to assure proper and legal language for proposed changes.
- F. To determine that any amendment coming from the floor at the MD 36 Convention is germane to the published proposed change and to assure proper language of the amendment if approved by the Convention.

IV. Committee Makeup:

- A. Membership: Four members, 1 from each of the 4 Districts, O, R, E and G, appointed annually by the respective District Governors (DG). Since continuity is essential, new members appointed to the committee should anticipate a multi-year commitment. It is recommended that only 1 member be replaced annually.
- B. Officers: A Chairperson is appointed annually by the COG unless selection is delegated to the Committee. The Chairperson should have prior committee experience and may be reappointed.

V. Fiscal Responsibilities: The Committee handles no funds. The COG is responsible for the funds and budgetary management.

VI. Meetings:

- A. Two **regular** meetings should be held in conjunction with:
 - 1. the second meeting of the COG.
 - 2. the MD 36 Convention.
- B. Special Meetings: