

V. Fiscal Responsibilities: This committee handles no funds.

- A. Review MD 36 budget quarterly.
- B. Alert COG of any items need attention.

VI. Meetings:

- A. Regular meetings will be held quarterly prior to the COG meetings, including the MD 36 Convention.
- B. Special meetings may be called by e-mail, phone or in writing by the Chairperson, any 2 members of the committee or by the Council Chairperson stating time, place and purpose.
- 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.
- D. Notices and agendas of meetings will be mailed or e-mailed to members and the Council Chairperson at least 15 days prior to meeting.
- E. Minutes will be taken and distributed to members.

VII. Reports: A brief typed report will be submitted 15 days prior to the COG meeting if requesting Council action. Otherwise a report will be submitted at time of verbal report at the quarterly COG meetings, including 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 by Policy Manual Committee, March 9, 1997
- 3. Revised by Gary Tate, PDG, 10/13/03
- 4. Revision adopted by COG, March 5, 2004

03/24/04 bmw

Lions Clubs International – Multiple District 36
Policy Manual
Chapter 8

I. Name: Finance and Budget Committee

II. Purpose: To give counsel and advice regarding all financial matters to the MD Council.

III. Specific Responsibilities:

- A. Prepare a budget proposal to present to the Council of Governors (COG).
- B. Annually review the format of the financial statement and make recommendations for improvements for conformity with appropriate accounting practices.
- C. Annually review all monetary and budget policies and procedures and make recommendations for improvements.
- D. Monitor and assure compliance with the Constitution and By Laws regarding the use, transfer, distribution and accumulation of all MD funds.
- E. Study and make recommendations relative to proposed changes in the MD 36 dues structure.
- F. Review financial documents quarterly and assure presentation of regular financial statements to the COG quarterly.
- G. Assure that a financial statement and/or compilation or review has been made by an accountant at the close of the fiscal year.
- H. Assist the COG on all accounting and financial matters.
- I. This committee, along with the Executive Administrator, will serve as the headquarters building committee and is responsible to the COG for providing an adequate building, furnishings and equipment.
 1. The committee will make recommendations regarding rent, lease or purchase of the headquarters building.
 2. The committee will make recommendations for adequate insurance, salaries for personnel and capital purchases.

IV. Committee Makeup:

- A. Membership: This committee is comprised of 4 members, 1 from each district appointed by the DG. Members of this committee should anticipate a multi-year commitment. However, since continuity is essential, it is recommended that only 1 new member be appointed annually.
- B. Officers:
 1. Chairperson:
 - a. Annually appointed by the COG with recommendations from the committee.
 - b. Should have prior committee experience and may be reappointed.
 2. Secretary: to be agreed upon by committee members.