

Lions Clubs International – Multiple District 36
Policy Manual
Chapter 9

- I. Name: Information Technology Committee (ITC)**
- II. Purpose:** To advise the Council of Governors (COG) on matters concerning information technology and to aid and advise clubs and Districts in the same matters.
- III. Specific Responsibilities:**
- A. To aid and instruct district officers, chairpersons and club officers in the use of the Internet for reporting membership and other pertinent information directly to Lions Clubs International (LCI).
 - B. To develop an instructional program for clubs on the use of the Internet and e-mail.
 - C. To promote the use of electronic information dispersal and transfer for the purposes of timeliness, economy and conservation of natural resources.
 - D. To assist:
 - 1. Districts and clubs in setting up websites.
 - 2. Districts and clubs in the use of e-mail to communicate with clubs within the same District.
 - 3. the District Governors (DG) in setting up record keeping in the District.
- IV. Committee Makeup:**
- A. Membership:
 - 1. This committee will consist of the IT chairperson from each District, who is appointed annually by the DG.
 - 2. One additional member (such as the MD Webmaster) may be appointed at the discretion of the COG.
 - B. Officers: the COG will appoint The Chairperson annually.
- V. Fiscal Responsibilities:** This committee handles no funds. The COG is responsible for funds and budgetary management.
- VI. Meetings:**
- A. Regular:
 - 1. Should be held at least once yearly with that meeting being held at the Multiple District (MD) 36 Convention.
 - 2. Additional meetings may be held at the discretion of the committee and may be done by e-mail.
 - B. Special: May be called by COG stating the 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 shall be sent to all members and Council Chairperson at least 15 days prior to meetings.
- E. Minutes of meetings will be distributed to members and COG.

VII. Reports: A brief typed report will be submitted 15 days prior to COG meeting if requesting COG action. Otherwise a report may be submitted (orally and/or written as requested by COG) at MD 36 Convention or at other COG meetings if requested by the COG.

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

1. Adopted by the Council of Governors, May 18, 2002
2. Revised by Bud Wilkinson, October 2003
3. Revision adopted by COG, March 5, 2004

03/24/04 bmw