

## **CONSTITUTION AND BY-LAWS AND POLICY COMMITTEE**

### **PURPOSE:**

This policy sets forth the duties and responsibilities charged to the Constitution and By-Laws and Policy Committee by the Council of Governors.

### **GENERAL:**

1. The purpose of the committee is to set forth in easy, readable language the policies and descriptive responsibilities of each committee and the activities coordinators appointed by the Council of Governors. It has a further purpose to interpret such changes to the Constitution and By-Laws that are brought before the delegates at the state convention for acceptance or rejection.
2. The Committee Chairperson shall be in attendance at all State Council Meetings for interpretation and guidance on issues involving policies or the Constitution and By-Laws of Multiple District 14.
3. Members of the committee shall be a Chairperson appointed by the Council of Governors and one member from each of the three constituted regions within Multiple District 14. Past and Present International Officers shall serve as advisors to the committee.

The members of this committee shall be appointed annually by the Council of Governors at the fourth Council of Governors meeting held prior to the Annual Multiple District 14 State Convention.

In the event that a qualified candidate is not found for a region, the position shall be open to any qualified Lion in the Multiple District after 30 days.

4. The committee shall review and recommend all constitutional changes.

The Committee Chairperson shall attend the Executive, Preliminary and General meetings of the Council of Governors.

The Committee Chairperson also reports at the State Convention and presents the ballot to the delegates.

5. The committee shall carry out the approved resolutions of the Council of Governors where such action affects the Policy Manual of Multiple District 14 and/or the Constitution and By-Laws of Multiple District 14.
6. Qualifications:
  - a. The Chairperson of the committee shall be a Past District Governor and have served as a member of the committee for at least one year. He/she may come from any Region in Multiple District 14. The Chairperson and committee members may be re-appointed annually. If the chairperson resigns or refuses to execute the duties as outlined in the policy, the new chairperson shall be selected from within the Constitution and By Laws committee.

- b. Committee members shall be Past District Governors who have previously served on a sub-district Constitution and By-Laws committee or been involved with a sub-district Constitution and By-Laws and have a general knowledge and interest in working with the Constitution and By-Laws and policies of Multiple District 14.
  - c. The Chairperson shall attend all State Council Meetings and the State Convention. The full committee will meet up to four (4) times at the State Office when called by the Chairperson or Council of Governors. Whenever possible, the committee will reduce meeting expenses by utilizing e-mail and teleconferencing.
  - d. All committee members are required to attend 50% of the committee meetings when called by the Chairperson or the Council of Governors. A committee member may be excused for a justifiable reason when the Chairperson is notified prior to the meeting.
7. The Chairperson shall prepare a complete budget for the committee. Each member shall submit an individual budget to the Chairperson (if the committee member does not submit an individual budget, he/she shall not be reimbursed). This budget shall include State Council Meetings, committee meetings at the State Office and any other miscellaneous expenses. The budget must be submitted to the Finance Committee prior to November 30 for the next Lions year.