# District 35-O Constitution and By Law Policy Manual

**District 35-O Past District Governors Association**

**Policy Manual**

This Policy Manual is intended to act as a guide for officers during their term of office, as well as an informational source for the membership.

## 1. Name

The name of this Organization shall be District 35-O Past District Governors Association, also known as District 35-O PDG Association.

## 2. Membership

Membership in this Organization shall be voluntary in nature, and this Organization shall operate independently and will abide by the Constitution and Bylaws of District 35-O and Lions Clubs International.

## 3. Purpose/Mission

The purpose of the Association is to give support to the current District Governors and foster leadership enhancement in the District, and:

- Provide support in educating the Lions of District 35-O in ALL aspects of Lionism.
- Help to motivate and support the Lions of District 35-O towards growth, leadership and retention within Lionism.
- Ensure that the District continues to rally in support of the programs of the District Governor and other International Leaders.

## 4. Membership

Membership shall be limited to all Past District Governors of  District 35-O who satisfy their annual contribution. This annual voluntary contribution of $15.00 will cover operating expenses.

## 5. Meetings

**a.** This association shall have no less than three (3) and a maximum of four (4) regular meetings per year.

**b.** With the approval of the Principals involved in these Events, the three (3) regular meetings shall be held at the District Advisory Meetings, and (1) meeting at the spring MD 35 Convention.

## 6. Officers

The officers of the organization shall be:

a. President (Immediate Past District Governor)
b. Vice President (?)
c. Secretary (?)
d. Treasurer (?)

## 7. Terms of Office

Each executive officer shall be elected for a term of office as follows:

| Office | Minimum Term | Maximum Term |
|---|---|---|
| President | 1 Year Term | May be re-elected for 1 additional term in the event of immediate Past District Governor is not available. |
| Vice President | 1 Year Term | Same as President |
| Secretary | 1 Year Term | May be re-elected annually |
| Treasurer | 1 Year Term | May be re-elected annually |

## 8. Duties of Officers

### 8.1 The President

**a.** Shall preside over all meetings of the organization, and shall see that all orders and resolutions of the membership are carried out.

**b.** Shall appoint all committees and designate committee chairs and act as an ex-officio of all committees.

**c.** Set the agenda for all meetings in conjunction with the Secretary.

### 8.2 Vice President

Shall in the absence of the President, perform the duties of the President.

### 8.3 Secretary

**a.** Shall keep an accurate record of the proceedings of all regular and special meetings of the organization, and shall forward copies of the minutes to all members.

**b.** Order supplies as needed for the organization as directed.

**8.4 Treasurer**

**a.** Shall control the receipts and disbursements of all funds of the organization.

**b.** Shall keep the accounts, receive and deposit funds received by the Organization.

**c.** Shall maintain a record of members making an annual contribution of $15.00 or such sum as approved by a majority of the membership.

**d.** Shall give a financial report at all regular meetings of the organization.

## 9. Elections

**a.** Election of executive officers shall take place at an annual meeting held during the MD 35-O State Convention.

**b.** Only members in good standing will be considered for nomination.

## 10. Additions and Revisions

Additions and/or revisions to this Policy Manual will be approved by a majority vote of the members of the PDG Association, present and voting, at a duly constituted meeting.