



**Arkansas Lions  
Multiple District 7  
Past District Governors Association**

**POLICY MANUAL**

## **NAME**

This association shall be known as the Arkansas Lions MD-7 Past District Governors Association, and shall file as a 501(c)4 tax entity.

## **PURPOSES AND OBJECTIVES**

- a. To perpetuate and foster the cause of International Lionism within the State of Arkansas, to assist the MD-7 Council of Governors and the International Association of Lions Clubs Officers in promoting the programs and principles of Lions Clubs International and the Lions Clubs of Multiple District 7 when requested by the Council of Governors.
- b. To provide a means of active fellowship of Past District Governors and to develop a spirit of mutual helpfulness and understanding.
- c. To assist the MD-7 Council of Governors and State Secretary, when requested, in any matters where this association can be of help.
- d. To assist and promote all Statewide Lions Clubs projects.
- e. To encourage individual Lions, as well as their clubs, to financially support World Services For The Blind, Mid-South Sight & Hearing Services, Arkansas Lions Eye Bank, and the Lions Clubs International Foundation (LCIF).
- f. To assist, support and promote the Lions of Arkansas Lions Foundation (LOAF).
- g. To encourage Lions to become more active in Leadership roles at the District and State levels.
- h. To assist and support the Global Leadership Team (GLT) at the District and State levels, with training/mentoring of current/future Lion leaders.
- i. To assist and promote Club Membership, Extension and Retention, including the formation of new Lions Clubs and Leo Clubs.
- j. To further educate Clubs in earning awards for membership, attendance, service, etc.
- k. To encourage the wearing of Lions Caps, Vests, Jackets, Pins and other identifying Lions Club paraphernalia when working on Lions projects.
- l. To encourage the wearing of Lions lapel pins at all times.

## **MEMBERSHIP**

Membership in this association shall be limited to any Past District Governor (PDG), who has served the required term as a District Governor within Arkansas/MD-7 and is a member in good standing of a chartered Lions Club (in good standing). Also, any Past District Governor who has served the required term as a District Governor outside of Arkansas, and is a member in good standing of a chartered Lions Club (in good standing) within the State of Arkansas is eligible for membership.

## **MEMBERSHIP CATEGORIES**

**Contributing Member:** Any Past District Governor, who has paid the requested annual DUES of \$5.00 to this association, shall be considered a Contributing Member. A member's Contributing Membership status can only be maintained on a fiscal year-to-fiscal year basis.

**Life Member:** Any Past District Governor, who has made a donation of at least \$50.00 to this association, shall be considered a "Life Member". Prior donations, from a Contributing Member, will not be considered as a portion of this single donation.

## **MEETINGS**

**REGULAR MEETINGS:** This association shall have no less than two (2) regular meetings per year; a Business Meeting and a Membership Meeting. The annual Business Meeting will be held approximately one (1) month prior to the MD-7 State Convention. Time and location will be determined by the President. The annual Membership Meeting will be held in conjunction with the MD-7 State Convention. Time and location will be coordinated by the President, with the Council of Governors/Event Coordinators.

**SPECIAL MEETINGS:** Special Meetings of this association, if required, may be called by the President during the year. Such requests shall state the business that it is proposed for consideration and no other business shall be considered that is not germane to the subject mentioned in the request.

**Notice of Meetings:** The President or Secretary shall give at least ten (10) days written notice and/or electronic communication to all active members of any regular or special meeting called by the President.

**Place and Time of Meeting:** The President shall designate the time and location of all meetings, making it as convenient as possible for all members to attend.

**Quorum:** A quorum shall be the total number of members in good standing present at the meeting.

**Rules of Order:** All questions of order or procedure, with respect to any meeting or action of this association, shall be determined in accordance with "Roberts Rules of Order" as revised from time to time.

## **OFFICERS**

### **President:**

The President shall serve a term of one year and may be re-elected for one (1) additional term thereafter. He/She is the presiding officer at all regular and special meetings of this association. The President is the chief executive officer, and as such shall supervise the work and activities of the association and its committees. The President shall set the agenda for all regular and special meetings. The President shall appoint any required committees and act as ex-officio (non-voting) member of each of the committees appointed. The President shall be the liaison between this association and the MD-7 Council of Governors and shall, in the capacity as President, attend all meetings of said Council, provided an invitation has been tendered.

### **Vice President:**

The Vice President shall serve a term of one year and may be re-elected for one (1) additional term thereafter. In the event of the absence or inability of the President to perform those duties, the Vice President shall perform the duties of & have the same authority as President.

### **Secretary:**

The Secretary shall serve a term of one year and may be re-elected annually. He/She shall keep an accurate record of the proceedings of all regular and special meetings of the association and shall forward copies of the minutes of all meetings to the membership. Working with the Treasurer, the Secretary shall maintain the up-to-date membership roster of the association. He/She will order supplies, as needed, for this association, when directed by the Executive Committee. This officer shall assist the President in conducting the business of the association and shall perform such other duties as may be assigned from time to time by the President.

**Treasurer:**

The Treasurer shall control the receipts and disbursements of all funds, keep the accounts, receive & deposit all funds of the association, and shall render regular financial reports at each regular meeting of this association. Treasurer shall receive all monies from the Secretary and deposit same in a bank or banks recommended by the Executive Committee and shall payout monies only on authority of the Executive Committee. All checks and vouchers must be signed by the Treasurer and countersigned by one other officer, preferably the President or Secretary. He/She shall give a financial report at all regular meetings of the association. This officer shall assist the President in conducting the business of the association and shall perform such other duties as may be assigned from time to time by the President.

**Term of Office:**

The term of all officers shall be for one (1) year or until their successors have been elected or appointed, and have assumed their respective offices. An additional one (1) year term for each officer position is optional, subject to the majority vote of the members present. However, President and Vice-President shall not be able to repeat the same office, once they have served the two year consecutive limit.

**Compensation:**

All officers shall serve without compensation, directly or indirectly, from this association. With approval of the membership, officers will be reimbursed for actual business expenses incurred on behalf of this association.

**Membership Status of Officers:**

All officers, either elected or appointed, must maintain a Contributing or Life Membership status of this association.

**Executive Committee:**

The officers of this association shall make up the Executive Committee and shall have the authority to carry on the activities of the MD-7 Past District Governors and do all things necessary and proper between meetings of the membership of the association.

**Vacancies:**

- a. In event of a vacancy in the officer of President, the Vice President shall assume the office of the President for the remainder of the term.
- b. The Executive Committee may appoint a Contributing or Life Member to serve the unexpired term of the vacated office of Vice President.
- c. In event of vacancies of Secretary or Treasurer, the Executive Committee may appoint a Contributing or Life Member to serve the unexpired term of the office vacated.

**ELECTIONS/VOTING**

- a. Voting privileges are extended only to Contributing or Life Members of the association, in good standing.
- b. All voting shall be a voice vote, unless otherwise specified.
- c. All voting for elections and other matters, whether at regular or special meetings, shall be by a simple majority of all Contributing and Life members present.
- d. The election of ALL Officers shall occur annually, during the association's Business Meeting. The installation of new Officers shall take place during the annual Membership Meeting, at the Arkansas Lions MD-7 State convention.

## **FUNDS DISBURSEMENT**

- a. The Executive Committee shall discuss and make recommendation(s) to the PDGA members, if the funds requested are available and are in line with the PDGA Policy Manual regulations.
- b. If funds are available, the members present at the PDGA meeting shall vote for or against the disbursement. In case of a tie vote, PDGA President shall break the tie.

## **MISCELLANEOUS**

**Expenses:** All Past District Governors shall bear their personal expenses to and from meetings.

**Personal Gain:** No officer or member of this association shall use such membership as a means for furthering any personal, political, or other aspirations, nor shall the organization as a whole, take part in any movement not keeping with the real purpose and objects of the MD-7 Past District Governors Association.

**Guests:** Non-member guests may be invited to attend this association's meetings only by the President or with the President's approval. All guests shall be introduced to the membership in accordance with the established protocol policy of Lions Clubs International. In addition to the regular agenda, the courtesy of a brief comment shall be afforded to visiting dignitaries, if time permits. As a courtesy, the District Governors and District Governors-Elect may be permitted to attend the regular meetings of the Past District Governors as NON-voting participants.

**Assistance to DGs:** It is very important for the PDGs to realize that the current governor has been elected by the Lions to run the District. Your role is to offer your experience, as a tool the current governor may use to successfully implement the district's programs. If asked to serve you should consider it a duty and privilege.

**Other Attendance:** As a PDG you should make every effort to attend district & multiple district conventions and cabinet meetings. You should participate to the extent requested when asked to speak, chair a seminar or workshop, or perform some organizational or administrative function. Upon request you should help educate clubs on district, multiple district and international organizations and operations.

**Other Service:** A PDG should be prepared to conduct inductions of new members or installation of club officers. You should serve as a resource to the Governor but, under no circumstances, to interfere with his duly elected obligations.

## **ADDITIONS AND REVISIONS**

Additions and/or revisions to this Policy Manual will be approved by a majority vote of the members, present and voting, at a duly constituted meeting of MD-7 Past District Governors Association.