

WANTED

KNOWLEDGEABLE & EXPERIENCED LION

TO SERVE A 3 YEAR TERM AS

CHAIR – MD N – CONSTITUTION & BYLAWS COMMITTEE

1 July 2018 – 30 June 2021

SUBMIT COMPLETED APPLICATION FORM TO:

Lion Brenda Billard
MD N Council Secretary Treasurer
1953 Hwy # 2
Milford, Nova Scotia
B0N 1Y0
1 902 758 3298
cstmdn@yahoo.ca

Application must be accompanied by a letter from your Club President or Secretary outlining your club service record and

A letter from your District Governor outlining your District and Multiple District service record

APPLICATION DEADLINE MARCH 31, 2018

-) Applicants should be familiar with the MD “N” Constitution & ByLaws and Policy Manual
-) Travel and related expenses are reimbursed in accordance with MD “N” Rules of Audit

**APPLICATION FORM
MD "N" CONSTITUTION & BYLAWS CHAIR**

NAME: _____ **Date joined Lions** _____

ADDRESS _____

POSTAL CODE _____

TELEPHONE: Work _____ **Home** _____ **Cell** _____

Email _____

Highest Lions Office Held _____ **Date** _____

Occupation _____

Or if Retired, Former Occupation

Number of Sub District Conventions Attended _____

Date of Most Recent attended _____

Number of MD Conventions Attended _____

Date of most recent attended _____

Number of International Conventions Attended _____

Date of most recent attended _____

Briefly outline you experiences on any level with committees or service, related to Constitution, By Laws and Policy Development or Administration.

Signature

RESPONSIBILITIES AS PER MD COMMITTEE HANDBOOK

- References**
- Constitution and By-Laws, Page 27, last paragraph
 - Constitution and By-Laws, Article XIV, Section 2, Sub-Section A, page 28
 - Policy Manual, Appendix 'N', pg. 63

- Purpose**
- The Constitution and By-Laws Committee shall consider all matters pertinent to the Constitution, By-Laws and Policy Manual, and amendments thereto, and shall report its findings and recommendations to the Multiple District MD N Council.
 - The Committee will keep By-Laws current, and in proper alignment with that of Lions Clubs International.

Members

Chairperson - Constitution Chair & Chair of Mirror Committees in each District

Member - Additional members may be appointed by Chair, two of whom may be non-Lions

Reporting Criteria

In addition to the common committee reporting criteria, the Constitution and By-Laws Committee must submit

- a plan of action to the August MD N Council meeting

- an annual report of successes and suggestions at the Annual Convention

Position Requirements

- Through knowledge of the MD N Constitution and By-Laws and Policy Manual.

Responsibilities & Performance Goals

The Constitution & By-Laws Committee responsibilities include 1. From the Constitution:

“The Chair of the Constitution and By-Laws Committee is expected to attend all meetings of MD N Council and the Business Sessions of the Multiple Districts.”

“The Constitution and By-Laws Committee shall consider all matters pertinent to the Constitution, By-Laws, and Policy Manual, and amendments thereto, and shall report its findings and recommendations to the Multiple District MD N Council.”

2. Receives

and considers proposed requests for Constitution and By-Laws amendments from Clubs, District Cabinets and Governors, and presents said proposals to MD N Council

3. Ensures Multiple District Constitution and By-Laws changes are in-line with the LCI Multiple District Standard Constitution and By-Laws, and/or the LCI Constitution and By-Laws, and are made in accordance with the District's own rules

4. Attends the Incoming MD N Council of Governors meeting held immediately after the MD Convention.

5. Briefs MD N Council on outstanding matters and possible new items related to Constitution, By-Laws and Policy Manual.

6. Receives, from MD N Council, items to be worked on or reviewed during the coming year.

7. Gives advice to MD N Council and rules on constitutional and legal matters, as required.

8. Attends the August MD N Council meeting and does duties included in 2, 3, and 4 above.

9. Obtain names of the Sub-Districts' Constitution and By-Laws Chairs by the end of August each year. (These Lions are automatically members of the MDN Constitution and By-Laws Committee as per Article XIV, Section 1 of the MDN By-Laws.

10. Appoints other Committee members if deemed necessary.

11. Checks with other Multiple District Committee Chairs for items related to their Committee which they may have concerns or suggestions about and may want to submit for review by the MD Constitution and By-Laws Committee.

12. By early September, begins to review items submitted by MD N Council and other items brought to the attention of the Committee by the Constitution and By-Laws Chair, other MDN Committees Chairs, Chairs of the Sub-Districts Constitution and By-Laws Committees, Lions Clubs or other Lions. All items submitted are verified for their compliance with the existing legal documents, properly drafted and checked for proper language and accuracy, before a recommendation is made to MD N Council.

13. MD Chair and members of the Committee use e-mails as much as feasible to review, exchange, input and feed-back on the various items and recommendations to be reviewed for presentation to MD N Council.

14. In early September, drafts expenses estimate for the following year and forwards to the Budget and Audit Chair, with a copy of the MD N Council Secretary-Treasurer, for inclusion in the proposed budget for the following year which is to be presented at the current year's Fall Conference.

15. Holds a Constitution and By-Laws Committee meeting in conjunction with the Fall Conference and the Multiple District Convention each year.

16. Prepares a comprehensive report of recommendations to be submitted to MD N Council at the Fall Conference. MD N Council may agree with, add to, delete from or make changes to, these recommendations.
17. Attends the Fall Conference to submit his/her report and recommendations to MD N Council and to possibly receive additional directives from MD N Council or the Business Session. Gives advice to MD N Council and rules on constitutional and legal matters, as required by MD N Council and the Conference Business Sessions.
18. Presents to MD N Council and to the Business Session at the Fall Conference his/her Constitution and By-Laws report, along with notices of motion to be voted upon at the Multiple District Convention in May.
19. Following the Fall Conference incorporates MD N Council's and/or Lions input into the notices of motion and prepares them for publication in the Lions N-Former. (Use method described in item 10).
20. Sends final report to MD N Council members at least sixty (60) days prior to the Convention, which will do a final review and if agreed to, will submit to the Editor of the Lions N-Former or direct the Constitution and By-Laws Chair to do so. (All notices of motions must be published at least thirty (30) days prior to the Multiple District Convention.)
21. Attends the Multiple District Convention to submit his report and recommendations to MD N Council and the Business Session. Presents all notices of motion to the Business Session for a vote. Gives advice to MD N Council on constitutional and legal matters as required, rules and advises on legal or constitutional matters as they come forth.
22. Following the Multiple District Convention, but prior to the 15th of June, incorporates into the MDN Constitution, By-Laws and Policy Manual all amendments adopted by the Convention. Said revised legal documents will then be forwarded to MD N Council, MD Committee Chairs, members of the MDN Constitution and By-Laws committee and the webmaster for inclusion on our MDN web site.
23. Answers requests for legal information and/or interpretation and rules on the various items brought to his/her attention by Lions, Clubs, Sub-Districts or MD N Council during the year.
24. When in doubt or doesn't know the answer, contacts the Legal Department at Lions International to inquire on rulings and legal interpretations on matters or items. Once received, forwards the LCI rulings and interpretations to the requester.
25. When his/her term is over, transfers as much information and knowledge as possible along with related documents, to the succeeding Committee Chair.
26. Accomplishes other duties as assigned by MD N Council or LCI.