

## CHAPTER III

### BUILDING AND HEADQUARTERS

- A. The Building and Headquarters Committee [hereafter "Building Committee"] shall be entrusted to oversee the maintenance and care of the MD19 headquarters building and grounds.
- B. The Building Committee shall review any and all requests for remodeling of the building, and their approval must be received before any such changes may be undertaken.
- C. The Building Committee shall receive approval of the Council before committing the building to major remodeling (i.e. over \$2,500.00). [NOTE: In a case where it is deemed that an excessive lapse of time could result in further severe damage (by wind, rain, acts of nature, etc.) before approval could be received, the above may be waived by at least three of the following: Council Chairperson, Vice-Council Chairperson, Immediate Past Council Chairperson, the Budget and Finance Committee Chairperson and the Executive Director. Emergency approval may be made by conference call, FAX, e-mail or courier service to all five approvers. Full details of the emergency situation and the action taken will be provided to the Council of Governors at their next meeting.]
- D. The Building Committee shall ensure that Building Fund monies are used exclusively to fund building maintenance, repair and/or remodeling.
- E. All monies maintained within the Building Fund shall be held in a separate account from those of the MD19 General Fund.
- F. MD19 Memorial Garden
  1. On the third weekend in August each year a Dedication of Memorials donated during the preceding Lions year will be held at the MD19 Office.
  2. A list of the memorials donated during the preceding year will appear in the July/August issue of the *Border Crossing* along with an invitation / notification of the pending Dedication Ceremony.
  3. Annual Dedication of Memorials
    - a. The Ceremony will be called to order by the MD19 Memorial Garden Chairperson.
    - b. The Ceremony will be non-sectarian in nature.
    - c. The Memorial Garden Chairperson will close the Ceremony with the Lions Prayer.
    - d. Each family dedicating a Memorial will select one spokesperson to speak for a maximum of 2 minutes on behalf of the deceased person being honored. Time will be allowed for those in attendance to briefly share memories of the deceased.
    - e. MD19 will provide tea and coffee. If families would like other refreshments, they must provide them.
  4. Memorials: The cost of memorials will include the cost of soil and bark or cement as required, a metal plaque, the memorial itself (tree, bush, bench etc.) associated expenses, and future upkeep of the landscape. Call the MD office for current prices and suggestions for types of living memorials.
  5. Lions Clubs and others are encouraged to make donations to the MD19 Memorial Fund.