

**WEST VIRGINIA LIONS
SIGHT CONSERVATION FOUNDATION, INC.**

**POLICY
&
PROCEDURE
MANUAL**

APRIL, 2008

West Virginia Lions Sight Conservation Foundation, Inc. Policy and Procedures Manual

ARTICLE 1 – NAME, PURPOSE, GOVERNANCE

Section 1. Name

This organization shall be known as West Virginia Lions Sight Conservation Foundation, Inc.

Section 2. Mission

The mission of this organization is to provide sight, hearing, and low vision services for qualified West Virginians.

Section 3. Governance

This Foundation shall be governed by a Board of Trustees, comprised of the District Governors of each District of Multiple District 29 and two elected members from each District. It is recommended that Trustees be elected from different geographical areas of the district.

Section 4. Fiscal Year

The fiscal year of this Foundation will run from July 1 to June 30.

ARTICLE 2 – TRUSTEES

Section 1. Qualifications and Training

At the time of election or appointment (in the event an appointment is necessary), each Trustee shall be an active member in good standing of a Lions club in good standing in the District from which he or she is elected. If any trustee shall cease to be a member of a Lions club from which he or she was elected or appointed, or cease to be a member in good standing, his/her term of office shall thereupon cease and the office will be declared vacant by the President of this Foundation. Each trustee shall attend training, which will consist of an orientation on the history of the Foundation; the duties, obligations and responsibilities of a Trustee; duties obligations and responsibilities of District Service Coordinators; and basic operational procedures of the Foundation.

Section 2. Term of Office

Elected Trustees shall serve four-year terms, which shall begin on July 1 next following their election. No trustee may serve more than two consecutive terms or the major portion thereof.

Section 3. Election

Election for elected trustees shall be by secret written ballot held at a District or Multiple District Convention. The candidate(s) receiving a simple majority of the votes cast by the delegates present and voting shall be declared elected. In the event of a tie vote, or if no candidate receives the required majority, balloting shall continue for each position with respect to the two nominees only who receive the largest number of votes on the previous ballot until one receives the required majority of the votes cast. The results of the elections shall be verified to the District Governor and become a part of the minutes of that convention. The ballots shall be delivered to the Multiple District 29 Secretary to be held in case of recount.

Section 4. Duties and Responsibilities

The Board of Trustees shall:

- 1) Have the power and authority to administer, disburse, invest and control all monies contributed to the Foundation;
- 2) Direct the fund-raising activities of this Foundation, including grant applications;
- 3) Approve an annual budget;
- 4) Prepare and execute the Foundation's annual marketing program to assist in raising funds and identifying recipients for the Foundation's services;
- 5) Individually promote the Foundation within their respective districts to individual Lions clubs, individual Lions, and non-Lion organizations;
- 6) Develop and attend annual training sessions for Trustees, which are also open to other interested Lions;
- 7) Supervise and coordinate the programs and efforts of the Foundation in the best interests of Lions Clubs International and the Lions of West Virginia;
- 8) Provide for an annual audit to be conducted by a certified public accountant employing Generally Accepted Auditing Standards at the end of each fiscal year and distribute copies of such audit upon request to interested parties and Lions clubs of West Virginia.
- 9) Prescribe the amount and form of bond that shall be required of the Secretary-Treasurer of the Foundation;
- 10) Prescribe the format and content of all financial reports of the Secretary-Treasurer of the Foundation;
- 11) Designate the bank or banks to be used as depositories for Foundation funds;
- 12) Appoint District Service Coordinators as required by and in accordance with Article 2, Section 1 of the Foundation's By-laws;
- 13) Establish the policies and procedures under which the Foundation operates;

- 14) Employ such staff, as they deem necessary and appropriate to carry out the Foundation's activities. The Board shall determine the terms of any such employment and provide for oversight of any employed staff.

Section 5. Removal

Any elected or appointed Trustee may be removed from office by a vote of two-thirds of the Trustees for non-attendance, malfeasance, misfeasance, or conduct bringing disgrace upon the Foundation.

Section 6. Vacancies

If a vacancy occurs for any reason, the District Governor of the District where there is a vacancy shall appoint a successor to serve until the next District Convention at which time a replacement shall be elected to serve the unexpired term created by the vacancy.

Section 7. Compensation

The Trustees shall serve without compensation. If any Trustees are reimbursed for expenses, the Rules of Audit established by Lions Clubs **International shall be utilized to determine the amount of reimbursement.**

ARTICLE 3 – MEETINGS

Section 1. Regular Meetings

Regular meetings of the Board of Trustees shall be held at least quarterly. An organizational meeting (First Meeting) shall be held at the close of the Multiple District Convention for the purpose of electing officers for the ensuing year. The Second Meeting is held within 60 days following the International Convention, usually immediately following the first "Regular" meeting of the Council of Governors. The Third Meeting has traditionally been held on the Sunday following the close of the 29-N District Conference following the Council of Governors meeting. The Fourth Meeting is usually held immediately after the close of the West Virginia Lions Leadership School. The Fifth Meeting is held immediately preceding the opening of the State Convention.

Section 2. Special Meetings

Special meetings called by the President and any four (4) Trustees. Absent emergencies, notice of a special meeting shall be given to all Trustees by the Secretary-Treasurer five (5) days in advance of the special meeting in any of the following methods: (1) verbally (2) email (3) regular mail or (4) telephonically. If a quorum of Trustees are physically present at any scheduled Lions function, and an emergency

exists as declared by the President, the notice required may be waived. Notice of any special meeting shall indicate the business to be considered at the special meeting.

Section 3. Quorum

A quorum of the Board of Trustees shall consist of seven (7) members. In the absence of officers due to reasonable cause, the Trustees in attendance shall elect a temporary chairman.

Section 4. Agendas

Meetings shall be conducted in accordance with the suggested agendas, which are listed in Article 15 under Tab 7.

ARTICLE 4 – OFFICERS

Section 1: Name and Election Procedures

At the organizational meeting, the Trustees shall elect a President and Vice President from among the Elected Trustees. A Secretary-Treasurer shall also be elected and may be from among the Elected Trustees or from outside the Board of Trustees.

Section 2: President's Duties and Responsibilities

The President shall:

- 1) Preside at meetings of the Foundation;
- 2) Submit a written annual report to the Council of Governors of Multiple District 29 within 90 days after the close of the Foundation's fiscal year. The report must contain a statement of the Foundation's financial condition, significant activities over the reporting period, and future initiatives;
- 3) Report personally, or through a designee, to each Council of Governors meeting on the progress of the Foundation;
- 4) Represent the Foundation at public functions, including district conferences and the multiple district convention;
- 5) Serve on Multiple District committees as required by the Multiple District 29 Constitution and By-laws or as directed by the Council of Governors;
- 6) Perform such other duties as specified or implied in the Multiple District 29 Constitution and By-laws, the Constitution and By-laws of this Foundation, or this Policy Manual.

Section 3: Vice President's Duties and Responsibilities

The Vice President shall:

- 1) Perform the duties of the President in his or her absence;
- 2) Be knowledgeable of the operations and financial condition of the Foundation;
- 3) Perform such other duties as requested by the President or the Board of Trustees.

Section 4: Secretary-Treasurer's Duties and Responsibilities

The Secretary-Treasurer shall:

- 1) Prepare minutes of meetings, both regular and special meetings, of the Board of Trustees and provide copies, either printed or electronic, of the same to the Trustees, the Multiple District Council Chairperson, the State Secretary-Treasurer, International Director and Past International Directors, the Chairperson of the West Virginia Past District Governors Association, and the District Service Coordinators within 30 days after any regular meeting and within 10 days of any special meeting;
- 2) Maintain complete and accurate financial records for the Foundation;
- 3) Prepare checks for disbursements, each of which shall be signed by any two officers or designated trustees of the Foundation;
- 4) Present regular financial report to the Trustees of all financial activities of the Foundation in such form and manner as this Policy Manual directs or the Trustees may prescribe;
- 5) Maintain the official records (current and historical) of this Foundation;
- 6) Establish working relationships with all service providers that ensures the highest quality medical care available for those the Foundation serves at the lowest possible price;
- 7) File all required federal and state forms to maintain the tax exempt status and charitable organization status of the Foundation in a timely manner as required by law;
- 8) Furnish all required books and records necessary to complete the audit provided for in Article 7, in a timely manner;
- 9) Perform such other duties as the Trustees may prescribe.

Section 5: Removal

Any officer may be removed from office by a vote of two-thirds of the Trustees for non-attendance, malfeasance, misfeasance, neglect of the duties and responsibilities of the office to which he or she was elected, or conduct bringing disgrace upon the Foundation.

ARTICLE 5 – DISTRICT SERVICE COORDINATORS

Section 1. Appointment, Qualification, and Training

The Board of Trustees shall appoint four District Service Coordinators in each district upon the recommendation of each District's Trustees and District Governor. District Trustees and District Governors shall prefer those Lions who have previously served in one or more of the following capacities: their club's sight committee chairperson for at least one full year; on their respective club's sight committee for at least two years, or had previous experience with handling at least two eye surgery or hearing aid requests through the Foundation.

Each District Service Coordinator shall be an active member in good standing of the Lions club in good standing in the District from which he or she is appointed. No more than one District Service Coordinator shall be appointed from any one Zone.

Upon assuming office, each District Service Coordinator shall attend mandatory training, which will consist of an orientation on the history of the Foundation, the duties, obligations and responsibilities of a Trustee; duties, obligations and responsibilities of District Service Coordinators; and basic operational procedures of the Foundation.

Section 2. Term of Office

District Service Coordinators shall serve one-year terms. They may be reappointed to successive terms.

Section 3. District Service Coordinator's Duties and Responsibilities

District Service Coordinators shall:

- 1) Receive applications from Lions clubs, review and investigate the applications received, approve or disapprove the applications, and coordinate service to the patient/applicant including follow up contact with the patient/applicant to ensure that approved services were provided in accordance with policies established by the Trustees in article 13;
- 2) Utilize all applications for assistance which are approved by the Trustees and ensure that all required information has been provided before approving any applications;
- 3) Attend all training as required by the Trustees or this Policy Manual;
- 4) Provide written quarterly reports on the number of applications for assistance handled, the kind and nature of the request, and the status of each case, including when and where the service was provided;
- 5) Perform such other duties as prescribed by the Board of Trustees or Officers of the Foundation.

Section 4. Removal

Falls back to Constitution and By-Laws, Article II, Section 1 (District Service Coordinators).

ARTICLE 6 – FINANCIAL REPORTS

Section 1. Frequency

The Secretary-Treasurer shall present complete and accurate financial reports in the format prescribed in Section 2 of this article on a quarterly basis.

Section 2. Format

The Secretary-Treasurer shall provide financial reports in the following format:

- 1) A treasurer's report for the operating account, which reflects all income from all sources and all expenses from the operating account with a checkbook balance as of the date of the report;
- 2) An income and expense statement for every fund of the Foundation;
- 3) A listing of each certificate of deposit reflecting principal amount, income earned subsequent to the last report, and current balance;
- 4) Detailed report of all sight cases paid for subsequent to the last report by district, including name of patient, amount paid, name of service provider, and service rendered;
- 5) Anticipated obligations for services over the next 90 days from date of report.

ARTICLE 7 – AUDITS

Section 1: Requirements

Annually, the Trustees shall designate a licensed certified public accountant, licensed in West Virginia, to conduct an audit in accordance with Generally Accepted Auditing Standards recognized by the American Institute of Certified Public Accountants.

Section 2. Frequency

The audit required by Section I of this Article shall be done annually, within 120 days of the close of the fiscal year, or more frequently, if in the judgment of the Trustees, it is warranted.

ARTICLE 8 – MOBILE EYE SCREENING UNITS

(Reserved)

ARTICLE 9 – LOGO

(Reserved)

ARTICLE 10 – ELECTRONIC COMMUNICATIONS

Section 1 – Conference Calls

In fiscal year 2006-2007 the President of the Foundation implemented a monthly telephonic conference call, which serves as an information tool for the Trustees and provides them an opportunity to discuss issues and raise concerns about any matters relevant to the Foundation's operations. These monthly conference calls and other telephonic communications may be utilized as an informational tool to inform and educate the Trustees. No voting shall take place on Foundation issues during the conference calls.

Section 2 – Special Meetings

Under exigent circumstances and upon five (5) days notice to all Trustees, Foundation meetings may be conducted electronically for the specific purpose set forth in the notice.

ARTICLE 11 – COMMITTEES

Section 1. Standing Committees

Long Range Planning Committee

The Long Range Planning Committee was created in 1998 to identify opportunities for improvement in the operations of the Foundation and to explore long-term strategies to ensure the continued vitality and growth of the Foundation. The committee shall consist of the Foundation President, Secretary-Treasurer, and a Lion appointed by the District Governor from each District. The members may serve successive terms.

WVU Eye Research Liaison Committee

The WVU Eye Research Liaison Committee was created in 1993 as a joint recommendation of the MD 29 Council of Governors and the WVU Eye Center. Its purpose was to identify ways to work collaboratively among the Foundation, the Eye Research Center and the Council of Governors to monitor the use and

needs of the Eye Center and its success in assisting those patients referred by the Foundation. The committee shall consist of a Lion appointed from each district by the President, and a Lion appointed by the District Governor from each District. The President shall name a chairman of this committee from among the Committee members.

Education and Training Committee

This committee shall develop an orientation, educational, and training curriculum for Trustees, District Service Coordinators, Foundation officers, and any other interested Lions. It will also conduct at least semi-annual training seminars for the individual named. All Past International Directors who remain active within the state shall be members of this committee. The President may also appoint three former Trustees as members of this committee. Members of this committee who are former Trustees may be reappointed.

Nominating Committee

The President shall annually appoint a nominating committee to nominate officers for the ensuing Foundation year. The President shall appoint one trustee from each District from among the elected Trustees and appoint the chairperson from among those so appointed.

Section 2. Other Committees

The President may appoint other committees from time to time as the need arises, including any or all of the following:

Marketing and Outreach

This committee will explore ways to promote a greater awareness and understanding of the Foundation's humanitarian services among individual Lions, Lions clubs, the state medical community, prospective donors, and the general public. The work of this committee is not intended to replace or supplant the duties of the Trustees with respect to promoting the Foundation as constitutionally mandated and required by the provisions of this Policy Manual.

Fundraising

This committee will explore fundraising opportunities from the non-Lion public including corporation and businesses. This committee will report its recommendations to the Trustees for their approval.

ARTICLE 12- AMENDMENTS

Section 1. Method

This Policy Manual may be amended by the Trustees at any regularly scheduled meeting of the Trustees by a simple majority vote of the Trustees present and voting.

Section 2. Procedure and Timing

No amendment to this Policy Manual shall be voted upon unless the same shall have been furnished in writing to each Trustee no less than thirty (30) days prior to the convening date of the meeting at which it is to be voted upon and placed upon the agenda for said meeting by the Secretary-Treasurer.

Section 3. Effective Date

Each amendment shall become effective upon its ratification by the Trustees as prescribed in Sections 1 and 2 of this Article.

ARTICLE 13 - PROCEDURES FOR HANDLING APPLICATIONS FOR ASSISTANCE

Section 1. Sight Cases

- A. The club must investigate the applicant using its own application form or the form utilized by the Foundation. All information on the form and any required documentation must be completed and verified before being sent to the District Service Coordinator for the club's area. The club does not decide whether or not the applicant receives services from the Foundation.
- B. After the club completes its investigation of the applicant, it submits its application to the District Service Coordinator for approval based upon the current Federal Poverty Guidelines, which are included in this Policy Manual as Tab 2 under Article 15 – Forms. The District Service Coordinator completes the WVLSCF Application for Assistance, which is included in this Policy Manual as Tab 1 under Article 15 – Forms. The District Service Coordinator must have the applicant, sponsoring club, and optometrist/ophthalmologist sign the form. After investigating the applicant and obtaining all required signatures, the District Service Coordinator may approve or disapprove the request for assistance. If approved, one copy of the WVLSCF Application for Assistance is sent to the service provider, one copy is sent to the Secretary-Treasurer of the Foundation, and one copy is retained by the District Service Coordinator handling the application.

Applications are valid for six (6) months from the date patient receives services.

Section 2. Hearing Cases

The Foundation will purchase up to two hearing aids per client. Requests for hearing aids are handled utilizing essentially the same application process as that used for eye surgeries. The District Service Coordinator must clearly identify on the application that it is a hearing aid request. Upon approval, the Foundation will pay for the hearing aids, up to \$500 per aid, which price includes fitting, office visits, batteries, and necessary follow-up.

Section 3. Stale Applications

Any approved application not closed within 180 days of approval shall be deemed stale and the approval withdrawn, except for excusable neglect or delay for good cause, not the fault of the applicant. NOTE: It shall be the obligation of the District Service Coordinator handling the case to ensure that necessary forms are completed and that the appointments are scheduled.

ARTICLE 14 – PERMANENT ENDOWMENT FUND

The West Virginia Lions Sight Conservation Foundation, Inc. created the Permanent Endowment Fund (PEF) as a permanent and perpetual endowment, with the provision that the corpus or principal shall not be reduced or depleted in any manner. Only the income or interest from this fund may be used or expended by the West Virginia Lions Sight Conservation Foundation, Inc. The WVLSFCF, Inc. shall invest the principal of this Fund as the Trustees so direct. The income or interest from such investments may be used and expended by the WVLSFCF, Inc. in the same manner as its regular funds or donations area used.

Any Lion or non-Lion may become a member of the PEF by paying a one-time payment of \$100.00 to the WVLSFCF, Inc. Payments must be sent to the Secretary-Treasurer of the WVLSFCF, Inc. The payment may be made in installments during any given fiscal year of the Foundation; however, the individual will not become a PEF member until the total amount of \$100.00 is received. Members of the PEF receive a pin and recognition certificate.

All donations received by the PEF become the property of the PEF even if the total received does not amount to \$100.00 or is not received within the year it was started.

ARTICLE 15 – FORMS

- Tab 1 - WVLSCF Application for Assistance**
- Tab 2 - Federal Poverty Guidelines**
- Tab 3 - WVU Hospitals and UHA Financial Statement**
- Tab 4 - Leonard Jarrett Award Application**
- Tab 5 - Letter to Accompany Leonard Jarrett Award**
- Tab 6 - Acknowledgement Card to Accompany Memorial Contribution**
- Tab 7 - Formats for Meeting Agendas**
- Tab 8 - Permanent Endowment Fund Payment Plan Application**
- Tab 9 - Certificate to Accompany PEF Contribution**