

LIONS OF VIRGINIA FOUNDATION, INC.

STANDING RULES



LIONS OF VIRGINIA FOUNDATION, INC.

STANDING RULES

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I. STANDING RULES

Incorporated under the laws of the Commonwealth of Virginia on June 29, 1972.

NOTE: Reference shown herein are to the Bylaws of the Corporation as amended.

- I. Meetings (Ref: Articles VI and VII).
 - A. The Board of Directors shall meet regularly as follows:
 1. Once during the period of the time in which the sub-districts, of Multiple District 24, hold their Fall Conferences.
 2. Once in February or March each fiscal year.
 3. Once during the Lions State Convention.
 4. Once within thirty days following the close of the Lions State Convention. This meeting is known as the REGULAR ANNUAL MEETING.
- II. Board Members
 - A. There shall not be less than eighteen (18) directors as defined in Article VII, Section 2.
 - B. The Sub-District Representatives (Ref. Article VII, Section 2 (3)) Terms and Duties are clarified on page 1 (a).
 - C. The Legal Advisor shall be an Ex-officio of the Board of Directors and as such is expected to attend all meetings of the Foundation.
- III. Officers (Ref: Article VIII, Section 5c).
 - A. The Secretary in addition to keeping the minutes of the deliberations of the Board and of the general membership meetings, shall within 30 days of such meetings, mail copies of these minutes to each Board Member. In addition, a copy of these minutes will be mailed to any Lion member requesting them.
 - B. The Secretary, within thirty days following the annual Board meeting of the Foundation shall mail to each newly elected Board member, each sub-district Governor, and the Lion State Secretary/Treasurer, a packet of information relative to the Foundation. This packet will include, as a minimum, a copy of the Foundation's Bylaws, these Standing Rules, a listing of the Board of Directors, the Foundation brochure, and a supply of the Foundation's stationery and envelopes. In addition a copy of the listing of the Board of Directors shall be mailed to each member thereof.
 - C. The Secretary shall remind the sitting District Governor, within thirty days following the State Convention, of his need to appoint someone to serve as a Director.
- IV. Advisory Board and Committees (Ref: Article IX, Sections 2 & 3).
 - A. The Executive Committee, in addition to its duties outlined in Section 2 of this Article, shall review these Rules annually.
 - B. The President of the foundation shall appoint the members and designate the Chairman of the committees named in the following paragraph. The term of appointment or designation shall be the same as the Foundation's fiscal year.
 - C. The standing committees of the Foundation in addition to the Executive Committee, are as follows:
 1. **Budget and Finance.** This committee shall consist of four or more members, one of whom shall be the Foundation Treasurer, and shall prepare the annual Foundation budget in concert with the policies of the foundation established in Appendix A to these Rules. It shall assist and cooperate with the Treasurer and the Board in planning, maintaining and administering the Foundation's assets.
 2. **Investment.** This committee shall consist of three members and shall be responsible for recommending and managing the investments of the Foundation in accordance with the policies in Appendix A, Exhibit A-2.
 3. **Humanitarian.** This committee shall consist of five members and shall be responsible to administer and process requests for assistance made to the Foundation, in accordance with the procedures established in Appendix B to these Rules.
 4. **Raffle.** This committee shall consist of three or more members and shall be responsible to conduct, coordinate and evaluate the annual raffle. See Appendix C to these Rules.
 5. **Public Relations.** This committee shall consist of four or more members and shall evaluate the image, public awareness, enhancement and other activities of the Foundation and shall make recommendations relative thereto to the Board. It shall supervise and insure the publication of a quarterly Foundation newsletter. Further, the committee shall be responsible to establish and periodically review the criteria for awards and other forms of recognition issued by the Foundation.
 6. **Conflict of Interest.** This committee shall consist of two or more members and it shall administer the Conflict of Interest Policy established in Appendix E. It shall see that the members of the LOVF governing board sign the Annual Affirmation form and, on completion, report such to the board with the original document forwarded to the Secretary for filing with the official records.

LIONS OF VIRGINIA FOUNDATION

SUB-DISTRICT REPRESENTATIVES TERM & DUTIES

The LOVF Sub-District Representatives are elected to a three year term at the MD 24 state convention.

- The term of office for a LOVF Representative start on July 1 and ends three years later on June 30.
- LOVF Sub-Districts 24 E & F representatives were elected to a three year term at the MD 24 State Convention which was held in Tysons Corner, VA on May 28-31, 2009.
- Each year 2 sub-district representatives are elected at the MD 24 state convention in the rotation as presented in Table I below. (Or one-third to be elected each year)
- As of July 1, 2010 the LOVF Sub-District Representatives term of office expires as listed below.

TABLE I

LOVF Sub-Districts	Office Start Date	Office Expiration Date
A&B	July 1, 2010	June 30, 2013
C&D	July 1, 2011	June 30, 2014
E&F	July 1, 2012	June 30, 2015

- The LOVF Sub-District Representative is a voting member of the LOVF Board of Directors.

LOVF Sub-District Representatives Responsibilities

1. Attend all LOVF board of directors meetings & annual meeting.
2. Promote LOVF at the sub-district level and club meetings. By scheduling and presenting programs.
3. Pickup the following year's LOVF Raffle Tickets at the annual meeting.
 - a. Distribute the raffle tickets to the clubs.
 - b. Keep accountability of the raffle tickets. i.e. the number of raffle tickets given to each club by raffle ticket number.
 - c. Ensure that the tickets and money are turned into the LOVF Treasurer before the raffle drawing which takes place at the MD 24 State Convention.
4. Help at the LOVF Booth at the MD 24 State Convention.
5. Promote to the clubs/individuals the LOVF Humanitarian Recognition and the LOVF Humanitarian Progressive Recognition.
 - a. Ensure that the LOVF Humanitarian Recognitions applications are transmitted to the LOVF Secretary in a timely manner. Be sure that enough time is allowed to get the LOVF Humanitarian Recognitions to the sponsoring club or individual.
 - b. Have LOVF Humanitarian Recognition Applications with you when giving programs.
6. When club donations are mailed to the Sub-District Representative be sure to transmit said donations to the LOVF Treasurer within seven days.
7. LOVF Request for Major Disaster or Emergency Relief Request Application.
 - a. Ensure that the LOVF Application for Assistance Application is completed totally before transmitting to the LOVF Secretary.
 - b. LOVF Sub-District Representative must sign and date the application with comments.
 - c. Have the sitting District Governor sign and date the application with comments.
 - d. Advise the Vice District Governor of the application and action with date.
 - e. Transmit to the LOVF Secretary.
 - f. The LOVF Secretary will assign a grant number and forward to the LOVF Humanitarian Grant Committee Chairperson.
8. Bequests, Endowments, Grants to the LOVF Foundation.
 - a. When one of the above is received the LOVF Sub-District Representative will forward to the LOVF Secretary who in return will forward to the LOVF Treasurer.
 - b. Ensure that the Bequests, Endowments, Grants form is completed correctly.

II. APPENDICES

APPENDIX A FINANCIAL ADMINISTRATION

I. **Fiscal Policy.**

A. The Budget and Finance Committee with the cooperation of the Foundation Treasurer shall prepare a budget for the ensuing fiscal year for presentation to the Board of Directors at its Annual Meeting. This budget presentation shall include, but not be limited to the following items and shall be based on the previous years income.

1. Income:

- a. Contributions
- b. Awards proceeds
- c. Raffle proceeds

2. Expenditures:

- a. Disaster Relief
- b. Assistance
- c. Raffle
- d. Public Relations*
- e. Administration*

* Total Public Relations and Administration limited to 10% maximum.

B. The criteria for awarding or granting assistance are set forth in Appendix B to these Rules.

C. The expenses of the Officers, Directors and Legal Advisor shall be reimbursed in accordance with the criteria set forth in Exhibits A-1 and Figure A-1.

D. A surety bond equal to Foundation assets shall be maintained for each member of the Board.

II. **Investment Policy.**

A. Foundation funds shall be invested to provide support as needed for the purposes of the Foundation. The Investment Policy is as shown in Exhibit A-2

III. **Administrative Policy.**

A. Bequests, endowments, grants, etc., made to the Foundation may be in any form or manner but preferably in the form as shown at Figure-2.

B. Memorial contributions to the Foundation shall be acknowledged by the Foundation Secretary in a personal letter to the contributor(s). In addition, receipt of such contributions shall be recognized in the quarterly Foundation newsletter.

C. Contributions to the Foundation by Lions, Lioness and Leos clubs of the Multiple District shall be acknowledged in the quarterly Foundation newsletter. The last issue of the Foundation newsletter in any given fiscal year shall list these contributions with totals by sub-district.

**RULES OF AUDIT
GOVERNING REIMBURSEMENT OF EXPENSES**

The following limitations apply for reimbursement of expenses:

- A. Only Officers and Directors may submit claims.
- B. Only designated expenses are reimbursable.
- C. Allowable expenses may be claimed only for duties related solely to Lions of Virginia Foundation business and MAY NOT be claimed if:
 - (1) Concurrent with another District or State Conferences, Convention, or Meeting in which claimant participates or;
 - (2) For expenses within District in which claimant resides for which District Reimbursement should be claimed.
- D. Except for transportation mileage, copies of actual expense vouchers must be submitted with claim.
- E. Disputed claims will not be reimbursed until satisfactorily resolved.

DESIGNATED REIMBURSEMENT EXPENSES

- 1. **TRANSPORTATION** - Reimbursed on the basis of twelve cents (12¢) per mile for the shortest point-to-point travel distance, plus bridge, ferry, and/or toll charges, regardless of mode of transportation.
- 2. **LODGING** - Single occupancy rate, including tips, not to exceed \$30.00. MAY NOT be claimed if one-way travel distance is less than 150 miles except when meeting adjournment is after 6:00 pm Eastern Time Zone.
- 3. **MEALS** - Actual cost, including tips, not to exceed \$14.00. May be claimed only when overnight lodging is required.
- 4. **TELEPHONE** - Reimbursed only when made by claimant and only for administrative purposes pertaining to Lions of Virginia Foundation.
- 5. **POSTAGE** - Reimbursed for postage actually expended on business of Lions of Virginia Foundation.
- 6. **REPRODUCTION** - Reasonable reimbursement of actual expenses of duplicating official mail or materials.

NOTICE: Mail original and one copy to Lions of Virginia Foundation President and one copy to District Governor of District from which claim is submitted not later than 1 June. Payment of claims are subject to budget limitations.

LIONS OF VIRGINIA FOUNDATION, INC. EXPENSE CLAIM FORM

Name: _____ Office: _____

Street Address: _____ District 24- _____

City/State/Zip: _____ DATE _____

DATE	PHONE/POSTAGE/REPRODUCTIONS	AMOUNT	DATE	PHONE/POSTAGE/REPRODUCTIONS	AMOUNT

SUB-TOTAL →

DATE	PHONE/POSTAGE/REPRODUCTIONS	AMOUNT	DATE	PHONE/POSTAGE/REPRODUCTIONS	AMOUNT

SUB-TOTAL →

SIGNATURE _____ DATE _____ <div style="text-align: center; font-size: small;">CLAIMANT</div>	POSTAGE MISCELLANEOUSE ITEMIZE
APPROVED _____ DATE _____ <div style="text-align: center; font-size: small;">LOVF PRESIDENT</div>	GRAND TOTAL PAID
EXPLANATION OF EXCEPTIONS:	

Figure A-1

MANAGEMENT AND SPENDING POLICY FOR INVESTMENT FUNDS

I. INVESTMENTS

- A. Investment decisions should seek to emphasize those securities, primarily stocks, which are likely to produce a superior over a long period as measured by cumulative income payments and portfolio evaluation. Long-term growth of income and principal is more important to the Foundation than short-term trading strategies or high immediate cash income.
- B. The primary investment vehicle will be no-load market index mutual funds which track the S&P 500 and other broad market equity indexes such as the Wilshire 5000 or the Russell. The objective is to incur minimum expenses and achieve maximum diversification.
- C. The "prudent man rule" shall be the governing principle in investment decisions.

II. OBJECTIVES

- A. Maintain and improve, if possible, the purchasing power of the investments.
- B. Withdraw funds for authorized expenditures from traditional investment sources, i.e., Money Funds, interest income, dividends, realized and unrealized capital gains in that order.
- C. Use gifts to the invested funds to increase the real value of the funds, not to compensate for declines in investment value, unless otherwise designated by the donor.

III. SPENDING

- A. At the discretion of the Board of Directors, funds may be expended from investments to meet approved Humanitarian or Disaster request in excess of the annual budget.
- B. For Humanitarian requests, the spending level for the LOVFDn year shall not exceed 6% of the moving average market value of the invested funds on January 1st of the previous three years. The percentage level of authorized potential payout shall be reviewed annually by the Investment Committee and the dollar amount noted as a footnote on the annual budget.
- C. For Disaster requests, the spending level will be approved by the Board of Directors in response to the event.
- D. Any budget income in excess of the year's expenditures will be made available at the end of the year to the Investment Committee for addition to the Investment Funds.

IV. DIVERSIFICATION

Funds will be invested in accordance with the following guidelines:

Cash and Short-Term Securities
Common Stock

A 70/30 mix weighted in either direction at the discretion of Investment Committee.
A Maximum of 70% for either Fund is permitted

V. CASH AND SHORT-TERM SECURITIES

The purpose of this portion of the Investment Fund is liquidity and stability. Funds will be in the form of cash, Money Funds, or commercial bank Certificates of Deposit.

VI. COMMON STOCK

- A. Equity investment will normally account for the major portion of the investing holdings. At market, these investments might range as high as 90% under conditions favorable to their purchase and retention.
- B. Equity investments will normally be made using broad index funds that represent the S&P portion of the stock market or a broader index representing the total market.
- C. Equity investments will not be made in hedge funds, limited partnerships, derivatives, sector indexes, or narrow market indexes.

VII. INVESTMENT COMMITTEE

- A. The Committee shall consist of the Foundation President, Treasurer, and one or more members appointed by the Foundation President.
- B. The Committee is responsible to review the investment portfolio regularly and to recommend major changes to the Board of Directors. The Committee may act, by majority vote, on an emergency basis if market conditions indicate that immediate action is necessary. Meetings and vote may be held by conference calls, by mail, or by e-mail.
- C. The Committee will initiate a review of the investment portfolio by a competent financial advisor at least annually. It shall report the results of the review to the Board of Directors at its Annual Meeting.
- D. The Committee will sell and reinvest all securities, real property, or other items received by gift or bequest unless prohibited by terms of such gift or bequest. The timing of the sale will be at the discretion of the Committee, but will be as expeditious as prudent.

Lions of Virginia Foundation, Inc.
BEQUESTS, ENDOWMENTS, GRANTS TO THE FOUNDATION

Date: _____

Donor's name: _____

Address: _____

Amount donated: _____

- Term:** a. one time
 b. periodic (monthly, yearly, etc.)

Date monies received: _____

Signed: _____
 LOVF Secretary

Figure A-2

APPENDIX B REQUEST FOR ASSISTANCE

- A. **Administration of requests for assistance.** The Foundation shall focus its major areas of involvement on disaster relief, sight and hearing conservation and other areas of Lions Clubs International emphasis.
1. **Major Disaster and Emergency Relief request.**
 - a. Requests for Major Disaster and Emergency Relief assistance for amounts up to \$50,000 may be approved by the Executive Committee, if the following criteria are met:
 - (1) The Major Disaster and Emergency Relief fund contains sufficient monies to cover the request.
 - (2) The District Governor, or the District Elected representative in the absence of the District Governor, of the Sub-District within which the disaster or emergency occurs, requests the Foundation's assistance.
 - (3) The cognizant District Governor or his designee agrees to coordinate the use of the Foundation's money.
 - (4) The disaster or emergency occurs within the geographical boundaries of the Commonwealth of Virginia and affects human life, and the ability to survive, of a relatively broad segment of the population within the immediate geographical area of the disaster or emergency.
 - (5) The disaster or emergency is such that the money needed is beyond the financial capability of the Lions and Lioness clubs acting individually or collectively as Zone, Region, or Sub-district.
 - (6) The Executive committee attempts to coordinate its efforts with other agencies in the area (local Chapter of the American Red Cross, State and Federal programs, etc.).
 - b. Requests for Major Disaster and Emergency Relief assistance, in excess of \$50,000, must meet the criteria established in paragraph A 1. a., above, and must be approved by a majority of a quorum of the Board of Directors at a regular or special meeting of the Board of Directors.
 - c. As soon as possible, but not later than 30 days after the emergency is over, the recipient organization is requested to provide a summary report of the use of the funds with photographs if available. The report will be made to the chairperson of the Humanitarian Committee for filing by the Treasurer to be used in the event it is needed for tax reporting.
 2. **Service to Humanity Requests.**
 - a. Service to Humanity requests may be approved by the Board if the following criteria are met.
 - (1) Assistance to individuals or organizational entities shall be considered on a case-by-case (or application-by-application) basis, but only when received from a Lions or Lioness Club from within Multiple District 24 or from a cabinet member of one of the sub-districts.
 - (2) The requests are presented to the Humanitarian Committee on the LOVF Form, shown at Figure B-1, not less than thirty (30) days prior to its meeting.
 - (3) Sufficient, appropriately budgeted, funds are available to meet the request.
 - (4) The cognizant District Governor has approved the request, after reviewing it with the District Representative.
 - (5) The Humanitarian Committee has approved the request.
 - b. Service to Humanity request for \$3000.00 or less may be approved solely by the Humanitarian Committee and the President if the criteria under Section A.1.a are met.
 3. **Administrative processing of requests.**
 - a. Request for assistance, in proper form must pass through the following sequence of events as shown at Figure B-1.
 - (1) The request will be submitted through a District Representative who will review it for accuracy and completeness. It will be returned to applicant if not properly completed.
 - (2) The District Governor must review the request, make comments, and forward it to the Foundation Secretary and advise the Vice District Governor as Information Only.
 - (3) The Foundation Secretary will record on the application the date it was received and then forward it to the Chairperson of the Humanitarian Committee with an information copy to the LOVF President. Further, the Secretary will advise the cognizant District Governor the date the application was forwarded to the Chairperson of the Humanitarian Committee.
 - (4) The Humanitarian Committee will act on all requests prior to the next Foundation meeting and take one of the following actions:
 - (a) In those cases where local sources have not been exhausted, the application is incomplete or does not warrant future consideration, the Humanitarian Committee will return it to the cognizant District Representative for resubmission, or return to the applicant.
 - (b) If the request is approved, the Chairperson of the Humanitarian Committee will present it at the next Foundation Board meeting for approval or disapproval. In the event that a Board Meeting is not scheduled soon enough for appropriate action the President may seek approval by the Executive Committee by telephone or other suitable medium, the decision to be approved by the Board at its next meeting.
 - (5) After Foundation Board or Executive Committee action, the Foundation Secretary will advise the cognizant District Governor of the Foundation's action.
 - (6) If a request is disapproved due to lack of LOVF funds, it would be reconsidered in the future, but only if it is resubmitted. Requests will not be held in abeyance.
 - (7) The LOVF Special Needs Equipment Program operates to a simplified procedure defined in Exhibit B-1.



LIONS OF VIRGINIA FOUNDATION, Inc.

APPLICATION FOR ASSISTANCE



PART A. This application form is designed to satisfy the information needs by which a decision may be made regarding a request for assistance. If the application is an individual, complete parts **B** and **D**. If the applicant is an organization, then complete parts **C** and **D**.

PART B. INDIVIDUAL APPLICANT INFORMATION

1. Name—First, Middle, Last: _____
2. Address: _____ City: _____ Zip code+4 _____
3. Telephone Numbers: Daytime: () _____ Evening: () _____
4. Email: _____ Date of Birth: _____
5. If applicant is a minor—
 - A. Parent's Name—First, Middle, Last: _____
 - B. Address, if different from Item 2, above _____
 - C. City: _____ Zip code+4 _____
 - D. Telephone Numbers: Daytime: () _____ Evening: () _____
 - E. Email: _____
6. Sponsoring Lions Club: _____ District 24-____ Phone Number:() _____

PART C. ORGANIZATION APPLICANT INFORMATION

1. Formal Name of Organization If non Lions Club: _____
2. Sponsored by _____ Lions Club
3. Address: _____ City: _____ Zip code+4 _____
4. Contact Person's Name: First, Last: _____
 - A. Address: _____ City: _____ Zip code+4 _____
 - B. Telephone Numbers: Daytime: () _____ Evening: () _____
 - C. Email: _____
5. Date of Organization's Incorporation: (5, 6, & 7 to be completed by non-Lions Club applicant). _____
6. If organization is a chapter or affiliate of a national organization, give the date of local chapter or affiliate's inception:
Date: _____
7. If affiliated with a national organization, is the local organization required to contribute a portion of its receipts to the national organization? Yes _____ No _____ If yes, how much (percentage)? _____ % Explain how the amount is determined.

Figure B-1

8. What geographical area will be served by or through receipt of the requested assistance?

9. Approximate number, if any, of persons who will be served by/or through receipt of requested assistance? _____
10. What is the period of time during which the requested assistance will be expended? _____
11. Attach to this application the following documents: (a thru e is not required if applicant is a Lions Club)
- Copy of the organization's Article of Incorporation, Charter, By-Laws or other governing instruments.
 - Names and titles of the Officers, Directors and members of the governing board.
 - Most recent annual financial statement.
 - Current year's operating budget including sources of income.
 - If organization has an endowment, give the current market value.
 - Statement that a written report on the use of the funds will be rendered to LOVF if request is approved.

PART D. REQUESTED ASSISTANCE INFORMATION

1. Type of assistance requested (check one)
- Grant-full Loan Interest Non-Interest
 - Grant-matching * Other. If other, explain: _____
 - Grant-partial
- * Although not a requirement, matching grants will be looked upon with greater favor by LOVF
2. Amount of financial assistance or estimated cost of other assistance requested: \$ _____ Give details of total funding of projects/activity including amount requested from LOVF
3. Purpose of assistance and how does it relate to the objectives of the Lions of Virginia Foundation?

4. Is applicant sponsored by a (check one): (Note: By sponsoring hereof, the sponsor affirms that reasonable efforts have been made, within the sub-district to obtain funds necessary to provide the assistance requested)
- Cabinet Member Lions Club
- Cabinet Member's Name or Name of Lions Club contact. _____
 - Address: _____
 - City: _____ Zip code+4 _____
 - Telephone Numbers: Daytime: () _____ Evening: () _____
 - email: _____
 - Name of Sponsoring Lions Club: _____
 - Sponsor Signature: _____
 - Sub-District: 24- _____

Figure B-I (cont)

PART E APPLICATION PROCESSING

All applications must be submitted to the respective District Representative for processing as follows:

- 1. Action by District Representative: Review for accuracy and completeness and reaffirm that reasonable efforts have been made within the District to obtain funds necessary to provide the assistance requested. Return the application if not properly completed.

District Representative Signature _____ Sub-District 24- _____ Date: _____

Comments: _____

- 2. Action by District Governor: Signature _____ Sub-District 24- _____ Date: _____

Comments: _____

- 3. Advise Vice District Governor of Application and Action. Date: _____

- 4. Date Received by LOVF Secretary: _____

- 5. Date Forwarded to Chairperson of Humanitarian Committee: _____

- 6. Date Information copy sent to LOVF President: Date: _____

- 7. Date Received by Chairperson of Humanitarian Committee: _____

Action by Humanitarian Committee. (Check one)

Approved (to be presented to Board of Directors)

Disapproved and returned to applicant through District Representative. Give reasons for disapproval.

Incomplete and returned to cognizant applicant through District Representative for additional information and re-submission. Notification of this action to respective District Governor and Vice District Governor.

- 8. Action by Board of Directors: Approved Disapproved Date: _____

If disapproved state reasons for disapproval _____

- 9. _____ Date cognizant District Representative, District Governor and Vice District Governor informed of Board action.

- 10. _____ Date approved request and application forwarded to LOVF Treasurer.

- 11. Check number _____ Dated _____ countersigned by LOVF President and forwarded with cover letter to recipient.

Note: LOVF Secretary and Treasurer to maintain files of all applications after LOVF Board action.

Exhibit B-1

Special Needs Equipment Program Operating Procedure

The Board approved, at its September 27, 2008 meeting, the Subject. Since instituting that policy, there has been a good bit of confusion surrounding the overall operation of the Lions of Virginia Special Needs Equipment Program (LVSNE), and its relationship with the Lions of Virginia Foundation (LOVF). It appears some clarification, and simplification, is in order.

LVSNE is now a Standing Committee of the Lions of Virginia and, as such, its members are appointed yearly by the Council of Governors subject to regular turn over. LOVF wishes to support the work of the committee, as it has for a number of years, but in a more defined way. LOVF does not wish to oversee the details of the LVSNE, but only to be a resource to Virginia citizens. To that end, we offer the following as a replacement of the existing LVSNE policies of LOVF. The LOVF President will appoint a Lion to act as a liaison between LOVF and the LVSNE Committee.

- * LOVF will make advance, block grants to LVSNE. Said grants shall be considered by the Humanitarian Committee for recommendation to the Board. A simple written grant request will be provided by LVSNE to the Humanitarian Committee. The request may be in the form of e-mail, letter, or other written format, to the Humanitarian Committee Chair, but does not have to be on a standard LOVF grant application form.
- * LVSNE will determine the specific distributions of those funds, under their own operating guidelines which must be consistent with 501 c 3 practices. Properly descriptive invoices, along with any other supporting documentation, for those distributions, shall be submitted to the LOVF Treasurer, who shall pay the invoice against the block grant allocation. The Treasurer may call upon any other LOVF officer or director to assist in review of the invoices, at his or her discretion.
- * Following distribution of all, or most, of the grant funds, a report of those distributions, accompanied by invoices and any other supporting documentation, shall be provided to the Humanitarian Committee for its review.
- * Once a satisfactory report of prior distributions is received, LVSNE may make a request for additional block grant funding to the Humanitarian Committee. The latter shall evaluate that request based upon other Foundation activities and budget conditions, and make a recommendation to the Board.
- * LOVF shall receive funds from individuals, or organizations, designated specifically for LVSNE. The Treasurer shall provide LVSNE a listing of the designated donations received for the preceding month. LVSNE shall acknowledge those donations, to the donor, on behalf of itself and LOVF. LVSNE may choose the specific process by which these acknowledgements are accomplished, and they shall include any appropriate, required IRS language to support the donor.
- * Donations received by the Foundation, specifically designated for LVSNE will not be eligible to designate Distinguished Humanitarian recognition.
- * The Foundation shall include a line item in its annual budget, designated for LVSNE. Said line item shall include estimated income from specified donations, along with funds allocated from the Foundation's general funds. Approved grants shall be allocated to budgeted designated funds first, and to budgeted general funds secondarily.

LIONS OF VIRGINIA FOUNDATION (LOVF) Emergency Grant Report Form

1. District _____ 2. Grant number _____ 3. Amount awarded _____
4. Type of disaster _____ 5. Date disaster occurred _____
6. Date emergency grant relief efforts completed _____
7. Number of direct beneficiaries broken down by type of services received _____
8. Final emergency grant budget. Itemize amount spent per category (attach additional sheets if needed).

Item	Amount	Item	Amount
Food/Water		Blankets	
Clothing		Other	
Medical Supplies			

TOTAL SPENT _____

9. Describe nature of the situation, detailing the need for an LOVF emergency grant _____

10. How did the LOVF emergency grant funds help in providing relief to those affected? _____

11. How have the Lions relief efforts affected the people in your community? _____

12. How have the Lions relief efforts helped the community learn more about the work of your district? _____

13. How have the LOVF emergency grant and Lions relief efforts been publicized? _____

DID YOU REMEMBER TO INCLUDE . . .

- Original receipts for all items and supplies purchased with LOVF grant funds?
- Photos showing the Lions involvement in relief activities?
- If available, clippings of newspaper articles, CDs or DVDs (in English) publicizing the Lions relief efforts?
- Keep a copy of the entire report being sent to LOVF for the district files?
- Send report to LOVF via a traceable mail service (i.e., DHL, FedEx, UPS, Courier, etc.) to reduce the chance that the mailing will be lost in the mail?
- **Evidence that the district cabinet has reviewed and approved the report?**

As the grant administrator, in signing this document, you verify that the information contained in this report submitted to LOVF details an accurate and factual accounting of the Lions relief efforts carried out with LOVF grant funds. You further understand that LOVF will contact you with any questions regarding this final report.

Date: _____

Grant Administrator: Name (print) _____

Signature _____

Failure to submit a final report in a timely matter may affect the district's chances of applying for subsequent or future emergency grants. LOVF must first close out previous emergency grants before considering additional requests for assistance. Please contact LOVF with any questions regarding the completion and submission of this report.

APPENDIX C FUND RAISING

- I. **General.** There is one form of fund raising currently used by the Foundation, i.e., the annual raffle which is explained in the following paragraphs.
- A. **Raffle.** The Foundation shall sponsor and conduct an annual State-wide raffle offering three prizes.
- First prize, \$10,000.00 Cash
 - Second prize, \$500.00 Cash
 - Third prize, \$ 500.00 Cash
- (1) Tickets shall be prepared as shown in Exhibit C-1 to these Rules, numbered individually and booked thirty per book. The books are to be printed immediately after the Annual Meeting of the Board in quantities requested by elected District Representatives. Tickets should be mailed to the elected District Representatives in the quantities available as soon as possible after the beginning of the Lions' year.
 - (2) The books of tickets shall be sold to Virginia Lions, Lioness and Leo Clubs for \$10.00 per book. Tickets shall be resold for \$1.00 with the selling club retaining \$20.00 per book for its activities account.
 - (3) Completed stubs should be returned to the Foundation Raffle Committee through the Elected District Representative before or at the Multiple District Convention at which place and time the drawing is to take place.
 - (4) Tickets sold at the State Convention Foundation desk shall be at the cost of \$1.00 each or six for \$5.00.
 - (5) The seller(s) of the winning ticket(s) shall receive \$100.00 each.
 - (6) After adjournment of the State Convention, the Foundation's Representative of the District in which the next State Convention is to be held, shall arrange for the transportation to and storage of the raffle "barrel".

LOVF RAFFLE TICKET

Sample rendering of LOVF raffle ticket which is redrawn and printed each year to include required legal information.

- Ticket is 6 1/2" X 2 3/4" in size with 1/2" of its length being used to staple the tickets in the book together
- Three inches from the left margin there is a serration so the stub section can easily be separated from the information section of the raffle ticket.
- A unique number is imprinted on each ticket. This number is printed on the stub as well as on the informational portion of the raffle ticket.

Lions of Virginia Foundation, Inc. LOVF Annual Sweepstakes Notice and Order Form

Our annual request for funds from Lions Clubs, Lioness Club and Leo Clubs of District 24 has two options.

- (1.) Purchase of raffle books of 30 tickets per book for \$10.00 and sell the entire book of 30 chances at \$1.00 per ticket, giving a \$20.00 profit per book sold to the club.
- (2.) Make a cash donation or contribution in lieu of selling raffle books.

The sample raffle ticket shown below provides full details on the three prizes offered with the seller of each winning ticket receiving \$100.00. Drawing will be held at noon on the last day of the Virginia Lions State Convention during May. Remember all money raised by LOVF is disbursed within the state of Virginia. The enclosed illustration brochure provides additional information.

No. 999999	Name _____ Address _____ City & State _____ Phone (_____) _____ Club _____ Sign _____	Seller of winning ticket receives \$100.00 if signed	Lions of Virginia Foundation, Inc. LOVF Annual Raffle 1st — \$10,000 Cash 2nd — \$500 Cash 3rd — \$500 Cash Drawing at Lions of Virginia State Convention (Date) _____ ROAR for L O V Fdn Sake DONATION \$1.00 Winner Need Not be Present to Win Lions, Lionesses and Leo Clubs not eligible Lions, Lionesses and Leo members are eligible	No. 999999
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VIRGINIANS HELPING VIRGINIANS

Order form for LOVF Raffle Books or to accompany your club cash contribution

1. Club Name _____ Date _____
2. Club Chairperson (for raffle book sales) _____ Phone(_____) _____
3. Address where raffle books are to be mailed or delivered. _____
4. Check Enclosed # _____ \$ _____ Dated _____ Number of raffle books requested _____
5. Cash contribution in lieu of raffle book purchase \$ _____
6. Make checks out to LOVF and post to your District Representative.

Exhibit C-1

To: District 24 Lions, Lioness and Leo Clubs

Your Lions of Virginia Foundation LOVF is again conducting its annual sweepstake raffle and request for contributions to help defray the cost for contributions of the Lion's year. This offers each club an opportunity to raise money for their own use and at the same time help the Foundation. Each raffle book of thirty (30) \$1.00 chances cost your club \$10.00 with a \$20.00 club profit on each book sold, 5 books = \$100.00; 10 books = \$200.00. A few clubs sell 50+ books for a \$1000.00 profit to go toward your club's activities project.

There will be three winners, with drawings at the Lions of Virginia State Convention in May.

1st Prize — \$10,000 in Cash

2nd Prize — \$500 in Cash

3rd Prize — \$500 in Cash

Sellers of winning ticket will receive \$100 cash (3 winners)

REMINDER: Individual Lions, Lioness, Leo members or their family are ELIGIBLE to participate but LIONS CLUBS, LIONESS CLUBS OR LEO CLUBS names may not be placed on raffle tickets. Clubs as an organization are not eligible to be winners.

Remember, the Lions of Virginia Foundation is your organization and each member of your club is a member. A minimum goal could be for each member to sell one book for a \$20.00 return to the club. Sell tickets at all of your other fund-raising activities. A few clubs offer a book of tickets as an option in lieu of cash for 50/50 club drawing — an assist to your administrative fund. Several Lions Clubs display a new model Ford Escort or Ranger pickup from a local Ford dealer on different weekends at a shopping center with a two member crew manning the sales table wearing a Lions hat, vest or jacket and arm band, while the club banner is displaying the club name and Lion emblem. The club uses this opportunity to distribute club membership brochure and Lions literature for prospective members. Remember some clubs have been selling 50+ books each year for a \$1000.00 + profit. A two page flyer on how to conduct this method of selling is available upon request.

Since its inception in 1972, the Lions of Virginia Foundation has distributed over \$650,000 for extremely worthy causes — all within the State of Virginia, i.e., flood relief in Southwest Virginia, startup money for the Lions of Virginia Hearing Foundation, expansion of the Hearing Foundation equipment needs, all Lions of Virginia Eye Banks, a \$20,000 interest free loan to District 24-A Youth Camp.

Many clubs do not wish to participate in a raffle because they already have one of their own or they simply do not like or approve of raffles. This is understood and accepted, but LOVF still needs the support of every club in the State if we are to continue assistance to the needs of fellow Virginians — so please consider a contribution/donation in lieu of selling raffle books. Some clubs are purchasing books and writing in names of local charities or organizations that they support, such as a local Hospice or hospital. If either organization wins, the club may consider the prize as a contribution.

Please use the attached form to order raffle books. They will also be available at the Fall and Winter Conferences. Checks for donations or raffle books should be made out to LOVF NOT District 24. As a 501 (c) (3) IRS approved non-profit organization, LOVF funds should not be co-mingled with District 24 funds which is an administrative entity and has representation on the Lions of Virginia Foundation board. IRS not-for-profit Control Number = 23-7321881; Virginia State Corporation Identification Number = 0139281-0.

Exhibit C-1 (cont)

APPENDIX D
MISCELLANEOUS RULES FOR BANNERS, AWARDS
AND RECOGNITIONS

I. **Banner, award and recognition.**

A. **Banner.** The Foundation shall provide a Lions of Virginia Foundation Banner to each sub-district of the Multiple District 24 for its use at various activities. The elected District Representative shall be custodian of this banner. The banner pattern is shown in Exhibit D-1 to these Rules.

B. **Lions of Virginia Distinguished Humanitarian Recognition (DHR).**

A plaque similar to the one shown in Exhibit D-2 shall be issued in consideration of a contribution to the Foundation in the amount of seven hundred fifty dollars (\$750.00). The contribution may be paid in up to three installments over a period not to exceed three years. The plaque will be issued as follows:

(1) When one payment of \$750.00 is received by LOVF the plaque will be issued at the request of the sponsor.

(2) When two or three payments for the total of \$750.00 have been received by LOVF, the plaque will be issued at the request of the sponsor.

(3) The purchase of Raffle Tickets, etc., from the foundation will not count towards this contribution.

(4) The designee may be an individual or organization within or outside of Lions Clubs International.

(5) The contribution may be made by an individual or an organization and may be made in memory of an individual.

(6) The Foundation may choose, on a limited occasion, to recognize a person or organization which has rendered particularly meritorious service to the LOVF Foundation itself, by the presentation of the DHR plaque. When such recognition is to be considered, a regular application, along with a description of why the recognition is warranted, shall be completed by the recommending person/entity. That application shall be presented to the Executive Committee for consideration, at least sixty days prior to the meeting at which it would be voted on. The executive Committee shall have the authority to decline the application, or submit it to the full LOVF Board for its final approval

(7) Application must be made on the form shown in Exhibit D-3 to these Rules.

C. **"Progressive" Lions of Virginia Distinguished Humanitarian Recognition (PDHR):**

This recognition consisting of a small diamond added to the lapel pin may be awarded as additional recognition to anyone who has previously received the DHR upon receipt of a donation of \$750.00 to the LOVF. Application must be made using the LOVF Form shown at Figure D-2.

LOVF Banner

LIONS OF VIRGINIA FOUNDATION INC.



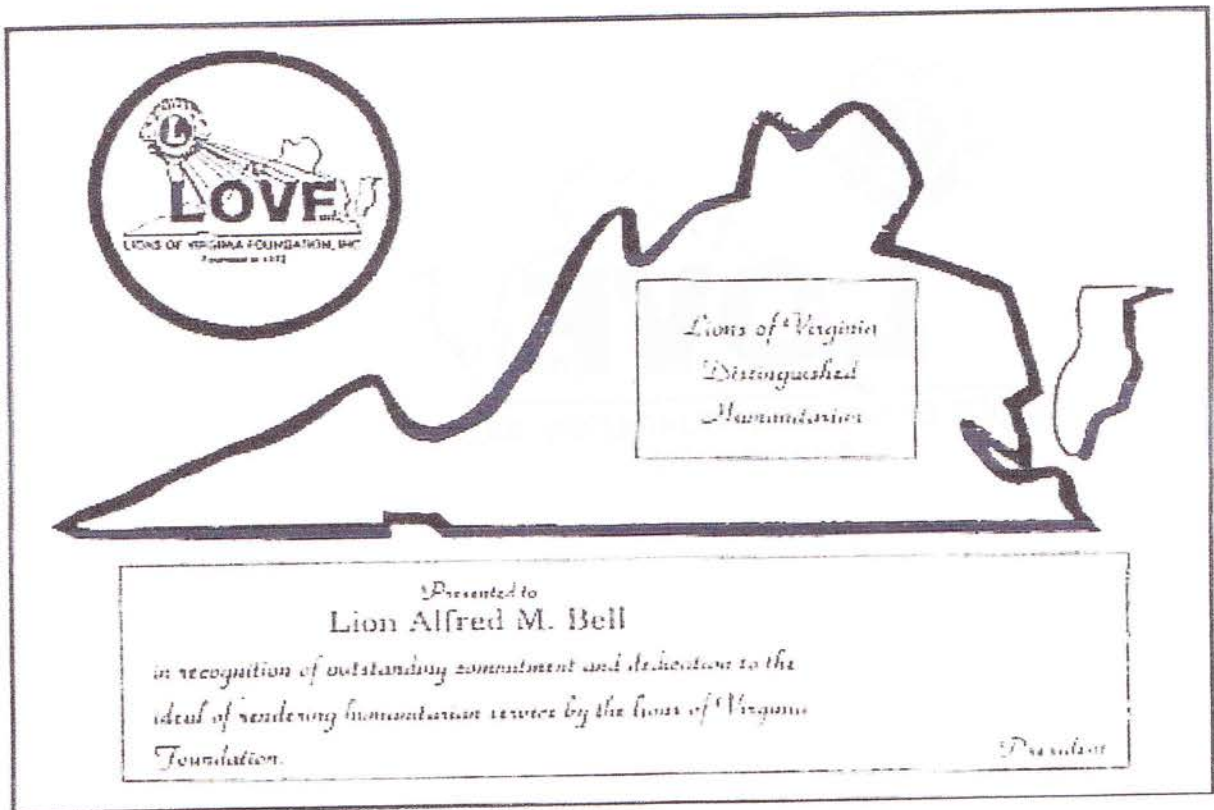
Exhibit D-1

Lions of Virginia Distinguished Humanitarian Recognition (DHR)

LIONS OF VIRGINIA FOUNDATION INC.



PLAQUE



Distinguished Humanitarian Recognition Lapel Pin



1st Progressive Distinguished Humanitarian Recognition Lapel Pin



Exhibit D-2

2nd Progressive Distinguished Humanitarian Recognition Lapel Pin



LIONS OF VIRGINIA FOUNDATION INC.

APPLICATION
<http://www.LOVF.org>



THE LOVF DISTINGUISHED HUMANITARIAN RECOGNITION (DHR)

The following person has been nominated to receive the above award. Our club/personal check of \$750.00 is enclosed or partial payment of \$ _____ is enclosed. Memorial donation Yes or No

LOVF Humanitarian Award No: (Leave Blank) _____

(May be made in one, two or three payments over three years)

1st payment Check # _____ Check Date _____ Amount \$ _____

2nd payment Check # _____ Check Date _____ Amount \$ _____

3rd payment Check # _____ Check Date _____ Amount \$ _____

Name of Recipient: (As it is to appear on the plaque) please print or type

Mr/Mrs/Lion/Lioness/Honorable: _____

Address of Recipient: _____

City: _____ **State:** _____ **Zip + 4** _____

Telephone No: _____ **Fax No:** _____

Email Address: _____

Name of Sponsoring Club/Lion: _____

District 24: _____ **Date of Application:** _____

Name/Address of Club Secretary: _____

Street: _____ **City:** _____ **State:** _____ **Zip + 4** _____

Telephone No: _____ **Fax No:** _____

Email Address: _____

Signature: _____ **Club Secretary or President**

Date by which Award must be received _____

(Please allow 30 days for processing)

NOTE: The plaque will be sent to the Club Secretary after a total of \$750.00 is received unless otherwise indicated above.

IRS not-for-profit control number = 23-7321881.

Virginia State Corporation Identification Number = 0139281-0

Please mail application and check to your District Representative.

Figure D-1

LIONS OF VIRGINIA FOUNDATION INC.

APPLICATION
<http://www.LOVF.org>



THE LOVF "PROGRESSIVE" DISTINGUISHED HUMANITARIAN RECOGNITION (PDHR)

The following person has been nominated to receive the above award. Our club/personal check of \$750.00 is enclosed or partial payment of \$ _____ is enclosed. Memorial donation Yes or No

LOVF Progressive Humanitarian Recognition No: (Leave Blank) _____

(May be made in one, two or three payments over three years)

1st payment Check # _____ Check Date _____ Amount \$ _____

2nd payment Check # _____ Check Date _____ Amount \$ _____

3rd payment Check # _____ Check Date _____ Amount \$ _____

Name of Recipient: *please print or type*

Mr/Mrs/Lion/Lioness/Honorable: _____

Address of Recipient: _____

City: _____ **State:** _____ **Zip + 4** _____

Telephone No: _____ **Fax No:** _____

Email Address: _____

Name of Sponsoring Club/Lion: _____

District 24: _____ **Date of Application:** _____

Name/Address of Club Secretary: _____

Street: _____ **City:** _____ **State:** _____ **Zip + 4** _____

Telephone No: _____ **Fax No:** _____

Email Address: _____

Signature: _____ **Club Secretary or President**

Date by which Award must be received _____

(Please allow 30 days for processing)

NOTE: The Pin will be sent to the Club Secretary after a total of \$750.00 is received unless otherwise indicated above.

IRS not-for-profit control number = 23-7321881.

Virginia State Corporation Identification Number = 0139281-0

Please mail application and check to your District Representative.

Figure D-2

APPENDIX E LOVF CONFLICT OF INTEREST POLICY

Article I: Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt Organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II: Definitions

1. **Interested Person.** Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III: Procedures

1. **Duty to Disclose.** In connection with any actual or possible conflict of interest an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interest person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. **Procedures for Addressing the Conflict of Interest.**
 - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion or, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. Inconformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. **Violations of the Conflicts of Interest Policy.**
 - a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such believe and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest it shall take appropriate disciplinary and corrective action.

Article IV: Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V: Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI: Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annual sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII: Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement impermissible private benefit or in an excess benefit transaction.

Article VIII: Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

LOVF CONFLICT OF INTEREST ANNUAL AFFIRMATION

I affirm with my signature, as a director, principal officer or member of a committee with governing board delegated power, that I have:

- a. received a copy of the Conflict of Interest Policy
- b. read and understand the Policy
- c. agreed to comply with the Policy and
- d. understand the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes

Signature	Printed Name	Date

Signature	Printed Name	Date

APPENDIX F

LIONS OF VIRGINIA LEGACY FUND (LVLV) GOVERNANCE

The Lions of Virginia Foundation (LOVF) shall elect three members to serve on the LVLV Board, according to the LVLV Articles of Incorporation and Bylaws. Each of those members shall serve a three year term, for staggered periods. The initial Board was elected in 2010, and expirations of the initial Board members' terms of service shall occur in 2011, 2012 and 2013.

The LOVF Board shall, at its meeting prior to the State Convention meeting, elect one member to the LVLV Board, each year, corresponding to the respective year of service expiration.

In the event that a member is unable to complete his, or her, term of LVLV service, the LOVF Board shall elect a replacement member to complete the unexpired term, at its earliest opportunity.

III. RECORDING DATES FOR ADOPTED STANDING RULES AMENDMENTS

Amendments made from the Board meeting October 16, 2004 are incorporated herein, in the proper article and section.

October 16, 2004

Philip W. Schrack, P.C.C., District 24-A

Amendments made from the Board meeting January 22, 2005 are incorporated herein, in the proper article and section.

January 22, 2005

Philip W. Schrack, P.C.C., District 24-A

Amendments made at the State Convention of 2006 are incorporated herein, in the proper article and section.

May 16, 2006

Philip W. Schrack, P.C.C., District 24-A

Amendments made at the State Convention of 2008 are incorporated herein, in the proper article and section.

May 16, 2008

Barbara F. Senecal, PDG, District 24-D

Amendments made from the Board meeting June 12, 2010 are incorporated herein, in the proper article and section.

October 14, 2011

Barbara F. Senecal, PDG, District 24-D

Amendments made from the Board meeting May 20, 2011 are incorporated herein, in the proper article and section.

October 14, 2011

Barbara F. Senecal, PDG, District 24-D

Amendments made from the Board meeting June 18, 2011 are incorporated herein, in the proper article and section.

October 14, 2011

Barbara F. Senecal, PDG, District 24-D

