

Lions Youth Foundation
OF
Multiple District 22

Policies
And
Procedures
Manual

Multiple District 22
May 1, 2007

Table of Content

	Page
Name	3
Preface	3
Mission	3
Purpose	3
Objectives	4
Administration	5
Operation	6
Board of Trustees	7
Officers	7
Selection of Officers	7
Vacancies	8
Removal of Elected Officer	8
Fiscal Year	8
Meetings of the Foundation	8
Quorum	9
Funding	9
PIP Clement Kusiak Fellowship	10
Duties of Officers	11
Chairman	11
Vice Chairman	11
Secretary	12
Treasurer	12
Endowment Trust Fund	13
Foundation Budget	14
Committees/Other Committees	15
Audit Committee	15
Corporate Affairs Committee	16
Education Committee	16
Executive Committee	17
Finance Committee	17
Fund Raising Committee	18
Grant Committee	19
Long Range Planning Committee	19
Recognition Committee	20
Organizational Chart	21

Name

The name of this Foundation is the Kusiak Lions Youth Foundation of Multiple District 22, Incorporated. (hereinafter referred to as “Lions Youth Foundation”).

Preface

This Policies and Procedures Manual is to be looked upon as a guide to facilitate an efficient administration and smooth operation of the Lions Youth Foundation. It will attempt to define the duties of the officers and chairpersons, to indicate who is responsible for each area of operation, and show how each contributes to make The Foundation function. It is designed to complement The Foundation’s Articles of Incorporation and Roberts “Rules of Order, Revised;” yet, it is subordinate to them.

Since the Articles of Incorporation and By-Laws are the core documents to control the total operation of the Lions Youth Foundation. The Chairman of the Board of Trustees shall appoint the Chairperson of the Corporate Affairs Committee.

Mission

The mission of the Lions Youth Foundation is to empower young people to help themselves and others through activities supported by the Lions Clubs of Maryland, Delaware and the District of Columbia and their communities.

Purpose

To promote public awareness and support of the Foundation and its mission.

To provide funding and services for results-oriented youth development initiatives.

To recognize leadership in volunteer participation and financial support for youth development objectives.

To encourage high standards in community youth services.

Objectives

1. To develop, establish, promote and maintain a program of youth services to Multiple District through the Lions Clubs of Multiple District 22.
2. To provide a responsible organization accountable for the administration of the finances of the Foundation for the purposes and objectives herein defined in order to achieve our stated mission.
3. To provide stewardship for all funds and equipment owned by the Foundation and to determine the most effective use of those assets.
4. To receive gifts, donations, and legacies from any source approved by the Board of Trustees, distribute them equitably or invest them wisely, and use the earned income to accomplish the mission of youth service projects.
5. To make grants, gifts, loans, and appropriations from its current operating budget and unrestricted monies in accomplishing the objectives and purposes of Lions Clubs International in the field of youth services.
6. To establish, administer, and develop an Endowment Trust Fund that is large enough to underwrite the Foundation's annual operating budget and its service program.
7. To purchase, take, buy, own, hold, mortgage or otherwise lien real and/or personal property, and give, lease, sell, exchange, convey, transfer, or in any manner dispose of real and/or personal property in the Multiple District, for the purpose of generating revenue for the Foundation.
8. To encourage service-minded people to serve on youth service projects in their respective communities without personal financial compensation.

Administration

When “The Foundation” is used it refers to and is synonymous with the “Kusiak Lions Youth Foundation of Multiple District 22, Inc.” When “The Board” is used it refers to and is synonymous with the “Board of Trustees.”

The Foundation shall operate on a fiscal year basis beginning July 1st each calendar year and ending June 30th the following year. The board shall meet at least semi-annually or when requested by the Chairman or three Board Members to conduct routine business.

All checks, orders for payment of money, notes, or other evidence of indebtedness issued in the name of the Foundation shall be signed by two of the three authorized signers- The Chairman, the Vice Chairman and the Secretary are authorized to make bank transactions.

The Foundation’s ability to provide services, grants, matching funds, and loans will be determined by income generated by the Endowment Fund, annual donations received from Lions, Lioness and Leo Club’s proceeds from special projects, and designated contributions from non-Lions.

The Foundation will deposit all money received to credit of the Foundation in such banks, trust companies, or other depositories as approved by the Board of Trustees.

The Foundation shall keep correct and complete secretary’s books with minutes of Board meetings and treasurer’s records of accounts with sources of receipts, location of all deposits, identities of expenditures, and listing of all endowments.

The foundation shall file its permanent records with the Secretary, who at annual meeting shall report on historic papers for the preceding year and file each corporate document that may be required by government authorities for the current year. The Secretary shall turn over all historical papers to their successor.

The Kusiak Lions Youth Foundation of Multiple District 22, Inc. State of Maryland has been classified by Internal Revenue Service as a charitable Non-Profit Organization and a Tax Exempt Entity under Section 501 (c)(3). All contributions to the Foundation are Federal Income Tax deductible.

The Foundation meets the standards for charitable solicitations established by the Council of Better Business Bureaus, State of Maryland.

Operation

The foundation shall operate in the same manner as LCIF and provide support to local clubs for youth projects. The Foundation does not conduct local community projects; it works solely with Local Clubs who request support to accomplish projects too extensive to manage with local resources.

The Foundation views itself as a first echelon of reserve support to assist any Lions, Lioness, or Leo Club in the Multiple District in sponsoring any worthy project that will increase the quality of life for youth in our communities and enhances the image of Lionism through youth services. The Local Club always serves as the catalyst to field the request, to investigate the magnitude of the problem, to develop a plan to meet the need, and to evaluate and bring together available local resources for the project. If local funds are insufficient, the Local Club may apply to the Foundation for financial assistance to accomplish the project

Each Local Club requesting funds for a particular project must apply to the Foundation using the standardized "Request for Funds" application. The application must be completed in its entirety, which means that it must be staffed and processed by the Local Lions Board of Directors before being submitted for consideration. Lioness, or Leo may apply for a Grant through a local Lions Club.

All applications will be sent to the Grants Committee, who will review each request, and if complete, present it for approval at the next Board of Trustees meeting. After due consideration of the scope of the project needs, the Local Club's situation, and Foundation money available for disbursement, the Foundation will give an appropriate response.

The Foundation does not have unlimited funds to assist Local Club projects indiscriminately. To insure fairness to all and equity in distribution, as a rule, the Foundation should not contribute in excess of 50% of the cost of any project; however, exceptions to the rule will be applied according to Club size, special project needs, and available grant money. Each Local Club must have a level of financial commitment and involvement in the project before The Foundation will assist. Participation of the group receiving the funding is required after the Grant is awarded

Board of Trustees

The Lions Youth Foundation. is governed by a Board of Trustees. The Board of Trustees shall consist of three (3) Trustees from each sub district in the Multiple District 22, PIP Clement F. Kusiak or a Lion member of his family and a total of three non Lion Advisors who have experience and interest in youth programs.

Lion Trustees shall be members in good standing of a Lions Club in good standing in the sub district of Multiple District 22 from which they are seeking appointment.

The Lion Trustees shall be voting members and shall be appointed to staggering terms of one year, two years, and three years so that each succeeding year the sitting District Governor of each sub district shall appoint one three year Trustee.

Annually the Foundation Trustees from each sub district will submit a recommendation for a new three year Trustee and discuss with the Board Trustees before making recommendations to the Sub District Governors. The District Governor shall appoint a new three year Trustee 30 days prior to the convening of the Multiple District 22 Convention.

If a vacancy occurs on The Board, the Foundation Trustees from the sub districts shall recommend his/her replacement to the Board of Trustees for discussion before making recommendation to sitting sub district District Governor who shall make their appointment within 30 days.

Officers

The Officers of the Lions Youth Foundation shall be the Chairman, the Vice Chairman, Secretary, and Treasurer.

The Past International President (PIP) Clement Kusiak or a Lion member of his family will serve as an ex-officio member of The Board. The Council of Governors, International Directors and Past International Directors shall serve as advisors to The Board.

The Chairperson and members of each Committee of The Board shall be appointed by the Chairman.

Selection of Officers

The Chairman, Vice Chairman, Secretary, and Treasurer shall be elected annually from among the Trustees for the next fiscal year by nominations and a majority vote at the annual meeting of the Board of Trustees in conjunction with MD 22 Convention each year. Each officer shall serve a term of one (1) year which shall commence July 1st and terminate June 30th the following year. Any officer may serve consecutive terms if nominated and elected.

The Board of Trustees shall approve the Chairman of the Corporate Affairs Committee, to act as Registered Resident Agent of the Foundation to receive correspondence and legal

documents relating to incorporation, tax exempt status, taxes, annual tax reports, etc for the Corporation.

Vacancies

Any vacancy in the offices of Chairman, Vice Chairman, Secretary, or Treasurer shall be filled from within the Board of Trustees by nominations and a majority vote of the Trustees.

Any vacancy caused by a Trustee's inactivity, resignation, or death, unless the Trustee is an Ex-officio Trustee shall be from the sub-district that the Trustee represented and the appointment shall be for the unexpired term.

Removal of Elected Officer

Any elected officer may be removed in the following manner. Any Board member may petition for the removal of such officer. Upon receipt of such petition the Board shall call a special meeting of the Board. At such special meeting a 3/5 (three-fifths) vote of the Board will remove the officer. Such removal will create a vacancy that may be filled at the same special meeting or as soon thereafter as convenient as provided for in the By Law Three, Section 5.

Fiscal Year

The Lions Youth Foundation shall operate on a fiscal year basis. The fiscal year shall begin July 1st of each calendar year and end June 30th the following year, coinciding with the fiscal year of Lions Clubs International.

Meetings of the Foundation

The regular Board Meetings will be held at least semi-annually as set by the Chairman at the beginning of the year.

An annual meeting of the Board of Trustees shall be held in conjunction with the MD 22 Convention each year, for the reporting of activities and spending, past and present, and for the transaction of any business as may come before the meeting and for the purpose of electing officers and appointed non-Lion Advisors.

Special Board Meetings may be requested by any Board member but must be called by the Chairman, Vice Chairman or at least three Board members. The person or persons authorized to call a special meeting of the Board may fix the time and place for holding the special meeting of the Board called by them.

Notice for Special Meeting or changing regular meetings must be written or printed notice stating the place, day and hour of any special or regular meeting of the Board will be delivered to Board member not less than ten days before the meeting and delivered as outlined in detail By Law two, Section 8.

Any action required by law to be taken at a meeting of the Board, or any action which may be taken at a meeting of the board, may be taken without a meeting, if a consent in writing, setting forth the action to be taken, shall be signed by all Board Members.

Quorum

A quorum for transaction of business shall be three-fifths (3/5) of the voting members of the Board and shall constitute a quorum; provided, that in no event shall a quorum consist of less than nine (9) voting members of the Board. The act of a majority of the Board present at which a quorum is present shall be the act of the Board unless a greater number is required by law, the Articles of Incorporation, or By Laws.

Funding

The Foundation is funded primarily and maintained chiefly through voluntary gifts and contributions from Lions, Lioness, and Leo Clubs and their members and earned income from its endowment Trust Fund, The Foundation will accept contributions from individuals, organizations, corporations, and foundations not associated with Lionism as designated Gifts for specific programs.

The Foundation will establish and maintain an Endowment Trust Fund to generate a constant flow of new income from interest and dividends to complement the donations received from other sources. The income received from the Endowment Trust Fund will be deposited in the Money Market Account of the Foundation as unrestricted money to underwrite the current expenses of the Foundation.

The Foundation has established the Clement Kusiak Fellowship to garner new money for the current Foundation budget. The Fellowship has four (4) levels of awards to recognize donations according to the gift amount.

The foundation may want to sponsor an annual fund raiser from time to time.

The Foundation may receive gifts, donations, legacies, and so forth from any legitimate source at the discretion of the Board. The Development Committee and the Corporate/ Gift Committee are working to present and provide the various instruments through which gifts may be given. The Lions Youth Foundation is a Non-Profit 501 (c) (3) Tax Exempt Entity and will issue a "Certificate of Contribution" to each donor. All contributions to the Foundation are Federal Income Tax deductible. Make all checks payable to the Lions Youth Foundation.

PIP Clement Kusiak Fellowship

The Foundation has established the PIP Clement Kusiak Fellowship to garner new money for the current Budget.

The PIP Clement Kusiak Fellowship is basically a Recognition committee function and its purpose is to recognize and award a level of honor to each Lion, Lioness, Leo, or other person who is to be designated as a PIP Clement Kusiak Fellow through the Foundation and to track each fellow's awards.

Each recipient named as a Fellow will be publicly presented a certificate. The fellowship has four levels of awards to recognize individuals according to gift amounts: \$250 contribution – Bronze; \$500 contribution – Silver; \$1000 contribution – Gold; and \$2000 – Diamond. Progressive would be considered by the committee only by approval of the Board. \$100 donations would be accepted as an honorarium and all donations will be recognized by a letter from the Chairman of the Board.

An award of any level may be selected separately and presented as an award of that magnitude or awards may be issued in succession as progressive awards – for a \$250.00 gift the bronze will be given, for an additional \$250.00 gift the silver will be added, for an additional \$ 500.00 gift a gold will be added, etc. To be the recipient of all four awards a minimum gift of \$2000.00 must be received. In recognition an appropriate plaque will be presented to the giver.

The Secretary of the Foundation shall receive all funds of the Foundation and will give to the Board a list of all new sources of money, the dollar amounts designated for named Fellowships since the last report, and supporting data to indicate who is to be recognized as a named Fellows or whether the Fellow to be named is pending.

Duties of Officers

Chairman

The Chairman shall preside at all meetings of the Foundation with voting privileges.

The Chairman shall supervise the work and activities of the Foundation through appointed committees and shall require reports of each committee at each Board of Trustees meeting.

The Chairman shall appoint, with the approval of the board, all committees of the Foundation and shall serve as an Ex-officio member of each committee with voting privileges only when there is a tie vote.

The Chairman, with the approval of the Board of Trustees, may name appointees to the board to serve in specific roles to augment the Board of Trustees and enhance the operation of the Foundation.

The Chairman shall call all meetings as provided in the Articles of Incorporation and By Laws and provide a schedule of meetings for the year by July 1st.

The Chairman will sign, with the Secretary, Treasurer, or any other proper officer of the Corporation authorized by the Board, contracts or other instruments which the Board has authorized to be executed.

In general the Chairman shall perform all duties incident to the office of Chairman and such other duties as may be prescribed by the Board from time to time.

The Chairman will communicate with the District Governors the need to appoint a three year Trustee for the coming year.

Vice Chairman

The Vice Chairman shall preside at any and all meetings when the Chairman of the Board is active but absent.

In the event of the Chairman's inability or refusal to act, the Vice-Chairman shall perform the duties of Chairman, and when so acting, shall have all the power of and be subject to all the restrictions upon the Chairman.

The Vice-Chairman shall perform such other duties as from time to time may be assigned to him by the Chairman, or by the Board.

The Duties of Officers (Continued)

Secretary

Secretary shall attend all Board of Trustees meeting.

Secretary shall take minutes of each and every meeting and record them in a minute-book provided by the Foundation.

The Secretary shall perform all duties assigned by the Chairman of the Board and/or the Board of Trustees.

The Secretary shall maintain and hold in custody the general records of the Foundation including records of meetings, attendance, and reports of the various committees; see that all notices are duly given in accordance with the provisions of the By Laws, or required by law; be custodian of Corporate Records, keep a register of address of each Board Member.

The Secretary shall announce the call of each regular / Executive / Special meetings of the Foundation, by giving ten (10) days written notice to each Trustee (s).

In general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the office by the Chairman or the Board.

Treasurer

Treasurer shall attend all Board of Trustees meeting.

The Treasurer shall perform all duties assigned by the Chairman of the Board and/or the Board of Trustees.

As Treasurer, if required by the Board of Trustees, shall give a Board funded bond for the faithful discharge of their duties in such sum and with such surety or sureties as the Board shall determine. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for monies due and payable to the Corporation from any source whatsoever, and deposit all such monies in the name of the Corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the By Laws

In general perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the office by the Chairman or the Board.

Endowment Trust Fund

An amount of money will be maintained as an Endowment Trust Fund. The purpose of the Endowment Trust Fund is to generate a continuous income from interest and/or dividends to complement contributions from Lions, Lioness and Leo clubs and money from other sources to support The Foundation's annual Operating Budget.

For all intent and purpose the Endowment Trust Fund is an irrevocable Endowment Trust Fund which is invested and administered by The Trustees who are the Trustees for The Foundation.

The principle of the Endowment Trust Fund is restricted and cannot be invaded, diverted, used as security for loans, or expended in whole or in part at any time for any cause. Any subsequent money deposited into that fund from whatever source shall become a part of the principle.

The Endowment Trust Fund will be enlarged by money raised through the activities of the Fund Raising Committee, the Development Committee and the Corporate Gifts Committee.

Funds to enlarge the Endowment Trust Fund will come from the 50% division of new receipts from sponsor Lions, Lioness and Leo Clubs and individual Lion members, 100% funds received from non-lions and corporations unless designated for specific causes, 100% gifts specifically designated for this cause, and 100% year end divesture of surplus unrestricted money in the Operating Budget.

The Treasurer will divide all new receipts from sponsor Local Clubs and individual Lions members into equal parts – one half being designated for the current Operating Budget and the other half for the principle of each respective Endowment Trust Fund.

The income derived from the investment of the principle will be deposited directly into the Money Market accounts of the Operating Budget. The income is unrestricted money to be used for the current expenses.

Foundation Budget

The Board of Trustees shall establish an Foundation Budget Checking Account or Money Market Account in a bank, financial institution, or depository of their choice, which shall be used to handle the current operating expenses of the Foundation.

The Fundraising Committee is responsible to present annually the mission, purpose, and operating cost of the Foundation to Multiple District 22 and to raise sufficient money to pay the current operating expenses of the Foundation.

The Board of Trustees has established the PIP Clement Kusiak Fellowship as the primary source of funds to discharge the expenses of the Foundation Budget.

The primary source of money for the Foundation Budget are from the 50% division of new receipts from the local Lions Clubs and individual Lion members for PIP Clement Kusiak Fellowship; 100% income generated from the Endowment Trust Fund for Foundation Budget; 100% of any money designated for current expenses; and 100% income from special fundraisers.

The Secretary will divide all new receipts from local clubs and individual Lion members into two equal parts- one half being designated for the current operating expenses and the other half for the Endowment Trust Fund for Operation.

The new income derived from the investment of the amount of the Endowment Trust Fund for the Foundation Budget will be deposited directly into the Money Market Account of the Foundation Budget as unrestricted money to provide support for any cause or project deemed worthy at the discretion of the Board, whether the cause is a line item in the budget or something that is subsequently presented for consideration.

If, at the end of the year, there is a surplus of unrestricted money in the Foundation Budget beyond commitment or immediate needs, then the Board of Trustees upon the recommendation of the Finance Committee shall designate what portion of the balance may be used to enlarge the amount of the Endowment Trust Fund.

The Foundation's ability to provide assistance to Local Clubs and render service is solely determined by the annual income received from whatever source.

The Foundation will always operate the Foundation Budget within a balanced budget and in no circumstances shall it enter into deficit spending or borrow against its Endowment Trust Fund for Operations. If there is a short fall of income, then all budget line items and responses to "Request for Funds" will be adjusted according to the unrestricted income available at that time or conditional commitments may be made subject to receipt of new money.

Committees

The Lions Youth Foundation Committees shall be as follows: Audit Committee, Corporate Affairs Committee, Education Committee, Executive Committee Finance Committee, Fund Raising Committee, Grants Committee, Long Range Planning Committee and Recognition Committee.

The Committees shall be of such a nature and in any number that the Board of Trustees deems necessary to facilitate a smooth and efficient operation of the Foundation.

The serving Board of Trustees shall determine the purpose, sphere of operation, assigned duties, and specific responsibilities of each Committee needed to accomplish the stated Mission of The Foundation.

The chairperson and the members of each Committee shall be appointed by the Chairman of the Board and approved at the first Board of Trustees meeting of the fiscal year. The chairperson of each Committee shall be a Trustee. The Chairman of the Board, with the consent of the Board, may appoint any number of appointees to the board to serve on named committees to enhance their effectiveness.

Each committee will function independently of other committees unless directed otherwise by the chairman. Their sole power resides in the formation of recommendations that the Chairperson will present to The Trustees for consideration and disposition.

Any appointee vacancy within a Committee that occurs during the fiscal year shall be filled by a new appointee, if the Chairman of the Board deems a replacement is necessary.

Other Committees

The chairperson in consultation with the members of the executive committee shall appoint, with the approval of the Board of Trustees, such other committees as deemed appropriate for the effective transaction of the business of the foundation.

Audit Committee

Within ninety (90) days of the close of each fiscal year, the board shall have an independent audit of the books and records of the Foundation performed by a competent auditor, who is not a member of the Foundation, and copies of the audit report shall be distributed to the Trustees of the Foundation upon receipt.

Corporate Affairs Committee

The Articles of Incorporation and By-Laws are the core documents to control the total operation of the Lions Youth Foundation. Therefore, the Board of Trustees shall establish a Corporate Affairs Committee that shall retain at all times a current copy of the Articles of Incorporation and By-Laws of the Foundation.

The Chairperson of the Corporate Affairs Committee is appointed annually by the Chairman of the Board. Normally, the Chairperson of the Committee will serve within the Board of Trustees as the parliamentarian to insure that official business is conducted properly and within the limits of the Articles of Incorporation and By-Laws.

The Committee will review annually the Articles of Incorporation and By-Laws, as well as the Policies and Procedures Manual, to insure that they properly control the operation of the Foundation and allow for growth in its mission of youth services within the Multiple District 22. It shall make recommendations to the Board of Trustees concerning changes or amendments that should be made to keep the Articles of Incorporation and By-Laws current with the operation procedures of the Board of Trustees, or to facilitate the vision of the Lion members or to enhance the effectiveness of the Foundation.

The Committee shall receive all correspondence relating to the Foundations Incorporation, tax exempt status, taxes, annual tax reports, and like data.

The Committee is responsible to insure that the incorporation papers and required Internal Revenue Service forms are filled annually.

Education Committee

The Education Committee shall be responsible for educating the clubs of the mission, purpose, scope and funding of the Foundation.

The Education Committee will provide information about the Foundation functions to the Sub District Information and newsletter editors or any other information service.

The Committee shall be reasonable to develop and publish an information brochure for the foundation and maintain its regular updates.

Develop and maintain a program that would be used to present to groups or clubs to educate them on the operation of the Foundation.

Executive Committee

The Executive Committee of the foundation shall consist of the chairman, the vice chairman and the secretary/treasurer of the foundation's board of Trustees; one foundation Trustee from each district not represented by the aforementioned; and the ex officio member of the foundation's Board of Trustees. The members of the executive committee not identified above by title shall be elected by the Board of Trustees at its annual meeting for one year term beginning July 1. The executive committee may act for and on behalf of the Board of Trustees only when the members of said board are not together in one location or assembled in session. No board action shall be altered, amended or rescinded by the executive committee. The presences of at least three members of said committee shall constitute a quorum at any meeting thereof. The act of a majority of such members shall be the act of the committee. Said committee may transact business by telephone conference call provided at least three members participate therein, and vote of a majority of the members participating shall be considered the act of the committee. The executive committee may meet prior to each regular or special meeting of the Board of Trustees. Action of each executive committee meeting shall be approved by the Trustees of the foundation at the next scheduled meeting.

Finance Committee

The Finance Committee's primary duties are (1) to draft and submit to the Board of Trustees a proposed annual Foundation Budget based on past performance, projected income and the current expenses of the Foundation and (2) to make recommendation to the Board concerning the investment of Endowment Trust Fund.

The proposed annual operating budget is based on the historical data of Lions Clubs gifts for the previous years and the anticipated Endowment Trust Fund interest for the ensuring year.

At the end of the year when the Finance Committee is drafting the new annual operating budge, if there are surplus funds in the Foundation Budget beyond escrowed amounts and immediate anticipated needs, then the Finance Committee shall recommend what portion of the excess may be transferred to enlarge the amount of the Endowment Trust Fund. The Board of Trustees shall decide what amount of money, if any, will be used to enlarge the amount of the Endowment Trust Fund.

The Endowment Trust Fund is a single entity for two causes. Therefore, the Finance Committee shall structure the Endowment Trust Fund to show separately the investments on deposit in the Foundation Budget and the Money Market accounts as holding accounts and/or checking accounts for each.

The Finance Committee shall keep a current list of all investments in the Endowment Trust Fund with a delineated description of each investment for each cause.

The Chairperson shall make recommendations to the Board of Trustees concerning the investments of endowment funds. Each recommendation shall include a specific amount of

money, a specific government secured or “Zero Risk” instrument of investment, and a specific banking institution.

The Finance Committee shall review the total amounts deposited or invested in each financial institution and make timely recommendations to the Board of Trustees that will insure no Foundation money is ever “at risk” or will move into an “at risk” category.

The Finance Committee shall review periodically the Foundation’s statement of assets and liabilities and support the Board of Trustees in developing sound plan to enlarge the endowment fund to support the Foundation Budget.

The Finance Committee shall submit a full disclosure concerning invested funds to the Board of Trustees at the Annual Meeting of the Foundation as a part of the Treasurers annual report.

Fund Raising Committee

The purpose of the Fund Raising Committee is to present annually a program to raise necessary funds needed for the operation cost of the Foundation to the Lions, Lioness and Leo Clubs of Multiple District 22.

The Fund Raising Committee shall be composed of the Chairman, Vice Chairman, and any other Board appointees to carry out the duties of the committee.

The Chairman of the Board will present a written report at the first Multiple District meeting to solicit financial support of the Foundation’s program for the coming year and to request that each sub-district District Governor share with others both our needs and programs for the coming year.

The Foundation could sponsor an annual special fundraiser with the support of the Multiple District 22. The money derived from this cause will be used for the Foundation Budget expenses.

Grants Committee

The Grants Committee shall have the responsibility to receive, review Grants request from Lions Clubs in the Multiple District and make recommendations to the full Board of Trustees.

The Foundation does not have unlimited funds to assist Local Club projects indiscriminately. To insure fairness to all and equity in distribution, as a rule, the Foundation should not contribute in excess of 50% of the cost of any project; however, exceptions to the rule will be applied according to Club size, special project needs, and available grant money. Each Local Club must have a level of financial commitment and involvement in the project before The Foundation will assist. Participation of the group receiving the funding is required after the Grant is awarded.

The Grants Committee shall be composed of a Chairman, Vice Chairman, and any other Board appointees from each District to carry out the duties of the committee.

The Grants Committee will be responsible for the developing and maintaining a Grant Request Form and the follow-up form, and make them readily available to each club in the Multiple District. The group receiving Grants will be required to submit follow-up report within 60 days after completing the project.

Long Range Planning Committee

The Long Range Planning shall have the responsibility to develop perpetual program, identifying projects to be undertaken within a time frame. The movement to the future is focused upon objectives and changes as necessary as related to opportunities, challenges and trend in the foundation.

The Committee will prepare and make recommendations to the Board of Trustees for action on planned programs and objectives to better serve the Foundation.

Ensure that the objectives and activities are responsive to the needs of the Lions Youth Foundation. Provide a mechanism to establish priorities among the Foundations programs and activities.

Make projects into near term (1-3 yrs), mid term (4-7 yrs) and long term (8-10 yrs) as to what could possibly take place within the foundation and to discuss those projects as needed.

Recognition Committee

The Recognition Committee is basically an administrative committee and its purpose is to recognize and award a level of honor to each Lion, Lioness, Leo or other individuals who are to be designated as a Fellow through the Foundation and to track those awards.

The Chairperson of the Recognition Committee is appointed annually by the Board of Trustees any other members required to perform the duties of the committee.

The Chairperson is responsible to insure that each Local Club receives for each named Fellow the certificate and appropriate level lapel pin. Also, a suggested presentation script should be included for each presentation. The Chairperson shall keep two current lists of each Lions, Lioness, and Leo Club and it has sponsored as well as non-Lions sponsored.

Appendix I
Organization Chart

Lions Clubs International
Multiple Districts 22

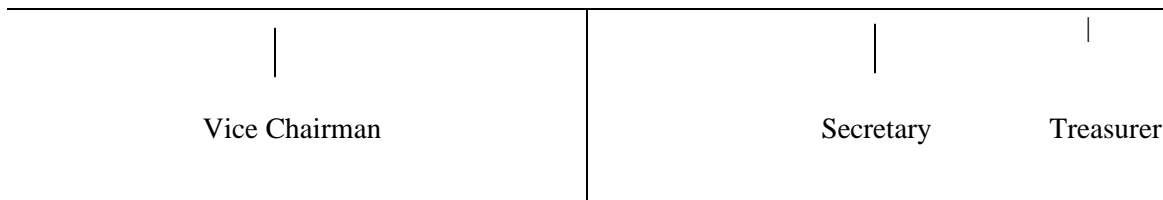
Lions Youth Foundation

Membership
District Governors, Vice District Governors,
and the DG Advisory Committees of each Sub District

Advisors
Council of Governors, ID, PIP, & PID

Board of Trustees

Chairman



Executive Committee

Audit Committee

Corporate Affairs Committee

Education Committee

Finance Committee

Fund Raising Committee

Grants Committee

Long Range Planning Committee

Recognition Committee

