

**LIONS FOUNDATION OF NORTH DAKOTA
STANDARD OPERATING PROCEDURES & POLICIES
Implemented: July 1, 2015**

Purpose

The Lions Foundation of North Dakota was established to mirror the Lions Clubs International Foundation, with North Dakota beneficiaries, rather than international beneficiaries.

Funding is limited to projects that benefit North Dakota Communities and are conducted by North Dakota Lions clubs.

Funding

Undesignated donations, contributions, and monetary gifts to the Lions Foundation of North Dakota, will be credited to these funds as follows:

Permanent Fund	50%
Grant Fund	25%
Operating Fund	25%

Donors may designate gifts for certain funds or special projects and programs

Interest and other income earned by any of the above-named funds, will be credited to:

Grant Fund	50%
Operating Fund	50%

10% of interest and other income, generated by ND Lions Eye Bank assets, will be credited to the Operating Fund.

Special fundraising projects or events may be adopted from time to time. Net profits to be distributed as determined by the Board upon adoption of project.

Money credited to a specific fund cannot be transferred to a different fund, without a 75% majority roll call vote of certified voting board members at a properly called meeting of the Board of Directors. Money cannot be transferred from the Permanent Fund to another fund.

Fiduciary Responsibility

Financial accounts shall be established as determined necessary by the Board or Executive Committee. The Treasurer may sign checks or other documents withdrawing funds from an account, as specified in the Bylaws. In the absence or incapacity of the Treasurer, the President, Vice-President or Secretary may be given this responsibility. Checks made out to one of the officers, must be signed by two officers (President, Vice President, Treasurer or Secretary) not to include the officer as the payee for the check. The Board may specify that two officers must sign checks or other financial documents in specific circumstances.

Board Members

There shall be six members from each of the two Districts in North Dakota, two elected each year by the voting body of the District at the Annual Meeting of the District at the North Dakota State Convention. Elected members cannot serve more than two consecutive terms.

The First Vice District Governor of each district will be a voting member on the Board of Directors, but will not be eligible to hold office on the Board.

New incoming members each year, shall be invited to attend the last meeting of the fiscal year, generally held in April as guests of the Board. They participate in discussions, but may not vote.

Quorum for Board of Directors Meetings

A majority of the Board Members shall constitute a quorum for the transaction of business at a meeting of the Board of Directors. A quorum will be determined by members physically present, or participating via electronics means.

Executive Committee

The Executive Committee shall consist of the Officers of the Board, and the Executive Director.

The Executive Committee shall conduct a financial review annually, or cause such review or audit to be performed by an accounting firm as directed by the Board. A review or audit shall be done by an accounting firm no less than every five years, to include each year since the previous such review or audit, as prescribed in the Bylaws.

Proper tax returns will be prepared and filed annually as required, by an accounting firm.

Executor Director

The Executive Director is not a voting director on the Board. The Executive Director position shall be evaluated each year by the Executive Committee including the officers and the Executive Director.

The results of that evaluation shall be presented to the Board at the first meeting of a new year, for approval and reappointment of the Executive Director. If the Executive Director is not reappointed, the Board shall determine what alternate action is to be taken.

Standing Committees

Standing committees shall include: Budget & Finance, Investment, Fundraising, Grants, and Nominating. Other committees shall be appointed as deemed necessary.

Expense Reimbursement

Board members are allowed reimbursement for expenses as specified in the Rules of Audit as adopted by Lions Clubs International and Multiple District 5. Expense vouchers with proper documentation and invoices are required. In-coming Board members, attending the April meeting as guests, will receive the same expense reimbursement as regular Board members. Other guests generally will not be allowed reimbursement, unless otherwise specifically granted by the Board.

North Dakota Lion Newsletter

The North Dakota Lion Newsletter shall be overseen by the Foundation.

The two Districts shall be assessed on a per member basis as authorized by the Memorandum of Understanding for the Association of Lions Clubs of North Dakota. The publisher of the newsletter will be paid by the Foundation.

The Executive Director shall proofread the newsletter each month and approve with or without change, prior to final mailing by the publisher.

Donor Recognition

Recognition programs shall acknowledge financial contributions by clubs and individuals.

Appropriate club banner patches, and individual pins and bars will be awarded. Donors shall be appropriately recognized in the North Dakota Lion newsletter.

Amendments, changes, additions or deletions to the program must be approved by the Board at a properly called meeting.

Grants

Properly submitted grant applications will be reviewed and considered by the Board of Directors on an individual basis. The Board may approve or reject applications, and may adjust the amount of the grant positively or negatively. The amount of the grant is limited to no more than 50% of the total cost of the project.

Recipient Lions Clubs are required to publicize the project, and submit a report to the Foundation upon completion of the project.

Grant Applications

Grant Applications must be received not less than 30 days prior to the Board meeting where the application will be decided. Applications will be reviewed by the Executive Director prior to the meeting, to determine whether all criteria have been met.

Grants will be awarded in accordance with terms of the Grant Policy.

Total amount of grants awarded at any meeting, will be limited to no more than 25% of funds in the Grant Fund, unless otherwise approved by a 75% majority vote of certified voters at a properly called meeting of the Board of Directors.

Special Programs

Special programs, including the Video Magnifier Program, and the Sight 4 Kidz Program, and any other such programs that may be added, will operate under the umbrella of the Lions Foundation of North Dakota. Each program will be managed by its own committee, which may include members and non-members of the Board. They shall maintain separate records and bank accounts, and make full reports to the Board at each quarterly meeting.

Officer Election Procedures

Election of officers of the board of directors shall occur at the last meeting of each fiscal year.

The Executive Committee of the board of directors (president, vice president, secretary, and treasurer) shall serve as an officer Nominating Committee.

Not later than at the final meeting of each fiscal year, The Nominating Committee shall present to the whole board of directors, a slate of recommended candidates for election to offices in the upcoming fiscal year. Members of the board of directors who are interested in serving as officers in the upcoming year should make that interest know to the Nominating Committee.

The slate of officers presented by the Nominating Committee shall each be considered to have been duly nominated and seconded. At the time of officer elections, nominations “from the floor” shall be called for and may be made by any board member present. A nomination from the floor must receive a second by another board member. A board member may nominate or second the nomination of more than one candidate for any officer position.

Board members-elect may be nominated for officer positions, but may not vote in any election.

Voting is by anonymous written ballot and the vote of each ballot shall read aloud by the president of the board. If only one candidate is nominated for an office, election by acclamation is allowed.

The president of the board of directors may vote in any election where there are an odd number of board members present. The president shall not vote in any election where there are an even number of board members present, but shall cast the deciding vote if any election results in a tie.

Elections are held separately, in the following order: president, vice president, secretary, and treasurer.

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