



# Lions Sight and Tissue Foundation

Of Lions International District 2-X1, Inc.

PO Box 191121

Dallas, TX 75219-1121



## Policy and Procedures Manual

Adopted by the Board of Directory August 14, 2014

### Purpose

The purpose of this document is to set out the processes and procedures that the Foundation will follow in serving the members and public in District 2-X1. It should be reviewed and updated/reaffirmed annually by the Board of Directors at a regular or called meeting. Any conflict between this document and the By-Laws will be resolved in favor of the By-Laws in effect at that time. The data contained herein can be modified at any time by a majority vote of the Board of Directors and documented in the minutes of that meeting. The Vice President is asked to update and redistribute this guide as needed, but at least annually.

### Committees

The By Laws anticipate that the Board will name and appoint certain Standing and other committees. The Standing Committees will be the Clinic & Bus Committee (referred to in the By-Laws as the Outreach Clinic), the Medical Committee, the Awards Committee and the Finance Committee.

In addition the Board has established the Donor Services committee to interface with the Transplant Services and the Quad 4 Group and report to the Board and District about those activities; a Public Relations committee to issue information about the Foundation and to help clubs publicize their activities and clinics; Fund Raising committee(s) to oversee the named fundraisers set out by the Board from time to time; a Website committee to handle the technical items for the Foundation; and such Ad-Hoc committees as the Board may designate for special projects or needs.

The committees shall be chaired by a Board Member, but may include such others as the Chair may decide to invite. Their duties will be to oversee their designated areas and report to the Board as needed.

### Awards & Recognition

The following are hereby established:

Life Membership	\$100	plus \$25 for a plaque with recipients name
William S Harris Bronze	\$250	
William S Harris Silver	\$500	
William S Harris Gold	\$1,000	
F X "Pancho" Luna Silver	\$500	plus \$20 for the pin (also available to former recipients of both)
F X "Pancho" Luna Gold	\$1,000	Includes the Pin and a "marble" plaque
100% Club	\$2.00 per member based on June 30 membership	
Memorials	Any amount in honor of an individual – deceased or living	
Helen Keller Award	Awarded for Outstanding Community Service – periodically	
Howard Snyder Award	Contributions totaling \$10,000 or more	

## Monetary Accounts

The By-Laws call for a General Account and a Program Funds Account and an Endowment Account. The Board has asked the Treasurer to hold all operating moneys in a single account and report to the Board the receipts and disbursements for such Program Funds in the regular financial reports. The Board has established a second Investment account to be designated as the Bus Replacement/ Depreciation Fund separate from the General Endowment Fund. The intent of the second Fund is to accumulate monies to replace the Bus and Equipment at the end of its useful life.

## Waiver of Fees and Costs

The Board recognizes that not all clubs in the District have successful fundraisers that allow them to fund all or a portion of the costs relating to a clinic. We encourage all clubs to conduct such clinics to serve their communities, especially the school age children. Should a club not be able to pay for all the costs of the glasses and/or doctors for such a clinic, the Board of the club can petition the Foundation Board to waive some of or that entire amount giving their reasons for the request. The Board will then consider the request and act on it at a regular meeting with a majority vote.

This action may also be extended to a new club in a formative stage where they may or may not subsequently charter. This request should come through the Global Membership Team to the Foundation.

## Use of Vision Van/Bus

The Foundation maintains a Blue Bird Bus equipped with 2 Optician Stations and supporting equipment. Any Lions Club can request that the unit be scheduled for a clinic or use for PR purposes. The fee for such usage will be established by the Board from time to time (currently it is \$100) and charged to the club when the unit is reserved. This fee should be paid at time of reservation. If a club wants to obtain new eyeglasses through the vendor in use by the Foundation, the selection of frames and the documentation of the prescription are needed according to the stated procedures in place at the time of the clinic. These will be submitted to the vendor and should be back in about 2 weeks for the club to give out. A club may obtain such glasses on their own.

A member of the Board of Directors who has been trained in the use of the equipment will be assigned to each clinic. The Board may designate individual Lions, normally former members, to serve in this capacity on an annual basis through such a motion at a regular meeting.