

**TEXAS LIONS FOUNDATION, INC.
OPERATIONS POLICY**

The following Articles of the Operations Policy for the Texas Lions Foundation is a supplement to the Foundation Constitution and By-Laws. Its purpose is to clarify and elaborate on various sections of the Constitution and By-Laws.

ARTICLE 1. Duties of the Trustee

The Trustee of the Texas Lions Foundation is charged with the responsibility of promoting the work of the Foundation within his/her District through programs at Club meetings, by mail, by District newsletter or any means of publicizing the work of the Foundation. Further, the Trustee is charged with seeking to gain as many Lions Clubs as possible as 100% participating Clubs in the Texas Lions Foundation and to promote the various awards as outlined in another section of this policy.

ARTICLE 2. Duties of the Chief Operations Officer

A. The Chief Operations Officer is appointed to handle the business affairs of the Texas Lions Foundation, to receive all funds contributed to the Foundation and to acknowledge such contributions to the Lions Club and to the District involved. The Chief Operations Officer is authorized to invest such funds in a financially sound banking institution, seeking the highest return possible on each investment. The Chief Operations Officer will handle all grant requests, referring to the Board of Trustees for its decision or in the case of an emergency, to poll all members of the Foundation Executive Committee by telephone, fax or e-mail, and must have the approval of at least two-thirds of the Executive Committee to issue the grant. The Chief Operations Officer must report at each regular meeting of the Board of Trustees the number of grants issued, to whom and the amount of the grant. The Chief Operations Officer must also report all income from all sources plus a complete breakdown on expenses incurred by the Foundation.

B. The Assistant Chief Operations Officer is appointed to assist the Chief Operations Officer in handling the business affairs of the Foundation as called upon by the Chief Operations Officer.

C. The Executive Director Emeritus (PID Edwin H. Flood) shall serve as an advisor to the Board and be a member of the Executive Committee with full voting privileges.

ARTICLE 3. Election of Foundation Officers

The Chairman of the Board of Trustees shall appoint a nominating committee composed of four Trustees to nominate officers for the following year. Appointment of the nominating committee shall be made at the February meeting of the Board of Trustees and the nominating committee shall meet together in one place either at the February meeting, or the day prior to the annual Board meeting at the State Convention.

Election of new officers shall take place at the Foundation's Meeting at the State Convention and further nominations are allowed from the floor once the nominating committee report is given. Each office shall be voted on separately and a majority vote of those present and voting shall suffice for election of each officer. The newly elected officers will assume their responsibilities at the beginning of the next fiscal year. (*Constitution & By-Laws: Article XI- Fiscal Year*)

ARTICLE 4. Criteria for Issuance of Grants

The funds of the Texas Lions Foundation may be expended according to Article VIII of the Constitution. Requests for grants must be submitted in thorough detail, showing how and when the funds are to be spent and with the understanding that after the activity has been completed, a full accounting of the expenditure will be submitted to the Texas Lions Foundation.

ARTICLE 5. Texas Lions Foundation Awards

Designated awards for the Texas Lions Foundation are:

- 1. Texas Lions Foundation 100% Club Award**
- 2. The Texas Lions Foundation Award**
- 3. Texas Lions Fellow Award**
- 4. The Ed Flood Award**

Each Club that contributes \$ 2.00 per member each year to the Texas Lions Foundation will be designated a 100% Texas Lions Foundation Club for that Lion year and will be so honored.

The Texas Lions Foundation Award is designed to honor a person in whose name a monetary gift in the amount of \$ 125.00 has been made to the Foundation. This award is a six inch by nine inch silver and gold plate with the honoree's name inscribed upon it.

The Texas Lions Fellow Award is given to a person in whose name a monetary gift in the amount of \$ 500.00 has been made to the Foundation. This award, consisting of a plaque and lapel pin, which will be furnished to the Lions Club, District or individual for presentation to the honoree or by one of the members of the Foundation, if requested. A plaque in the Texas Lions State Office list all the Texas Lions Fellows and the year they were designated. For each \$ 500.00 additionally donated in the name of the same person to the Texas Lions Foundation, a diamond will be added to the plaque and pin.

The Ed Flood Award will be presented to each District Governor in whose District an accumulative amount of money is raise which equals \$ 2.00 per member in their District. The total dollars required shall be based on the number of members in each District as shown by Lions Clubs International on June 30th of each year.

District Trustees may earn this Award by reaching the Chairman's Goal set for each Trustee at the beginning of the year. District Trustees who have already received the Ed Flood Award and qualify for the second time shall receive a star with a gemstone to be placed on the original plaque and to continue to receive additional stars in subsequent years as they qualify for the award. Presentation of the Ed Flood Awards shall be made at the annual Past District Governors Banquet held in Kerrville of each year.

Contributions made toward a 100% Lions Club Award may not be used as credit toward another award.

ARTICLE 6. Publicity and Public Relations

The Chairman shall appoint a committee to plan publicity and a public relations program for the Foundation, working closely with the Chief Operations Officer. This committee shall meet at Kerrville at the August meeting to make plans for the coming year. An amount of 10% of the income realized from the previous year shall be the committee's budget.

Other promotional activities:

The Foundation shall host a breakfast meeting for the Vice District Governors during the Council of Governors meeting in February in order to orient the Vice District Governors on the work of the Foundation. The Vice District Governors shall be guests of the Foundation.

The Texas Lions Foundation shall sponsor a Breakfast at the annual State Convention each year and will provide the speaker for that occasion. Expenses for the speaker will be paid out of the Foundation's Operating Funds.

ARTICLE 7. Additional Committees

Budget Committee: The Chairman shall appoint a Budget Committee , chaired by the Treasurer and including the Chief Operations Officer. This Committee will meet at the August meeting to establish a budget for the coming year., showing income, projected expenses and funds available for grants. The committee shall meet prior to the regular Board meeting in order to have a report ready for the Board meeting.

Long Range Planning Committee: A Committee composed of current and past Trustees of the Foundation shall be appointed by the Chairman to consider the future direction of the Foundation with regards to grants. The Committee shall meet at least once yearly and report to the Board any suggestions or recommendations they have.

ARTICLE 8. Time and Date of Board Meetings

The regular meetings of the Board of Trustees shall be held at a time and place to be determined by the Chairman and the Chief Operations Officer. All Trustees will be notified 15 days prior to the meeting.

ARTICLE 9. Amending This Operations Policy

Any article of this Operations Policy may be amended at any regular meeting of the Board of Trustees by a majority approval of Trustees present and voting.

May 26, 2006