



North Carolina Lions Foundation
7062 Camp Dogwood Drive
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NCLF Committees Policy and Duties

Revised May 5, 2024

NCLF Committees Policy and Duties were separated from the North Carolina Lions Foundation By-Laws and approved at the NCLF General Membership Meeting at Camp Dogwood on May 20, 2018.

Revised 2/13/22 Added Article 1, Section 2.A (13).

Revised 5/7/23 Changed to North Carolina Lions Foundation, Incorporated.

Revised 5/5/2024 BOD Meeting: Section 2 A-B Added (12) Long Range Planning and (14) Leadership and Development Committee. Added "Committee" all position. Article II Section 4 2nd paragraph Changed screen to screening. Section 6 3rd Paragraph changed NC State Council to NCLF. Sections 8, 9, 10, 13 added term of 3 years. Section added 12 LRP Committee, Section 14 added Leadership and Development.

ARTICLE I COMMITTEES

Section 1: **WHENEVER** three year terms are referred to in the North Carolina Lions Foundation By-Laws, subsequent Governors approval is required for District appointments. North Carolina Lions Foundation State Chairpersons require the approval of subsequent North Carolina Lions Foundation Presidents.

Section 2: A. The Chairperson of the following standing committees, with the exception of the By-Laws and Nominating Committees, shall be appointed by the President of the North Carolina Lions Foundation, before July 1, next, following his/her election to office.

One member of each Committee shall be appointed by each District Governor-Elect, before July 1, next, following his/her election to office, except for members of the Budget and Finance Committee, the Sight and Hearing Conservation Committee, the Properties Committee, the Public Information and Education Committee, the Fellowships and Partners Committee, the Clinical Eye Research Committee, The Volunteers Committee, the NCLF Long Range Planning Committee, the See the 21st Century Mobile Screening Unit Committee, the NCLF Leadership and Development Committee and the By-Laws Committee, whose appointments are for a three-year term. Appointments to these committees to fill any vacancies created by this rotation system shall be made by the appropriate District Governor-Elect before July 1, following his/her election to office. Should he/she move out of the sub-district from which he/she was appointed, miss two consecutive meetings without justifiable cause, or be unable to serve for any reason, as determined by the District Governor, his/her term on the committee shall terminate and the successor for his/her unexpired term shall be appointed by the District Governor.

- (1) Budget and Finance Committee
- (2) By-Laws Committee
- (3) Camp Dogwood Committee
- (4) Sight and Hearing Conservation Committee
- (5) Brighter Visions Annual Fund Drive Committee
- (6) Properties Committee
- (7) Public Information and Education Committee
- (8) Fellowships and Partners Committee
- (9) Clinical Eye Research Committee
- (10) Volunteers Committee
- (11) Nominating Committee
- (12) NCLF Long Range Planning Committee
- (13) See The 21ST Century Mobile Screening Unit Program Committee
- (14) NCLF Leadership and Development Committee

B. The President may appoint any special Committees and advisory Committees he/she deems necessary in the promotion and expansion of the work of the North Carolina Lions Foundation.

C. The North Carolina Lions Foundation staff and committee members shall be adequately bonded by a bonding company approved by the Board of Directors.

D. The North Carolina Lions Foundation committee members as specified in Article I, Section 2, A and B, shall be afforded the opportunity to be reimbursed for expenses not to exceed North Carolina Lions Foundation Rules of Audit.

Section 3: The President shall be an ex-officio member of all committees.

Section 4: All standing committees shall consist of a Chairperson and one member from each sub-district of Multiple District 31 of Lions Clubs International. No committee Chairperson or member shall serve for more than three one-year terms consecutively on the same committee.

Section 5: When requested by the President, Committee Chairpersons shall report either verbally or in writing at each regular meeting of the Executive Committee.

Section 6: When appropriate, matters brought to the attention of the full Board of Directors or Executive Committee shall be referred to the proper Committee for study, evaluation and action prior to submission to the Board of Directors.

Section 7: In the event any Committee member shall, during his/her term of office, move out of the sub-district from which he/she was appointed, miss two consecutive committee meetings without justifiable cause, or be unable to serve for any reason, his/her term of office shall terminate and a successor for his/her unexpired term shall be appointed by the respective District Governor,

ARTICLE II STANDING COMMITTEES AND THEIR DUTIES

Section 1: BUDGET AND FINANCE

This committee shall prepare in cooperation with the North Carolina Lions Foundation Executive Director and Treasurer a budget that would ensure that the North Carolina Lions Foundation operate on a line item balanced budget annually, depicting anticipated receipts and expenditures that would include an adequate reserve fund to ensure a smooth cash flow for the fiscal year, and shall present this prepared budget at the May meeting of the Board of Directors for its consideration. Upon approval of this budget by the Board, it is the responsibility of the Budget and Finance Committee to monitor the Budget and request explanations of variances. Any adjustments to line item budgeted accounts shall require the review and recommendations of this committee, and approval by the Executive Committee and the Board of Directors of the North Carolina Lions Foundation. Any receipts in excess of the budgeted line items shall be referred to this committee for recommendation prior to expenditure. The Budget and Finance Committee, with the Chairperson of the **NCLF Long Range Planning Committee**, shall make periodic visits to agencies receiving North Carolina Lions Foundation funds for on-site program evaluation. Committee members shall be appointed for a term of three years.

Section 2: BY-LAWS

The North Carolina Lions Multiple District 31 Constitution and By-Laws Committee will function as the By-Laws Committee of the North Carolina Lions Foundation.

This committee shall meet prior to the November Board of Directors meeting and review the North Carolina Lions Foundation By-Laws to see that they are meeting the needs of the organization. This committee shall investigate changes proposed by the Board of Directors or the Annual Meeting of the General Membership and report them to the Board with the committee's recommendations. Committee members shall be appointed for a term of three years.

Section 3: CAMP DOGWOOD

This Committee shall be responsible for conducting special fundraising activities for Camp Dogwood, subject to the approval of the Board of Directors and the North Carolina Lions State Council. All financial activities at Camp Dogwood shall adhere to the budget of the North Carolina Lions Foundation.

This Committee shall promote Camp Dogwood by encouraging both the blind, other handicapped, Lions and other authorized persons to make use of the facilities at the camp. The Committee shall inform the clubs of the camp's needs and encourage Lions Clubs to cooperate with Social Workers in preparing applications for visually impaired campers.

Section 4: SIGHT AND HEARING CONSERVATION

The Committee shall encourage clubs to enter into a variety of activities with the blind and/or hearing impaired community with particular emphasis on one-on-one involvement. Also, this Committee shall distribute information concerning services available to the blind and/or hearing impaired through the programs of the North Carolina Lions Foundation, the Division of Services for the Blind and other agencies.

The Committee shall promote public information and awareness of the problems of the hearing impaired, screening and early detection of hearing problems, medical research, education, training and employment assistance, collection of used hearing aids, telephone and TV attachments and the use of Camp Dogwood and other types of recreation for the deaf and/or blind. This Committee shall promote the use of the Mobile Screening Unit/KidSight Screening Units by Lions Clubs.

This Committee shall serve as liaison between the Lions Clubs and the Eye and Human Tissue Banks. The Committee shall cooperate with the Eye and Human Tissue Banks to educate the clubs and general public with the needs for tissue for transplantation.

This Committee shall also serve as the education arm for the humanitarian acts of organ donation, procurement and transplantation of eye tissue.

This Committee shall be responsible for awarding the North Carolina Lions Educational Grants each year to worthy students of a blind or visually impaired parent and/or parents, either living or deceased. The committee develops promotional material and

establishes criteria for awarding the North Carolina Lions Educational Grants subject to the approval of the Board of Directors. Also, this Committee shall assist in the selection of the winners of the grants in accordance with board policy. Committee members shall be appointed for a period of three years.

Section 5: BRIGHTER VISIONS ANNUAL FUND DRIVE

The duties of this Committee shall be to promote North Carolina Lions Foundation fundraising projects approved by the Board of Directors, the State Council of Governors, and the Lions of North Carolina in compliance with the existing state legislation. Funds collected from such drives, including Lions Clubs' contributions, shall be remitted to the state office of the North Carolina Lions Foundation which shall keep an accurate record of such funds. Monies shall be deposited in an approved bank to the credit of the North Carolina Lions Foundation.

This Committee shall promote North Carolina Lions Foundation fund raising projects through the use of Memorials and Honorariums. The duties of this committee shall include educating the local clubs regarding this program, promoting the use of Memorials and Honorariums by the general public, preparing informational brochures and materials for use of Lions and conducting programs. This Committee should use all available means to promote Memorials and Honorariums such as district newsletters, North Carolina Lions Foundation newsletters and press releases.

Section 6: PROPERTIES

This Committee shall review all transactions involving real estate of the North Carolina Lions Foundation and make appropriate recommendations to the Board of Directors.

This Committee shall also be responsible for the maintenance and upkeep of all North Carolina Lions Foundation property.

This committee shall work closely with the **NCLF** Long Range Planning Committee, and shall be responsible for determining North Carolina Lions Foundation property needs, developing necessary plans, and implementing approved plans.

In addition to the appointed membership, the Chairperson of the Camp Dogwood Committee shall serve as an ex-officio member of the committee without a vote. Committee members shall be appointed for a term of three years.

Section 7: PUBLIC INFORMATION AND EDUCATION

This Committee provides the news media with prepared stories and pictures and news releases and prepares and distributes public service announcements in cooperation with any other committee. All such news media releases or public service announcements must be prior approved by the President of the North Carolina Lions Foundation or his/her authorized representative. In addition, any public statement regarding North Carolina Lions Foundation, must receive prior approval of the

President of the North Carolina Lions Foundation or his/her authorized representative.

This Committee also solicits advertising for the North Carolina Lions Foundation publications and periodically reviews North Carolina Lions Foundation publications, brochures, pamphlets, films, videos, and other media to keep all information current.

This Committee shall assist the Executive Director and/or other staff members assigned to this function in compiling information for the North Carolina Lions Foundation publications and shall assist in producing a period newspaper.

This Committee shall also be responsible to assist the Executive Director in the review and updating of the North Carolina Lions Foundation website. Committee members shall be appointed for a term of three years.

Section 8: FELLOWSHIPS AND PARTNERS COMMITTEE

This Committee shall promote the memories and accomplishments of Past International Presidents John L. “Jack” Stickley, William L. Woolard, and Sid L. Scruggs, III to the Lions of North Carolina through established programs.

This Committee shall promote the use of the Jack Stickley Fellowship as an endowment fund to assist in covering North Carolina Lions Foundation administrative expenses.

This Committee shall also promote the use of the William L. Woolard Partner-In-Service program not only to fund an endowment but also to provide funding for current programs and services.

This Committee shall promote the use of the Sid L. Scruggs, III Beacon of Hope Fellowship to provide funding to support campers attending Camp Dogwood Summer Program for the visually impaired.

This Committee shall also promote the use of the North Carolina Lions Ambassador to provide funding for current NCLF programs and services.

Committee members shall be appointed for a term of three years.

Section 9: CLINICAL EYE RESEARCH

This Committee will be responsible for overseeing the eye research projects that have been voted on and approved by the Lions of North Carolina. The committee members will coordinate their respective district fund raising projects for eye research. They will be responsible for having a close working relationship with agencies that are involved with eye research and in particular the ones that the Lions are supporting. Through programs and education, they will encourage the continued support of eye research throughout the State of North Carolina.

Committee members shall be appointed for a term of three years.

Section 10: VOLUNTEERS

This Committee shall promote the use of volunteers to reduce the operating expense of the North Carolina Lions Foundation. Duties shall include seeking and preparing a list of potential volunteers and determining and coordinating work projects with the cooperation of the Properties Committee and the North Carolina Lions Foundation Staff. This committee should present programs and encourage clubs to provide volunteers.

Committee members shall be appointed for a period of three years.

Section 11: NOMINATIONS

The North Carolina Lions State Council's Nominating Committee will function as the Nominating Committee for the North Carolina Lions Foundation.

Section 12: NCLF LONG RANGE PLANNING COMMITTEE

This Committee is an advisory body that focuses on developing strategies and plans for the future of the North Carolina Lions Foundation. The committee will be functioning to maintain the plan and evaluate upside/downside events affecting Lions internally to Lions Clubs International and/or in the environmental/political arena in NC or nationally. The Long Range Plan typically will be looking at a 5-7 year goal. This will be an ongoing committee serving NCLF by reviewing and/or revising all aspects of the plan, facilities, fundraising, programs and services and leadership training of all individuals involved.

The 2024-2025 year will keep the current committee with Districts 31- L and 31- I being replaced with one each in 2025-2026, Districts 31-O and 31N being replaced with one each in 2026-2027. District 31-S being replaced with one in 2027-2028. Committee members shall be appointed for a period of three years.

Section 13: SEE THE 21ST CENTURY MOBILE SCREENING UNIT PROGRAM COMMITTEE

This Committee shall be responsible for the oversight and review of the activities of the 21st Century Mobile Screening Unit Program. The duties of the See The 21st Century Screening Unit Program Committee shall include but are not limited to promotion of use of the Mobile Screening Unit and the KidSight USA Vans by Lions Clubs, changes and/or additions to services provided by the MSU/KMSU and review of the operations manuals for both units.

See the 21st Century Mobile Screening and The KidSight USA Screening duties and responsibilities are also to provide educational programs, enhance awareness of Diabetic Eye Disease and Glaucoma among those at risk and encourage people to seek comprehensive eye exams.

Committee members shall be appointed for a term of three years.

Section 14: **NCLF LEADERSHIP AND DEVELOPMENT COMMITTEE**

This Committee shall design, organize, promote and conduct leadership development seminars and workshops. It shall promote the development of leadership in the Districts and Clubs. It shall assist the District Chairs in establishing effective and centralized leadership operations within the state.

Promote leadership development opportunities that encourages participation of all Lions within the state.

Communicate regularly with NCLF District chairs to ensure they are aware of leadership development programs and resources available.

Provide ongoing motivation to and monitors progress of NCLF District chairs to achieve leadership development goals.

Organize and facilitate instructor-led and/or web-based training in coordination with the NCLF District Chairs.

Identify potential and new leaders to participate in service and leadership development opportunities.

Review and update training information for NCLF program and services.

Provide leadership training for officers, directors and committees
Committee members shall be appointed for a period of three years.

ARTICLE III

AMENDMENTS

This policy may be amended at any official North Carolina Lions Foundation, Incorporated Board of Directors meeting by a majority vote of all voting members, provided the proposed Amendment: 1. Has been approved by the NCLF Executive Committee; and 2. Has been mailed, faxed, e-mailed or by any other appropriate technology for communication, to each member of the Board of Directors at least (30) days prior to the date of the meeting.