

**WEST VIRGINIA LIONS
SIGHT CONSERVATION FOUNDATION
BY-LAWS**

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BY-LAWS

ARTICLE I DUTIES AND RESPONSIBILITIES

Section 1. Trustees

The Board of Trustees shall:

- 1) Direct the fund-raising activities of the Foundation, including grant applications;
- 2) Approve the annual budget;
- 3) Prepare and execute the annual marketing program to assist in raising funds and identifying recipients;
- 4) Supervise and coordinate the program and efforts of the Foundation in the best interests of Lions Clubs International and the Lions of West Virginia;
- 5) Provide for an annual audit to be conducted by a qualified auditor at the end of each fiscal year and distribute copies of such audit upon request to interested parties and Lions Clubs of West Virginia;
- 6) Prescribe the amount of bond that shall be required of the Secretary-Treasurer;
- 7) Designate the bank or banks to be used as depositories of Foundation funds;
- 8) Appoint District Service Coordinators, in accordance with Article II, Section 1; and
- 9) Establish the policies under which the Foundation operates.

Section 2. President

The President shall:

- 1) Preside at meetings of the Foundation
- 2) Submit a written annual report to the Council of Governors of Multiple District 29 within 90 days after the close of the fiscal year.
- 3) Report personally, or through a designee, to each Council of Governors meeting on the progress of the Foundation.
- 4) Represent the Foundation at public functions, including District Conferences and Conventions.
- 5) Serve on Multiple District Committees as required by the Multiple District Constitution and By-Laws or as directed by the Council of Governors.
- 6) Shall perform such other duties as are specified or implied in the Constitution.

Section 3. Vice President.

The Vice President shall:

- 1) Perform the duties of the President in his or her absence;
- 2) Be knowledgeable of the operation and financial condition of the Foundation;
- 3) Perform such other duties as assigned by the President or the Board of Trustees.

Section 4. Secretary-Treasurer

The Secretary-Treasurer shall:

- 1) Prepare minutes of meetings of the Board of Trustees and provide copies of same to the Trustees, the Multiple District Council Chairman, and the State Secretary-Treasurer within 30 days after the meeting;
- 2) Maintain complete and accurate financial records for the Foundation;
- 3) Prepare checks for disbursements, each of which shall be signed by any two officers or designated Trustees; (No less than three persons shall be authorized to sign.)
- 4) Present regular financial reports to the Trustees in such form and manner as the Trustees may prescribe;
- 5) Maintain the official records (current and historical) of the Foundation;
- 6) Perform such other duties as may be prescribed by the Trustees.

ARTICLE II DISTRICT SERVICE COORDINATORS

Section 1. Appointment and Qualifications

The Board of Trustees shall appoint four District Service Coordinators in each District upon recommendation of each District's Trustees and District Governor. District Service Coordinators shall be members in good standing of Lions Clubs in their respective Districts, and shall serve one year terms. District Service Coordinators may be reappointed to successive terms, without limitation. No more than one District Service Coordinator may be appointed from any one Zone. The Board of Trustees may, by majority vote, replace any District Service Coordinator at any time.

Section 2. Duties

District Service Coordinators shall:

- 1) Receive applications from Lions Clubs, review and investigate applications, approve or disapprove applications, and coordinate service to the patient, in accordance with guidelines established by the Trustees;
- 2) Attend training sessions as required by the Trustees;
- 3) Perform such other duties as prescribed by the Board of Trustees.

ARTICLE III AMENDMENTS

Section 1. Method of Amendment

These By-Laws may be amended only at a Multiple District Convention, by resolution reported by the Multiple District Committee on Constitution and By-Laws, and adopted by a two-thirds (2/3) affirmative vote of the votes cast.

Section 2. Notice Requirement

No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to the President and Secretary of each club, all Past District Governors, all Multiple District Coordinators and Chairpersons, and all Cabinet officers no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 3. Effective Date of Amendment

Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment or by the Convention at the time of voting.