

NORTH CAROLINA



Lions, Inc.

North Carolina Lions, Incorporated
7050 Camp Dogwood Drive
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Camp Dogwood Drive
Sherrills Ford, NC 28673

NCLI Committees Policy and Duties

Establish May 20, 2018

NCLI Committees Policy and Duties were separated from the NC Lions, Inc. By-Laws and approved at the NCLI General Membership Meeting at Camp Dogwood on May 20, 2018

ARTICLE I

COMMITTEES

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

Section 2: A. The Chairperson of the following standing committees, with the exception of the By-Laws, Nominating, and Research and Long Range Planning Committees, shall be appointed by the President of the North Carolina Lions, Incorporated, 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 Properties Committee, the Public Information and Education Committee, the Sight and Hearing Conservation 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
- (2) By-Laws
- (3) Camp Dogwood
- (4) Sight and Hearing Conservation
- (5) Brighter Visions Annual Fund Drive
- (6) Properties
- (7) Public Information and Education
- (8) Fellowships and Partners Committee
- (9) Clinical Eye Research
- (10) Volunteers
- (11) Nominating
- (12) Research and Long Range Planning

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, Incorporated.

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

D. The North Carolina Lions, Incorporated committee members as specified in Article IX, Section 2, A and B, shall be afforded the opportunity to be reimbursed for expenses not to exceed North Carolina Lions, Incorporated 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, Incorporated Executive Director and Treasurer a budget that would ensure that the North Carolina Lions, Incorporated 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, Incorporated. 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 North Carolina Lions State Council Research and Long Range Planning Committee, shall make periodic visits to agencies receiving North Carolina Lions, Incorporated funds for on-site program evaluation. Committee members shall be appointed for a term of three year.
- 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, Incorporated. This committee shall meet prior to the November Board of Directors meeting and review the North Carolina Lions, Incorporated 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 fund raising 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 Incorporated. 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, Inc., 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 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.

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

The 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, Incorporated fund raising 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, Incorporated 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, Incorporated.

This Committee shall promote North Carolina Lions, Incorporated 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, Incorporated newsletters and press releases.

Section 6: PROPERTIES

This committee shall review all transactions involving real estate of the North Carolina Lions, Incorporated 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, Incorporated property. The committee shall work closely with the North Carolina State Council, Research and Long Range Planning Committee, and shall be responsible for determining North Carolina Lions, Incorporated 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, Inc. or his/her authorized representative. In addition, any public statement regarding the North Carolina Lions, Inc., must receive prior approval of the President of the North Carolina Lions, Inc. or his/her authorized representative.

This Committee also solicits advertising for the North Carolina Lions, Inc. publications and periodically reviews North Carolina Lions, Inc. 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, Inc. 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, Inc. 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, Incorporated 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.

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.

Section 10: **VOLUNTEERS**

This Committee shall promote the use of volunteers to reduce the operating expense of the North Carolina Lions, Incorporated. 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, Incorporated Staff. This committee should present programs and encourage clubs to provide volunteers.

Section 11: The North Carolina Lions State Council's Nominating Committee will function as the Nominating Committee for the North Carolina Lions, Incorporated.

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