

DISTRICT 2-A2 HUMAN NEEDS BOARD
CONSTITUTION

ARTICLE 1 - NAME

Section 1

The name of the Board shall be the Lions District 2-A2 Human Needs Board, hereinafter referred to as the Board.

ARTICLE 2 - AUTHORITY

Section 1: International

The constitution and by-laws of the Association of Lions Clubs, hereinafter called LCI, are hereby made a part of this document. Where conflict arises, the latest edition of the LCI Constitution and By-Laws shall take precedent.

Section 2: District

This constitution and all its amendments shall be passed by a 2/3 majority of a quorum of the District 2-A2 delegates in attendance at the annual district convention and must be in compliance with the Constitution and By-laws of District 2-A2.

ARTICLE 3 – PURPOSE AND OBJECTIVES

Section 1a:

The purpose of the of the Board, as a non-profit organization providing a charitable service, shall be to provide financial assistance to a District 2-A2 Lions club or a group of District 2-A2 Lions clubs, in order to meet a human need that, in the opinion of a majority of the members of that club or group of clubs, are found worthy to receive financial assistance, but for which that club or group of clubs do not possess the financial capability to meet that need.

Section 2: The objectives of the Board shall be:

Section 2a:

To assist a District 2-A2 Lions club or group of District 2-A2 Lions clubs in meeting a human need by providing a source of resources to aid in the procuring of the equipment or goods, necessary to meet that need according to the Human Needs Board procedures. The guiding document for the actions of the human needs board will be through the Human Needs Board Policy and Procedure manual.

Section 2b:

To foster a greater communication and cooperation among District 2-A2 Lions clubs in meeting the human needs of the communities served by encouraging joint projects by District 2-A2 Lions clubs.

ARTICLE 4 - MEMBERSHIP

Section 1: Eligibility

All Lions who are members in good standing of any Lions club in good standing with District 2-A2 and the International Association of Lions Clubs may become eligible as a member of the **Human Needs Board of Directors.**

Section 2: Club Eligibility

Section 2a:

To be entitled to the services of the Human Needs Board, a Lions club in District 2-A2 must be in good standing with District 2-A2 and the International Association of Lions Clubs.

Section 2b:

The request from Clubs must benefit the communities or individuals within the geographical area of District 2-A2.

Section 2c:

In accordance with the International Association of Lions Clubs "Use of Funds Guidelines", no Lion member or their families are eligible for assistance from the Human Needs Board.

Section 3: Voting Rights

The Board of Directors membership will be **elected** at the Annual District Convention,

Section 4: Quorum

A quorum for the transaction of business at the annual convention shall consist of 2/3 of all voting members of District 2-A2 duly registered at the convention.

ARTICLE 5 - BOARD OF DIRECTORS

Section 1: Number and Composition:

The government of this Board shall be vested in this Board of Directors, herein referred to as the Directorate, composed of seven (7) Directors elected as indicated in Section 4 of this Article. The current District Governor will serve as an ex-officio member. The District Governor may appoint the 1st or 2nd Vice District Governor, or the Immediate Past District Governor, to serve as the ex-officio member.

The Board has the option of requesting up to two (2) additional Lions Club members in good standing within District 2-A2 to be appointed by the Board Chairman; upon a majority approval from the Board, to serve on the Board in a non-voting capacity for a term of one year. These individuals will be required to attend regular and special meetings of the Board.

Should each of the open positions not be filled by election at the District Convention, the newly elected board may appoint a member in good standing to fill the position for a term of one year.

Section 2: Qualifications

Each of the seven (7) elected and/or appointed Directors must be an active member, in good standing, of a Lions Club in good standing in District 2-A2 and the International Association of Lions Clubs.

Section 3: Terms of Office

Section 3a:

Elected Directors shall serve a two (2) year term. An elected director may serve up to two (2) consecutive terms. One (1) year must lapse after the second elected term for a Director to become eligible for another elected term. (Human Needs Board Constitution-approved April 14, 2018; Page 3.)

Section 3b:

An appointed Director shall serve a one (1) year term or serve out the remaining year of an elected Directors term.

Section 4: Elected Directors

Section 4a:

The Board must notify the District 2-A2 Nominations and Elections Committee of the number of open vacancies and the qualifications of Directors needed prior to the Mid-Winter Conference.

Section 4b:

Candidate Resolutions must be signed and submitted to the Nominations and Elections Chairman and the District Governor no later than thirty (30) days prior to the Annual District Convention. The Lions Club endorsing a candidate for the position of the Board of Director must be in good standing, with District 2-A2 and the International Association of Lions Clubs, thirty (30) days prior to the Annual District Convention. Failure to comply with this section may result in the disqualification of the clubs endorsed candidate.

Section 4c:

No nominations for the position of Director to this Board shall be made from the floor at the Annual District Convention. No two (2) club members shall be endorsed by their club for a Director position to this Board in the same year.

Section 4d Voting Procedure:

When there are more candidates for the position of Director than there are positions available, the election shall be by secret ballot and the candidate(s) with the most votes shall be declared as the elected Director. In the event of a tie, the District Constitution and its Bylaws shall be utilized to determine the elected Director.

Section 5: Authority

The Board of Directors shall have the power and authority over all business affairs of the Human Needs Board. This includes the authority to administer, disburse, invest and control all moneys of the Board under the laws of the state of Texas and the policies of Lions Clubs International, and to pay all expenses connected with the administration of the Board. No moneys shall be disbursed or invested without the approval of the majority of Directors at a duly constituted meeting of said Board. The Chairman and Treasurer may authorize amounts not to exceed \$100.00. Faxes, E-mail, telephone calls, texts, and letters shall be deemed acceptable methods of communication for approval by the Directorate.

Section 6: Meetings of the Board of Directors

Section 6a: Regular Meetings: All members have the right of attendance and to the expression of opinions on all matters pertinent to the topical discussions as governed by ROBERTS RULES of ORDER at all meetings.

The Board shall meet quarterly, prior to or in conjunction with, the District 2-A2 Cabinet Meetings each year; at such time and place as may be determined by the chairman, with the annual meeting being held in conjunction with the District Convention. All Directors shall be sent a notice of the meeting by the Secretary at least 10 days prior to each regular meeting. Members of the Human Needs Board may receive notice through the District Newsletter or in such manner as deemed necessary by the Board Chairman or Board Secretary.

Section 6b: Special Meetings: These meetings may take place at such time and place as designated by the Chairman when the business of the Board may require or necessitate such meetings in order to promote the purpose or objectives of the Board. Special meetings may be called by the Chairman or by the majority of the Directors. (Human Needs Board Constitution-approved April 14, 2018; Page 4). In such cases, a written request for such a meeting must be provided. This notice must state the reason for the meeting, the date, time and place and be sent to the individual Directors at least 10 days prior to the meeting. No other business, than that stated, should be considered at such special meetings except by unanimous consent of all Directors present.

Section 6c: Combined Meeting: Prior to the first District Cabinet Meeting, the newly elected Board members shall meet with the outgoing Board members to discuss any unfinished business that may carry over to the next Lion Year. No other business shall be discussed. The newly elected Board of Directors shall meet after July 1, to elect new board officers and establish a budget.

Section 7 Quorum

The presence in person of a majority of the Directors shall constitute a quorum at any meeting of the Board. Except as otherwise specifically provided, the act of a majority of the Directors present at any meeting of the Board shall be the act and decision of the entire Board.

Section 8 Compensation:

All members of the Board of Directors shall serve without compensation and shall not receive any compensation directly or indirectly from the Board for any services rendered.

Section 9: Vacancies

Section 9a:

In the event of a vacancy on the Board of an elected member, the Board in a regular or special meeting shall have the power and authority, after consultation with the District Governor, to fill such vacancy to complete the unexpired Directors term, in accordance with the provisions of Article 5; Section 2 and 3. That position will then be an open position at the next constituted Annual District Convention.

Section 9b:

When any elected Director shall cease to be a member in good standing, of a Lions Club not in good standing with District 2-A2 and the Association of Lions Clubs, the Director position shall be declared vacant immediately and a successor shall be **appointed** in accordance with the provisions of Section 9 of this Article.

Section 10 Removal for Cause:

Any elected Director of the Board who shall be absent from two (2) consecutive meetings without advance notice and no communication or correspondence with the other Directors,

shall be dismissed from the Board and notice thereof be given in writing to the absent Director and to the District Governor. The office shall be declared vacant immediately and a successor shall be appointed in accordance with the provision of Section 9 of this Article.

ARTICLE 6 - OFFICERS

Section 1: Officers

The officers of the Board shall be a Chairman, Secretary and Treasurer. At the discretion of the members, the latter two positions may be combined into one office. If the Secretary and Treasurer positions are combined, then the Vice Chairman position must be established. (Human Needs Board Constitution-approved April 14, 2018; Page 5)

Section 2: Election

All officers shall be elected by the incoming Directors on, or shortly after, July 1 (beginning of the new Lion Year). Officer elections may be conducted at a regular or special meeting, electronic mail or group text.

Section 3: Terms of office

All officers of the Directorate shall be elected for a one (1) year term, with the option of serving one (1) additional successive term; with the approval of the full Board of Directors. Upon completion of his/her term each officer shall forthwith submit all files, records, correspondence, documents and any other pertinent items in his/her possession to his/her successor.

Section 4: Duties:

Section 4a: Chairman

The Chairman shall preside at all meetings of the Board.

- He/she shall supervise and coordinate the progress and efforts of the Board.
- He/she shall appoint all committees in accordance with Article 7 herein.
- He/she shall write all agendas and distribute them to the members at all meetings or seek assistance from the Secretary.
- He/she shall freely consult with the Board and keep it fully informed as to ongoing activities.
- He/she shall make annual reports to the Directors and to the Lions of District 2-A2 at each District Cabinet Meeting.
- The Chairman shall appoint a committee from the seated Board to review and suggest changes to the Board Constitution.
- The Chairman performs other duties as may be assigned by the Board in keeping with the purpose of the Board and as usually pertains to the office.
- He/she may delegate any of these duties to other officers or members of the Board.

Section 4b: Vice Chairman (Optional Position)

The Vice Chairman will act in place of the Chairman when and if he/she is absent or unable to conduct the meeting. Should a Vice Chairman not be elected, the Secretary or Treasurer will act in place of the Chairman when absent.

Section 4c: Secretary

The Secretary, under the supervision of the Chairman, shall:

- Keep an accurate record of the proceedings of all meetings of the Board of Directors and within 10 days of each meeting forward copies of the minutes to each Board member.
 - Receive all requests from District Lions clubs for assistance and provide each member with copies of such requests and maintain records of the disposition of each request.
 - Sign all notices and documents issued by the Board.
- (Human Needs Board Constitution-approved April 14, 2018; Page 6)
- Assist the Chairman as requested.

Section 4d: Treasurer

The treasurer shall collect and make receipt for all monies received from members and clubs in District 2-A2. The Treasurer will provide receipts for all money received with the exception of the District dues received from Clubs.

- He/she shall deposit such monies in a bank or banks approved by the majority of the Board of Directors.
- He/she shall disburse money as directed by the Board of Directors; and to maintain accurate books and records of accounts available upon request for verification.
- He/she shall sign, in conjunction with the Director(s) chosen as second signatories, all checks, notes, drafts and orders for payments and maintain records for all clubs in good standing with the Board.
- The Treasurer shall cooperate in an annual review of the financial books and records performed by the District 2-A2 Financial Review Committee.

Section 5: Vacancies and Removals

Section 1: Vacancies

In the event of a vacancy of an elected Officer on the Board, a majority of the Board, in a regular or special meeting shall have the power and authority to fill such vacancy. At this meeting, a successor shall be appointed to complete the unexpired term in accordance with the provisions of Article 5, Sections 2 and 3.

Section 2: Removal:

Any officer elected or appointed by the Board may be removed for cause by a majority vote of the full Board. Such action shall only be taken at a meeting of the Board (regular or special). The officer to be removed must be given written notice of the pending action twenty (20) days prior to the decision of removal, and given ample opportunity to present their case for non-removal.

ARTICLE 7 - COMMITTEES

Section 1: Eligibility

All current members of the Board shall be eligible to serve on a committee. The Chairman, at his/her discretion, shall appoint members to needed committees.

Section 2: Ex-Officio Members

The Chairman shall serve as an ex-officio member of all committees. The Chairman may select any District 2-A2 member in good standing with special expertise to serve as ex-officio members in an advisory capacity. (Human Needs Board Constitution-approved April 14, 2018; Page 7)

ARTICLE 8 - FISCAL MANAGEMENT

Section 1: General

The fiscal management of the Board shall follow generally accepted accounting methods and any specific instructions presented herein under the constitution

Section 2: Fiscal Year

The fiscal year of the Board shall be from July 1 of each year to June 30 of the following year.

Section 3: Income

Main revenues of the Human Needs Board shall be from dues collected from the Lions of District 2-A2. The District membership dues are one dollar (\$1.00) per member. These dues are collected semi-annually. These monies are to be directed for the use of the Board in meeting the needs of the individuals, providing sources to aid in the procuring of equipment or goods necessary to meet the needs in accordance to the Human Needs Board procedures. Additional income may be derived from fundraising, contributions, endorsements, grants, etc.

Section 4: Expenditures

Disbursement of funds shall be made by the Treasurer at the discretion of the Board when co-signed by another authorized Board member. Nominal expenditures not to exceed \$100.00 may be approved by the Chairman and Treasurer; with the knowledge of the full Board. Disbursements over this amount shall require a vote by the Board.

Section 5: Budget

If needed, a proper budget shall be developed by the Budget committee and adopted by the newly elected Board after July 1. Approval of the budget may be made by electronic mail or by group text.

Note: The newly elected board does not have the authority to make any decisions until after they take office on July 1; therefore, no votes or decisions can be made prior to July 1. An unofficial budget committee may be established to prepare the budget prior to eligibility to vote.

ARTICLE 9 - DISSOLUTION

Section 1: Upon the dissolution of this Board, all records, reports and correspondence shall be turned over to the District Governor of District 2-A2 immediately after the Annual District Convention. At the discretion of the majority of the Board of Directors, all assets shall be distributed to one or more District or State programs. Funds shall be distributed within ninety (90) days of the dissolution of the District 2-A2 Human Needs Board. Any such assets not designated to a District or State program, shall be distributed by the current District Governor of District 2-A2.

ARTICLE 10 - AMENDMENTS

Section 1: Origin

A proposal for an amendment to this constitution may originate from any Board member.

Section 2: Development

Proposals shall be forwarded to the Board or a committee on the constitution and by-laws for consideration.

HUMAN NEEDS BOARD
DISTRICT 2-A2
Policy and Procedures

Purpose

The purpose of the of the Human Needs Board, is a non-profit organization providing a charitable service, and shall be to provide financial assistance to a District 2-A2 Lions club or a group of District 2-A2 Lions clubs in order to meet a human need that, in the opinion of a majority of the members of the board or clubs, are found worthy to receive financial assistance, but for which that club or group of clubs do not possess the financial capability to meet that need. In order to improve performance and utilization of the Human Needs Board an individual may come to the Board directly. In the event of an individual or family approaching a club, club member or the Human Needs Board the following procedures will be instituted.

What constitutes a Need

An individual or family that is in dire financial straits that is of a temporary or short term effect, and could be relegated by a monetary disbursement not to exceed \$1000.00. These monies can be provided by the Human Needs Board or in combination with a club (If a club assists it must be able to react quickly and with expedience.)

Procedures

An individual or family that is in need may contact a local club or be directed to a member of the Human Needs Board and be given the appropriate form (see attached) and have an interview setup to expedite the process. The application and all required documentation must be made available prior to the time of interview or application will be rejected. The chairman or his designee will contact applicant on whether or not their application has been approved.

Human Needs Board

Application for Services

Mission of the Human Needs Board is to provide support for individuals and families that are in a financial need emergency. This would be a one time assist not to exceed \$1000.00

Applicant Name: _____ Age: _____

Date of Birth: ___ / ___ / ___ Sex ___ Social Security Number: _____ - _____ - _____

Mailing Address: _____ Phone #(____) _____ - _____

City: _____ St: ___ Zip Code _____ Cell # (____) _____ - _____

Marital Status(circle one): Single Married Divorced Separated Widowed

Household Income: \$ _____ (Yearly, Monthly) circle one

Household expenditures: Rent/Mortgage \$ _____, Insurances \$ _____,

Medical \$ _____, Any large monthly payments other than aforementioned \$ _____.

Proof of Residency: A social security card is not required for application approval; however proof of residency is required. Please submit a copy (originals will not be returned) of one with matching address: Texas identification card, CPS, SAWS, or other household bill with YOUR name, mail from a financial institution, cell phone, Voter registration card. Applicant must meet federal poverty guidelines as shown on next page.

What is Your Need? Please be give detailed information why you need this assistance!

Does your need require any of the following?

Eye Health ___ Eye Exam ___ Eye Glasses ___ Date of last examine ___ / ___ / ___

Diabetes Assistance: ___ If yes what specifically, Medication ___ Testing Supplies _____, Medical other than above (I;E Medical Equipment)

FEDERAL POVERTY GUIDELINES

Household

Size	1	2	3	4	5	6	7	8
100	\$12,060	16,240	20,420	24,600	28,780	32,960	37,140	41,320
133	\$16,040	21,599	27,159	32,718	38,277	43,837	49,396	54,956
150	\$18,090	24,360	30,630	36,900	43,170	49,440	55,710	61,980
200	\$24,120	32,480	40,840	49,200	57,560	65,920	74,280	82,640
250	\$30,150	40,600	51,050	61,500	71,950	82,400	92,850	103,300
300	\$36,180	48,720	61,260	73,800	86,340	98,880	111,420	123,960
400	\$48,240	64,960	81,680	98,400	115,120	131,840	148,560	165,280

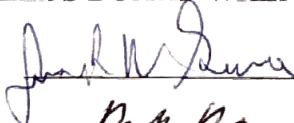
For each additional person in the household, add \$4,218 for each to the total annual income to determine the household's percent of the Federal Poverty Guideline income.

Any adult 19 years of age or over or any child/youth 18 years of age and below who has a total household income that is 150% below the Federal Poverty Guidelines may contact the HNB for help.

As Approved January 13, 2020

MEMBERS OF THE HUMAN NEEDS BOARD WHEN APPROVED

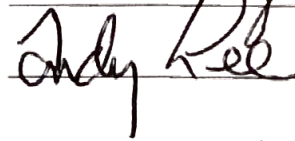
Joseph M Guerra, Chairman



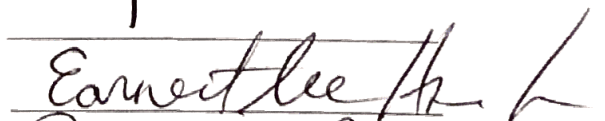
Mary Ann Mays, Secretary



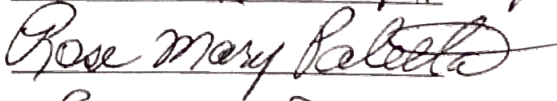
Andy Lee, Treasurer



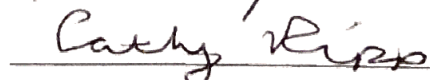
Cecilia Nobles, Board Member



Earnest Hamilton, Board Member



Rosemary Paletta, Board Member



Cathy Ripps, Board Member



Human Needs Board Resolution

01/13/2020 Board meeting

The Lions Human Needs Board of District 2A2 voted to Amend the constitution and to take the add a Policy and Procedures manual.

1/13/2020 Business Meeting

Cathy Pappas made a motion to adopt New Bylaw amendments and changes.

Cecilia Nollas seconded the Motion and Motion passed unanimously.

Cecilia Nollas made a motion to adopt a Policy and Procedure Manual. Rosemary Pabla seconded the Motion and Motion passed unanimously.

M. A. Pappas
Secretary - Name