



GEORGIA DISTRICT CIVITAN FOUNDATION, INC.

Revised and Restated Policies

Effective: August 29, 2020

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ADMINISTRATIVE

Purpose Statement

1. To use the general entrusted funds of the Georgia District Civitan Foundation, Inc. (“foundation”):
 - (a) To foster, promote
 - (b) , assist and encourage, Georgia Civitan Clubs, the Civitan International Georgia District, Inc.(“district”) the Georgia District Civitan Foundation, Inc. (“ foundation”); and all Civitans as well as Governmental entities, citizens and other community groups in projects, research, care, education, treatment, diagnosis, rehabilitation and prevention in the fields of intellectual and developmental disabilities and other cognitive disorder.
 - (c) These purposes may be achieved by the support of such entities, groups, individuals, or their affected families.
 - (d) The Trustees of the Georgia District Civitan Foundation, Inc. (“trustees”) shall make every effort to preserve, protect and grow the corpus of the foundation and foster, encourage, promote; and to effectively manage its funds, consistent with this purpose statement and make consistent decisions based on these purposes and the *Civitan Creed*.

Members

2. The foundation shall have four (4) classes of members. The designation of such classes and qualifications and rights of the members of such classes shall be as follows:
 - (a) General Members. Every Civitan, who is a member of a Civitan Club under the governance of Georgia District Civitan International.
 - (b) Sustaining Member. Any person who contributes, or has had contributed in his or her name, a sum of less than \$150.00 to the foundation.
 - (c) Life Member. Any person who contributes, or has had contributed in his/her name, a sum of \$150.00 or more to the foundation.
 - (d) Fellow Member. Any person who contributes, or has had contributed in his or her name, a sum of \$500.00 or more to the foundation.

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- (e) The Foundation trustees may establish new membership types in order to assist in funding its mission.
- 3. **Governance and Voting Rights.** The management of the foundation is vested in the sole discretion of its trustees. The general, sustaining, life or fellow members do not have voting rights.
- 4. **Termination of Membership.** The trustees may by an affirmative vote of two-thirds (2/3's) of all the trustees, suspend or expel any member with or without cause.
- 5. **Resignations.** Any member may resign by filing a written resignation with the secretary of the Board of Trustees.
- 6. **Transfer of Membership.** Membership in this Foundation is not assignable or transferable.

Trustees

- 7. The trustees shall comply with federal and state statutes and rules. The trustees shall not adopt policies that would conflict with the bylaws and articles of incorporation of the foundation. The trustees shall not adopt policies that do not conform to the bylaws, articles of incorporation and policies of Civitan International, Inc. and the Civitan International Georgia District, Inc.
- 8. The number of trustees shall not be more than nine (9) as follows:
 - (a) Three (3) trustees shall and must be the Governor, Governor-Elect and the Immediate Past Governor of the district;
 - (b) Three (3) trustees shall and must be Civitan members in good standing of Civitan Clubs in the district; and
 - (c) Three (3) remaining trustees shall be selected or appointed by the six (6) trustees herein specified above.
- 9. **Election of Trustees.**
 - (a) The Governor, Governor-Elect and Immediate Past Governor of Georgia District Civitan International shall by virtue of their office and as provided for in the Foundation charter, automatically shall be and constitute three (3) of the trustees and shall be only administratively confirmed at the district annual convention;
 - (b) Each year one (1) trustee shall be elected by the majority vote of the qualified delegates at the district annual convention.

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- (c) Each year one (1) trustee shall be elected and appointed by a majority vote of the trustees.
- (d) Each trustee shall serve and hold office for a period of three (3) foundation fiscal years.

10. Tenure. In no event shall any trustee serve more than two (2) consecutive three-year terms as an appointed trustee. If a Trustee is appointed to complete less than three years of the term of another elected or appointed trustee such time shall not count toward the two (2) consecutive three-year term limitation and such Trustee would be eligible for election or appointment to serve as a Trustee, without a break in service, for two consecutive three (3) year terms as a Trustee.

11. Any trustee that fails to attend three (3) consecutive meetings may be terminated and replaced by an appointed trustee to complete his or her term.

Trustee Officers

12. The trustees of the foundation shall be members of the Foundation and are selected for three-year terms.

13. Chairperson. The chairperson and the vice chairpersons shall have been a member of a Civitan Club in Georgia for at least three years and previously having served as an officer or director of Civitan International Georgia District, Inc. or having served at least two full years as a Foundation trustee. The chairperson shall be elected by the Trustees at its annual meeting and shall be the chief executive officer of the foundation. He or she shall exercise general supervision over the affairs of the foundation subject only to the trustees. He or she shall further the purposes of Civitan International and the foundation. He or she shall promote the interests and coordinate the work of foundation officers and of member clubs within the foundation. It shall be the duty of the chairperson to:

- (a) Implement, supervise and lead the Civitan development team and comply with the requirements as set out in Civitan International policy 0800.
- (b) Schedule and preside at all foundation meetings, the annual convention and meetings of the trustees.
- (c) Serve as ex-officio member of all committees.
- (d) Work with the trustees to develop policies and programs of the foundation.

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- (e) Work with the district, its area directors, project chairmen and committees to assist in carrying out the policies and programs of Civitan International, the district, and the foundation.
- (f) Attend all foundation meetings.
- (g) Prepare for foundation trustee meeting and provide a written program, format and agenda for trustee meetings.
- (h) At each Civitan meeting solicit Life Membership contributions for the Foundation. Encourage each Civitan Club to honor their outgoing president and other officers with club contributions to the Foundation.
- (i) Perform such other duties or assume such other responsibilities as required by the bylaws of the foundation.

14. **Vice Chairperson.** The vice chairperson shall be elected by the Trustees at its annual meeting and shall be responsible for becoming familiar with all foundation activities and to prepare for assuming the job of chairperson. He or she is to assist the current chairperson in every way possible to ensure the efficient operation of the foundation. It shall be the duty of the vice chairperson to:

- (a) Assume the office of chairperson in the event of a vacancy.
- (b) Develop plans and programs for foundation operations.
- (c) Attend foundation meetings.
- (d) Perform such other duties or assume such other responsibilities as required by the constitution and bylaws of the foundation or as assigned by the trustees.

15. **Secretary.** The secretary shall be elected by the trustees at its annual meeting. The secretary maintains the official records of the foundation and performs such other duties as usually pertain to the functions of a secretary. The secretary may be designated as the agent for an incorporated district. It shall be the duty of the secretary to:

- (a) Attend trustee and foundation meetings and serve as secretary of said meetings.
- (b) Keep and preserve the minutes of all foundation and trustee meetings and prepare and submit written minutes of said meetings to the trustees.
- (c) Preserve and have accessible the foundation policies manual.

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- (d) Mail timely notice of all meetings to trustees within thirty (30) days prior to meetings.
- (e) Perform such other duties or assume such other responsibilities as required by the bylaws of the foundation or as assigned by trustees.
- (f) Meet with successor in office to provide training, guidance and an orderly transition of records and books.

16. Treasurer. The treasurer shall be elected by the trustees at its annual meeting. The treasurer shall maintain the official financial records of the Foundation and performs such other duties as usually pertain to the function of a treasurer. It shall be the duty of the treasurer to:

- (a) Keep and preserve accurate and complete records of all foundation financial transactions, following good accounting procedures.
- (b) Submit financial statements and records as required by the bylaws and policies of the trustees.
- (c) Receive and deposit all monies due the Foundation.
- (d) Disburse monies within limitations of the foundation budget or by specific instructions of the trustees.
- (e) Two signatures shall be required for the issuance of any check in an amount exceeding \$2,500.00 unless the disbursement has been previously authorized by a specific vote of the Trustees or by the Scholarship Committee.
- (f) Furnish written reports of the foundation finances at each meeting of the trustees and at the District annual convention.
- (g) Close the books at the end of the fiscal year and submit them for audit as required by the bylaws and policies of the foundation.
- (h) Attend all meetings of the foundation and/or trustees.
- (i) Perform such other duties or assume such other responsibilities as required by the foundation bylaws or as assigned by trustees.
- (j) Submit each report as may be required by State and Federal laws.

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- (k) Meet with successor in office to provide training, guidance and an orderly transition of books, records, and custody of investments.

17. **Scholarships Committee.** The Scholarship Chairperson and two other Trustees shall be appointed by the Chairperson and confirmed by the Trustees at the annual meeting to serve on a Scholarships Committee. It shall be the duty of the Scholarship Chairperson to oversee:

- (a) Provide notice to interested persons of the availability of scholarship funds.
- (b) The Scholarship Committee shall have wide discretion to provide updated application forms and filing procedures for the review and analysis of each application.
- (c) Provide pre-disbursement guidelines and qualifications for disbursing scholarship funds to selected recipients. The Committee shall have wide discretion in hardship waivers for deserving recipients.
- (d) Receive and review each scholarship application in accordance with the committee policies and procedures as set forth and provided for by Scholarship Committee.
- (e) Provide the names of the recommended recipients to the Trustees for final approval;
- (f) Notify the Foundation Treasurer of the approved recipients.

18. **Grants Committee.** The Grants Committee Chairperson and two other trustees shall be appointed and confirmed by the Trustees at the annual meeting. It shall be the duty of the Grants Chairperson to coordinate and oversee:

- (a) Provide notice to all interested persons of the availability of grants.
- (b) Receive and review each grant application.
- (c) Recommendations to the Trustees on each grant application received.
- (d) Final approval of grants vests solely in the wide discretion of the Trustees.
- (e) Notify the Foundation Treasurer of any requirements that must be verified in order to disburse grant funds.

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Foundation Meetings

19. The annual meeting of the Foundation shall be held during the District's annual convention.

20. The Chairperson shall determine the date, place and time of the Trustee's meetings and the secretary shall provide notice to each Trustee at least thirty (30) days prior to the date of said meeting stating the place, date and time of the meeting.

21. Unless a Trustee makes an objection, the chairperson may poll the trustees by electronic mail or facsimile to obtain approval on certain specific actions. Any Trustee may request a review at the next scheduled Trustee's meeting of any action approved by an email or facsimile vote. Such review may result in ratification of the action, reconsideration of the action, and modification of the action.

22. The Chairperson or any three trustees may call a meeting of the Trustees at any time causing the Secretary to give not less than five (5) days written notice to each trustee explaining the nature of the meeting and the business to be discussed, provided however, said prior written notice may be waived in writing by all trustees. The chairperson shall promptly notify by electronic mail or facsimile each trustee of date, time, place and type of meeting.

23. A majority of the Board of Trustees shall constitute a quorum for the transaction of business at any meeting of the Board of Trustees but if less than a majority of the Trustees are present at said meeting a majority of the Trustees present may adjourn the meeting.

24. The Trustees shall host a meal function at the District annual convention. Trustees and their spouses (or invited guests) may be included. The Chairperson may invite any visiting International guests and spouses or other guests of the convention.

25. Unless otherwise provided for in these policies, foundation bylaws or Civitan International policies and bylaws, the Foundation meetings shall be conducted in accordance with *Robert's Rules of Order. Note 76 National emergencies.*

Policy Development

26. The business of the foundation shall be administered by its elected trustees in accordance with its articles of incorporation, bylaws and policies. It is the intent of the trustees to develop written policies as guidelines and

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goals for the successful and efficient functioning of the foundation. The trustees define policy as:

- (a) The policies adopted by the trustees should be broad enough to indicate a line of action to be followed by the trustees in meeting a number of problems; yet narrow enough to give clear guidance.
- (b) Policies are guides for action by the trustees, which sets the rules, regulations and forms to provide directions to the trustees and Civitan members at all levels of foundation activity.
- (c) It is the intention of the trustees that these policies serve as a source of information and guidance for the trustees and Georgia Civitans.
- (d) Change in needs, conditions, purposes and objectives will require revisions, deletions, and additions to the policies of present and future trustees.
- (e) The trustee's welcome suggestions for ongoing policy development.
- (f) A policy review committee will be appointed at five (5) year intervals or sooner as the need may arise.

New Policies and Amendments

27. Adoption of new policies or changes or modification of existing policies is solely the responsibility of the Trustees.

- (a) The chairperson or secretary shall report to the trustees, from time to time, on the policies in operation and shall propose such changes as deemed necessary.
- (b) Proposals for new policies, or changes to existing policies, may be recommended in writing by any trustee, Georgia Civitan club in-good-standing, or any Civitan member, however, adoption of new policies or changing policies shall be at the sole discretion of the trustees.
 - (1) The Trustees may change or amend any policy by a majority vote of the trustees at any trustee meeting, without prior notice. However, any authorized person or entity seeking a policy change must submit the suggestion in writing to the trustees in a reasonable amount of time prior to the trustee meeting in order to

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be added to the agenda for said trustee meeting, thus allowing the planning, timing, and length of the meeting.

PART B: FINANCE

Finance, Budget and Reporting

28. The fiscal year of the foundation shall begin on October 1 and end on September 30 of each year.

- (a) On or before the spring foundation meeting the Trustee Chairperson, with the approval of the Trustees shall appoint a public accountant, a certified public accountant, a chartered public accountant, or other qualified person to serve as foundation auditor:¹
- (b) The Chairperson and Treasurer shall fully cooperate with the foundation auditor during his or her examination of the foundation's financial records; The foundation auditor shall examine the foundation's financial records and prepare a written interim report to be presented to the Trustees at their next meeting and no later than the Trustee's meeting prior to the Georgia District's annual conference; and
- (c) The outgoing Trustee and outgoing Treasurer shall prepare a year-end report and reconciliation of accounts as soon as possible after September 30 and shall submit it to the foundation's auditor.

29. The report of the annual audit of the books and accounts of the foundation, as of September 30, shall be submitted to the Trustees not later than November 30 each year.

30. The foundation shall operate under a budget of estimated income and expenditures for the fiscal year in which it is to be in effect, plus any accumulated surplus from the immediate past fiscal year.

31. The budget shall not authorize expenditure of any money in excess of such income and surplus without specific prior approval of the trustees.

32. The newly elected chairperson shall meet with the current chairperson and the outgoing and incoming foundation Treasurers during the annual convention to develop a budget for the upcoming fiscal year that will be adopted at the Foundation's last meeting at the annual convention.

¹ Audit procedures added October 22, 2016.

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33. The budget shall be presented to the trustees for adoption at its last trustee meeting at the annual convention, or not later than October 1 of the fiscal year in which it is to be in effect.

34. All disbursements shall be in compliance with the funds allocated in the budget. The chairperson may authorize reasonable and necessary expenditures that are not included in the budget; however, any such material expenditure shall promptly be reported to the Trustees. The trustees shall review and take action on all expenditures that are not provided for in the budget.

35. The trustees may amend its budget at any meeting or conference.

Investment Guidelines

36. All funds shall be accounted for in strict accordance with existing State and Federal law.

37. Where residual funds exist that are not required for normal day-to-day expenses, nor exempt by law from investment, these shall be invested in safe securities, money market accounts or other interest-bearing accounts with appropriate financial institutions.

38. Custody of any securities must transfer to the succeeding treasurer.

Revenue

39. The Foundation has various sources of revenue that include but are not limited to:

- (a) Life memberships;
- (b) Life fellow memberships;
- (c) Other future membership types;
- (d) Member contributions;
- (e) Capital growth;
- (f) Short- & Long-Term capital gains;
- (g) Dividends;
- (h) Interest;
- (i) Projects; and
- (j) Public contributions.

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40. The allocation of Foundation revenue shall be handled in a manner consistent with state and federal laws and rules, Internal Revenue Service guidelines, and the articles of incorporation and bylaws.

41. An account may be established by the treasurer at a registered and reputable financial institution in order to maintain the funds and investments of the foundation.

42. A general operating (checking) account may also be established at such financial institution or at another FDIC or SIPC protected and reputable financial institution for the disbursing of funds for operations and expenses of the foundation.

43. The operating account may be used for:

- (a) The foundation scholarship program, including but not limited to the Bobby and Alice Dodd Scholarship(s), Junior Civitan Scholarship, and the Wyand Scholarship;
- (b) Approved matching grants;
- (c) Other normal and customary expenses of the foundation;
- (d) Sub-accounts under the general operating account may be established for specific projects, any administrative fee charged separately for administering such projects shall not exceed 15% of all project funds;
- (e) Foundation funds shall not enure to the personal benefit of any member or trustee; and
- (f) Project funds shall be used for the specific purpose for which it was raised.

Disbursements

44. No expenditure in excess of a line item budgeted amounts can be made without the prior approval of the Trustees.

45. A written financial report shall be presented at each meeting of the Civitan International Georgia District, Inc.

46. The trustees authorize the chairperson to approve expenditures to cover any reasonable single purchase order from the general operating budget, which may be required to conduct efficient operations of the foundation. Expenditures for items not covered by the budget shall be brought to the trustees as soon as possible for ratification.

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Expense Reimbursement

47. Official expense reimbursement forms must be used and be submitted to the treasurer within 60 days of the expense. No reimbursement will be made after the 60 period or after the end of the fiscal year.

48. The trustees are entitled to reimbursement of all reasonable expenses incurred during the performance of their duties of office. The treasurer may approve the Expense Statement and copies of the expense statements shall be made available to the trustees at their next meeting.

49. Cost of postage and telephone calls pertaining to official business and other necessary expenses as specifically authorized by the Trustees.

PART C: PROJECTS AND GRANTS

Availability of Funds

50. The trustees at their annual meeting shall determine the amount of project and grant funds that shall be available for the budget year. The trustees shall determine the project and grant resources available based on the:

- (a) Current assets of the foundation;
- (b) Foundation income for the past twelve months; and
- (c) General economic conditions.

51. The Chairperson shall promptly notify the District Newsletter editor of the amount authorized for projects and grants for the upcoming Civitan year.

Service Projects

52. The major purpose of the Foundation is to help Clubs with local service projects consistent with the Foundation articles of incorporation, bylaws and these policies. Trustees shall review all grants and such review shall include, but not limited to the following:

- (a) Appropriate projects, which do not have other sources of funding and which, without grants from the Foundation, might not be feasible.
- (b) Priority should be given to projects directly supporting organizations for persons with Intellectual or developmental disabilities (“IDD”).
- (c) It is not standard procedure for the Foundation to grant funds to national or state organizations which have their own sources

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of funding or which may get funds from federal, state or local governments. Such grant requests may be considered by the Foundation but will not be given priority.

Grants

53. Matching Grants.

- (a) By precedent and by desire, it shall be the policy of the Foundation that all grant requests be considered only on a competitive matching-funds basis with:
 - (1) One or more Georgia Civitan clubs providing that each club is in good standing with the Georgia District, Civitan International, United States Internal Revenue Service and incorporated under the Georgia Nonprofit Corporations Code and is in good standing with the filing requirements of the Secretary of State; or
 - (2) Civitan International Georgia District providing and that it is in good standing with Civitan International, United States Internal Revenue Service and is incorporated under the Georgia Nonprofit Corporations Code and is in good standing with the filing requirements of the Secretary of State.
- (b) All grant requests must be filed in writing or by electronic mail containing all information required on the Foundation's Official Grant Request Form on the Foundation's section of the Georgia District website, www.georgiacivitan.org or will be provided email upon request directed to the Foundation's chairperson or treasurer. Clubs shall be made aware of these forms and their use. Supporting documentation may accompany the grant request forms.
- (c) Either the Foundation Chairperson, Matching Grants Committee Chairperson or Treasurer should but it is not required to receive matching grant requests on or before 15 days prior to the next scheduled Trustee's meeting. Trustees at their meeting will consider any such requests received by this deadline. For certain special grant requests, the Trustee's may consider approval by Electronic mail voting.
- (d) Grant request for matching funds may be submitted once each quarter to the Foundation Trustees.

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- (e) The decision on matching grants vest solely within the discretion of the Trustees. Note: Funding not normally granted for ordinary recurring business expenses.

54. Multiple Grant Requests by Clubs:

- (a) The Foundation will assist clubs or the district with qualifying local projects on a matching funds basis.
- (b) Clubs that have been granted matching funds from the Foundation may not be considered for additional matching funds for other projects within any given fiscal year until all other requests from other clubs or the district have been duly considered.
- (c) One club cannot be granted more than 25% of the projected annual available matching funds for a particular grant request until all other grant requests for the fiscal year have been considered.

55. Priority of Funding. The trustees resolve to carefully consider all projects prioritized by the district.

56. The Trustees will decide on the amount available for Matching Grants for the next Civitan year at its Fall meeting held in conjunction with the annual Georgia District Convention.

PARD D JOINT SPONSORSHIPS

57. Meetings, Conventions, and Major Fund-Raising Events (“Joint Events”)².

- (a) The Foundation Trustees Chairperson shall coordinate with the District’s Governor in the planning of the District’s meetings and conventions and that said conventions and meetings shall be considered jointly sponsored events unless the directors of the District or the Trustees of the Foundation shall vote to hold a separate convention or meeting.
- (b) Joint meetings of the District and the Foundation do not require the filing of the joint sponsorship application and are automatically approved and shall comply with the written policies of the Georgia District Civitan Foundation relating to

² The Trustees, in their sole discretion, may determine whether or not an application for a joint event constitutes a major fund-raising event.

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jointly sponsored events. However, the Foundation shall be notified of any change in its treasurer or fiscal agent appointed for the meeting.

- (c) Representative(s) of the district or the foundation may manage meetings and conventions. All contracts, agreements, advertisements, and forms shall identify the meeting, convention, or joint events as being co-sponsored by the foundation.
- (d) The Foundation may also sponsor other joint events with the District or with a club. The Foundation's trustees must approve the sponsoring of such joint events.
- (e) A joint event must be consistent with the articles of incorporation, bylaws and policies of the Foundation.
- (f) A joint event must be consistent with the articles of incorporation, bylaws and policies of Civitan International.
- (g) A club, the district, or the foundation may manage a joint event.
- (h) All contracts, agreements, advertisements, and forms shall identify the joint event as being co-sponsored by the foundation.

58. The sponsoring district or Club shall designate a qualified fiscal agent (hereinafter referred to as the "fiscal agent") that is acceptable to the Trustees, that shall:

- (a) Enter into a Fiscal Agent Agreement with the Foundation;
- (b) Keep complete and detailed financial records for each jointly sponsored meeting, convention or fundraising event (hereinafter "event"); including but not limited to cash receipts and disbursements;
- (c) Prepare and submit acknowledgment tax contribution letters for each cash donation of more than \$250.00 and for donations of any interest of real or personal property; and
- (d) Make all such records regarding such jointly sponsored event available to the Foundation.

59. The receipts and disbursements for a meeting, convention, or joint fund-raising event shall be separately accounted for by the fiscal agent and that:

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- (a) A financial report shall be prepared and submitted by the Fiscal Agent to the Foundation Trustees; and
- (b) Said report shall provide a statement that the net proceeds from the jointly sponsored event have been disbursed or scheduled to be disbursed in compliance with IRC 501(c)3 organizations rules and regulations and attach copies of all tax contributions issued.

60. A Jointly Sponsored Event by a Club shall file this report with the Foundation within ninety (90) days from the completion of the event but no later than the end of the Civitan fiscal year ending on September 30 of each year. The trustees may extend this filing deadline for large events.

61. The District shall prepare a summary report for all jointly sponsored events for the District fiscal year ending on September 30 of each year. This report and the District's annual audit shall be filed with the Foundation no later than December 31 of each year.

62. The net proceeds from the meetings, conventions or joint events each Civitan year shall be distributed only for charitable purposes, which may include but not be limited to, the foundation, Civitan International, the Civitan International Research Center or to other IRC §501(c) 3 organizations.

63. No part of the net proceeds from the joint event may inure to the personal benefit of any private individual affiliated with the club, district, or foundation.

64. The foundation is an IRC§501(c) 3 organization and contributions to the joint event may be deemed charitable contributions for federal income tax purposes. However, contributors should review the contribution with their personal tax advisor to determine if the contribution is deductible.

65. The Foundation does not require the sponsoring club or the district to pay a sponsorship fee, however clubs and the district shall be encouraged whenever possible to support the foundation by urging its members to support the Foundation Life and Fellow Membership program for its outstanding members and officers.

66. Joint Event Sponsorship applications must:

- (a) Be filed on the joint sponsorship form provided by the Foundation or the filing must comply will all documents and requirements listed on the form;
- (b) Be timely filed during the planning stages of the event with the Foundation chairperson or treasurer;

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- (c) Attach the appropriate and timely club or district financial report; and
- (d) Contain the information required by this policy.

67. The trustees shall review joint event applications at its next meeting. If appropriate the chairperson may forward the application to the Trustees for their consideration and vote by telephone or email. The chairperson shall promptly notify the applicant of the trustee's decision.

68. The club and the foundation shall execute and submit with its application to the Foundation a Fiscal Agent Agreement on a form provided by the Foundation, prior to the event that shall include but is not limited to the following:

- (a) The name and type of joint event;
- (b) A description and purpose of the joint event;
- (c) The sponsoring organization (clubs and/or district);
- (d) The beginning and ending date of the joint event;
- (e) The purpose of the joint event;
- (f) The proposed distribution of the net proceeds from the joint event;
- (g) The name and contact information on the Fiscal Agent and the qualifications of said person to serve as the fiscal agent;
- (h) The names of other participating organizations;
- (i) A section indemnifying the Foundation;
- (j) Evidence of liability insurance coverage;
- (k) A commitment to obtain all requisite permits and governmental approvals necessary for the joint event; and
- (l) A commitment to comply with Internal Revenue reporting and limitation conditions and policies and procedures of Civitan International.

Georgia Sales Tax Exemption

69. The foundation, district, club, or joint event manager may use the Letter of Authorization issued to the foundation by the Georgia Department of Revenue to purchase qualified personal property for the joint event, tangible personal property and services in Georgia without payment of Georgia sales and use tax. A copy of the Letter of Authorization must be

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provided to each supplier of qualifying purchases. The Letter of Authorization may only be utilized for authorized jointly sponsored event purchases or charges.

PART E: SCHOLARSHIPS

70. The trustees at their annual meeting shall determine the amount of scholarship monies that shall be available for the budget year. The trustees shall determine the scholarship resources available based on the:

- (a) Current assets of the Scholarship Account;
- (b) Income for the past twelve months; and
- (c) General economic conditions.

71. Disbursements for scholarships may be made from the Foundation's general operating account provided a category or sub-account is established to track scholarship disbursements and expense items. It is understood that the corpus is required to be adjusted periodically to provide for the annual scholarship's disbursements and expenses.

Types of Scholarships.

72. Each year, subject to availability of funds, the Foundation will attempt to award the following scholarships:

- (a) Two \$1,000.00 Junior Civitan Scholarships.
- (b) One \$1,000 Robert Wyand Junior Civitan Scholarship.
- (c) One \$1,200.00 and one \$800.00 Alice Dodd Memorial Scholarships for Outstanding Community Service.
- (d) One \$1,200.00 and one \$800.00 Bobby Dodd Memorial Scholarships for Outstanding Community Service shall be awarded to Physically Challenged Students.
- (e) Such other scholarships as the Trustees, in their sole discretion, may designate based on the current and anticipated financial status of the Foundation funds available.

73. Named Scholarships. The Trustees are authorized to create additional named scholarships if suitable contributions to properly fund the scholarships are made from individuals, Civitan clubs or other entities. Any new named scholarships must be funded and administered in accordance with Foundation policies and subject to the financial criteria and restrictions set forth herein for the funding of scholarships.

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| 74. Scholarship Filing Information | |
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| Annual Meeting | Adopt Scholarships Budget |
| January 15 | Email applications to Georgia High Schools, Junior Civitan Clubs Advisors & Officers, Georgia district Officers, Club Presidents and Foundation Trustees. |
| March 15 | Application Deadline. |
| March 15 | Select outside Judge to recommend deserving winners. |
| April 30 | Notify Scholarship Winners. |
| Application Form | All applications must be submitted on the Foundation's scholarship application form. |
| Forms | Scholarship application forms are available on the Foundation section of the District website georgiacivitan.org or from the Scholarship Committee and may be updated and modified by the Committee each year. |
| Junior Civitan | Applicants for the Junior Civitan Scholarships and the Robert Wyand Junior Civitan Scholarship must be a current and active member of a Junior Civitan club and a high school senior in the state of Georgia. |
| Alice Dodd Scholarships | Applicants for the Alice Dodd Scholarships are open to any high school senior in the state of Georgia and Junior Civitan Club members are encouraged to apply. |
| Bobby Dodd Scholarships | Applicants for the Bobby Dodd Scholarships must be high school seniors with an intellectual or developmental disability ("IDD") in the state of Georgia. Jr. Civitan club members with an IDD that are seniors are also encouraged to make application. |
| Eligibility | <ul style="list-style-type: none"> • Students who plan to attend an accredited college or university are eligible for these scholarships. • Applicants must be drug free and have no prior criminal convictions. • The scholarships shall be awarded without regard to creed, race, sex or national origin. |
| Special Conditions & Restrictions | <ul style="list-style-type: none"> • Scholarship check will be made payable to the student and the college or university and will be sent to the student upon verification of acceptance and enrollment from the college or university for a minimum of 10 hours. • In the event that a funded scholarship is made to a student that is ineligible for attendance at the selected college or university, the scholarship shall be declared void and the funds shall revert to the Foundation. • All scholarship criteria or award decisions vest solely with Foundation Trustees. |

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PART E: MISCELLANEOUS

75. Any written or informal policy or policies that conflicts with these Restated Policies of the Georgia District Civitan Foundation, Inc. are hereby repealed.

76. The Chairperson is authorized, at any time, to call a special electronic mail vote on specific matters. Prior to approval of the motion electronic notice must have been provided at least five days in advance. If the vote is less than the five-day notice requirement a quorum of Trustees must have responded by voting for or against the matter and each vote cast must specifically waive the five-day notice requirement.

77. In the event the president of the United States or the Governor of the State of Georgia has declared that a national emergency exist, the Foundation policies regarding meetings and voting (such as waiver of meetings or meeting by electronic means) should be substantially consistent with procedures established by Civitan International or the Civitan International Georgia District, Inc.

78. Unless otherwise provided for in the Bylaws or these policies, meetings, motions, votes, procedures, etc. shall be governed by the New Robert's Rules of Order.

EDITOR'S NOTES

1. This is a restated and revised version of the November 13, 2013 Foundation Policies.
2. This draft contains certain administrative corrections, misspellings, etc. and was reviewed and discussed at the November 8, 2019 District meeting.
3. Presented via electronic mail for preliminary review by the Trustees on December 19, 2019.
4. Approved and accepted via by the Trustees on at its electronic Zoom meeting on August 29, 2020.