

OHIO CHARITY FOUNDATION  
EIN: 34-6564739



*OHIO CHARITY FOUNDATION, INC*

# CODE OF REGULATIONS AND GUIDELINES

REVISED: MARCH 20, 2021

**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

**Table of Contents**

ARTICLE 1: NAME AND PURPOSE..... 1

    Section 1..... 1

    Section 2..... 1

ARTICLE II: GENERAL AUTHORITY ..... 1

    Section 1..... 1

ARTICLE III: MEMBERSHIP..... 1

    Section 1..... 1

    Section 2: Legal Counsel ..... 1

    Section 3: Chaplain ..... 1

    Section 4: Standing Committees..... 2

ARTICLE IV: MEETINGS ..... 2

    Section 1: Rules of Order..... 2

    Section 2: Annual Meetings ..... 2

    Section 3: Location ..... 2

    Section 4: Assumption of Duties ..... 2

    Section 5: Quorum/Proxy/Voting ..... 2

    Section 6: Membership Roll ..... 3

    Section 7: One Member/One Vote..... 3

    Section 8: Notice/Waiver ..... 3

    Section 9: Presiding Officer..... 3

    Section 10: Presiding Officer of an Official Committee ..... 3

    Section 11: Order of Business..... 3

ARTICLE V: REIMBURSEMENT ..... 4

    Section 1: Authorization ..... 4

    Section 2: Expense Reimbursement..... 4

    Section 3: District Deputy Meetings..... 5

    Section 4: State Convention..... 5

    Section 5: Ohio Charity Foundation Dinners..... 5

    Section 6: Committee Meetings and Special Meetings ..... 6

    Section 7: Changes to Expense Payment Guidelines..... 6

ARTICLE VI: COMMITTEES ..... 6

    Section 1: Creation of Committees..... 6

**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

Section 2: Standing Committees.....	6
ARTICLE VII: OFFICERS .....	7
Section 1: Officers .....	7
Section 2: Term.....	7
Section 3: Vacancies .....	8
Section 4: President.....	8
Section 5: Vice President .....	8
Section 6: Secretary .....	8
Section 7: Treasurer .....	9
ARTICLE VIII: EXECUTION OF INSTRUMENTS AND DEPOSIT OF FUNDS .....	10
Section 1: Contracting Authority .....	10
Section 2: Contracting Signature .....	10
Section 3: Deposit of Funds.....	11
Section 4: Deposit of Receipts.....	11
Section 5: Endorsements.....	11
ARTICLE IX: CORPORATE RECORDS, REPORTS AND SEAL.....	11
Section 1: Book of Minutes .....	11
Section 2: Financial Records .....	11
Section 3: Inspection of Records .....	11
Section 4: Annual Report.....	12
Section 5: Examination of Records.....	12
Section 6: Fiscal Year .....	12
Section 7: Corporate Seal.....	12
ARTICLE X: AMENDMENT OF REGULATIONS (BY-LAWS).....	12
Section 1: Amendments .....	12
Section 2: Last Amended.....	12
APPENDIX A: GENERAL GUIDELINES .....	13
ARTICLE I: ANNUAL MEETING .....	13
ARTICLE II: CREDIT CARD RESPONSIBILITY .....	13
ARTICLE III: ANNUAL STANDING GRANTS .....	13
ARTICLE IV: MID-YEAR DISTRICT DEPUTY CONFERENCE MEETING .....	14
Section 1: Reports.....	14
ARTICLE V: APPROVAL OF STANDING COMMITTEES MEETINGS.....	14
Section 1: Authorization .....	14
ARTICLE VI: MATCHING FUNDS.....	14

**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

Section 1: Deadline .....	14
ARTICLE VII: DEATH OF MEMBER/DIRECTOR/SPOUSE .....	14
Section 1: Notification of Board of Directors .....	14
Section 2: Expenses .....	14
Section 3: Past State Deputies' Memorial .....	14
ARTICLE VIII: FOUNDATION DINNERS .....	15
Section 1: District Deputy Meetings .....	15
ARTICLE IX: FOUNDATION FUNDS .....	15
Section 1: Guidance .....	15
Section 2: Operating Procedures .....	15
Section 3: Check Writing Procedures .....	15
Section 4: Credit Card .....	16
Section 5: Four Operating Funds .....	16
ARTICLE X: AMENDMENT OF CODE OF REGULATIONS (BY-LAWS) AND PROCEDURE MANUAL .....	17
Section 1: Amendments .....	17
Section 2: Reviewed .....	17
Section 3: Effective Date .....	17
Appendix B: Meeting Expense Guidelines .....	18
District Deputy Meetings .....	18
State Convention .....	18
Foundation Dinners .....	18
Committee Meetings and Special Meetings .....	18
Changes to Expense Payment Guidelines .....	19
Committee Assignment Worksheet .....	20

**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

## **ARTICLE 1: NAME AND PURPOSE**

### **Section 1**

This Organization shall be known as the Ohio Charity Foundation, Inc., founded as an Ohio corporation on September 23, 1953. It became a 501 (C)(3) with the IRS letter in December 1956, and shall be subject to, and governed by this Code of Regulations (By-Laws).

### **Section 2**

The purpose of this Organization shall be to promote the cause of Christian living and the precepts and philosophy of the Catholic Church among all people, regardless of race, creed, or color; receiving, holding and disbursing gifts, trusts, requests, and funds arising from any and all sources; and doing those things necessary or incident thereto.

## **ARTICLE II: GENERAL AUTHORITY**

### **Section 1**

This Organization shall have the authority to do all acts authorized by the Ohio Revised Code Chapter 1701, et seq., which are consistent with its Articles of Incorporation.

## **ARTICLE III: MEMBERSHIP**

### **Section 1**

This Organization shall consist of all living Past State Deputies and the present State Officers of the Ohio State Council Knights of Columbus, who are Members in good standing of the Knights of Columbus.

### **Section 2: Legal Counsel**

The President, with the approval of the Members, shall appoint a Corporate Counsel, to a two (2) year term. He will be afforded non-voting membership in this Organization. The Legal Counsel shall be an attorney licensed in the State of Ohio. - All legal matters shall be referred to him for his review and recommendation. He is invited to attend all regular meetings and have the privilege of the floor. He shall attend other meetings as the members, or the President deem necessary. He shall store at his place of business all historical corporate records for the Ohio Charity Foundation, Inc.

### **Section 3: Chaplain**

The President shall appoint a Chaplain with the approval of the Ordinary of the diocese to which he is assigned, and he shall have supervision over all spiritual matters in connection

**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

to the Foundation. He shall have the privilege of voting and shall have the privilege of the floor.

#### Section 4: Standing Committees

The President shall appoint members to all Standing Committees, as outlined in “Code of Regulations (By-Laws) and Procedures,” and present appointments to the membership at its Annual Meeting in June.

## ARTICLE IV: MEETINGS

### Section 1: Rules of Order

The rules in the current edition of “Roberts Rules of Order, Newly Revised,” shall govern the Ohio Charity Foundation, Inc. in all cases to which they are applicable and in which they are not in consistent with these “Code of Regulations (By-Laws) and Procedures” and any Special rules of order the Ohio Charity Foundation, Inc. may adopt.

### Section 2: Annual Meetings

This Organization shall hold a minimum of three (3) meetings per annum to be scheduled in the months of June, January, and October/November or as otherwise authorized hereunder.

### Section 3: Location

This Organization shall meet at any location as designated by the Membership. In the absence of a designated location, the President shall designate the meeting location. Meetings may also be held virtually.

### Section 4: Assumption of Duties

At the annual meeting of the Membership in June, the Members shall be acknowledged, the Officers shall assume their respective positions, reports of the affairs of the Corporation shall be considered, and any other business that is within the powers of the Members may be transacted.

### Section 5: Quorum/Proxy/Voting

A majority of the Membership shall constitute a quorum. No proxy is permitted. An affirmative vote of a majority of the Membership represented at the meeting shall be the act of the Membership, unless the vote of a greater number is required by the Charitable Corporation Law, the Articles of Incorporation, or these Code of Regulations (By-Laws) and Procedures. Members attending any virtual meetings will be considered as physically attending the meeting and entitled to vote on any motion.

**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

**Section 6: Membership Roll**

The Secretary of the Corporation shall keep a complete record of the Members and their respective addresses.

**Section 7: One Member/One Vote**

Each Member shall have one vote, exercised by voice or ballot as the Membership shall deem necessary.

**Section 8: Notice/Waiver**

Each Member shall have the right to waive notice of a meeting in writing and presented to the Secretary of the Corporation.

**Section 9: Presiding Officer**

At the meeting of the Corporation, the presiding officer shall be the President, or, in his absence, the Vice President, or in his absence, the Treasurer or in his absence, a person designated by a majority of the Members present and voting.

**Section 10: Presiding Officer of an Official Committee**

At the meeting of the Committee, the Chairman shall be the Member appointed by the Foundation President or in his absence a chairman designated by a majority of the Members present and voting. The Secretary of the Ohio Charity Foundation shall act as Secretary of the Members. In case the Ohio Charity Foundation Secretary shall be absent from any meeting, the Chairman may appoint any person to act as Secretary of the Meeting,

**Section 11: Order of Business**

- Call to Order.
- Opening Prayer
- Pledge of Allegiance
- Roll Call of Members
- Report of Officers
  - President
  - Vice President
  - Secretary (Approval of Minutes)
  - Treasurer (Approval of Financial Report)
- Report of Standing Committees
- Unfinished Business
- New Business
- Good of the Order

# OHIO CHARITY FOUNDATION

EIN: 34-6564739

- Closing Prayer
- Adjournment

## ARTICLE V: REIMBURSEMENT

### Section 1: Authorization

The Members shall authorize the Corporation to pay or reimburse any present or former Member, Officer, or Employee of the Corporation any judgments, fines, penalties, costs, or expenses actually and necessarily incurred by him in any action, suit, or proceeding to which he is made a party by reason of holding his position. Payment or reimbursement is conditioned on the Members, Officer, or Employee having acted in good faith and in a manner he reasonably believed to be in, and not opposed to, the best interests of the Corporation. However, the Member, Officer, or Employee shall not receive indemnification if he is finally adjudicated to be liable for negligence or misconduct in the performance of his duty to the Corporation. The indemnification provided in this paragraph shall also extend to good faith expenditures incurred in anticipation of or preparation for, threatened or proposed litigation. The Members may, in proper cases, extend the indemnification to cover the good faith settlement of any action, suit, or proceeding, whether formally instituted or not.

### Section 2: Expense Reimbursement

All Members engaged in business for the Corporation shall be reimbursed by the President.

**The Per Diem allowance** for all Members engaged in the business of the Ohio Charity Foundation, Inc. shall be determined annually at the Annual meeting in June, but not exceed 90% of the Standard Rate guidelines as established by the Federal Office of Management and Budget, on all days required to attend meetings or perform any other required duties.

**The Mileage allowance** for all Members engaged in the business of the Ohio - Charity Foundation, Inc. shall be determined annually at the Annual meeting in June, but not exceed 90% of the Standard Rate guidelines as established by the Federal Office of Management and Budget, for the round trip miles between the Ohio city of residence, or for those Members living outside Ohio, from their current Ohio Knights of Columbus Council's address, and place of duty by the most direct route.

**Any Hotel Room** Cost including tax and parking (if necessary) and reasonable room charges for all Members engaged in the business of the Ohio Charity Foundation, Inc., shall be paid directly to the hotel by the Foundation Treasurer or reimbursed to the Member(s) as appropriate.

**Other Business Expenses** incurred by Members engaged in the business of the Ohio Charity Foundation, Inc. shall be submitted to the President and when approved, reimbursed by the Foundation Treasurer.



**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

**Section 3: District Deputy Meetings**

Ohio Charity Foundation will pay two (2) days per diem and mileage to all Foundation members only.

Ohio State Council may pay one (1) day per diem for all Foundation members.

Any per diem, mileage, and hotel expenses for additional days may be paid by the Ohio State Council unless specific Foundation Committees have been authorized to attend meetings prior to or after the District Deputies' Meeting and require additional day or days per diem and hotel expenses. The additional per diem and hotel expense will be paid by the Ohio Charity Foundation in this case.

If the Ohio Charity Foundation's Legal Counsel is requested to be in attendance at a meeting, he will receive two (2)-days per diem, mileage, and hotel expenses paid by the Foundation.

Both above expense check(s) are to be distributed at the Ohio Charity Foundation meeting on Friday.

All other personnel and guests attending the meetings will be the total responsibility of the Ohio State Council.

In the event general parking is free (such as Columbus), no valet parking will be reimbursed at Ohio Charity Foundation expense, unless approved by the President in advance.

**Section 4: State Convention**

If an Ohio Charity Foundation meeting has been scheduled at the convention, all of the above rules for District Deputies' Meetings will apply. If no meeting has been called, all Ohio Charity Foundation members per diem, mileage, and hotel expense may be paid by the Ohio State Council.

**Section 5: Ohio Charity Foundation Dinners**

The Ohio Charity Foundation dinners held on Friday evening of the District Deputies' Meetings and the State Convention will be the responsibility of the Ohio Charity Foundation.

The invited guests at the District Deputies' Meetings will be all Foundation members, the Ohio Charity Foundation's Legal Counsel (if required at the meeting), any Supreme Council personnel who are guests of the State Deputy, and the State Father Prior.

At the State Convention all of the above attendees are included. Additionally, any Former State Chaplains and any widow of a Past State Deputy in attendance at the State Convention will be invited to the Friday Dinner.

**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

**Section 6: Committee Meetings and Special Meetings**

Committee meetings and Special meetings must be approved and scheduled by the Foundation or the President; or specifically set forth in the “Code of Regulations (By-Laws).”

Authorized per diem and mileage, all meeting expenses, and hotel bills will be paid by the Ohio Charity Foundation.

Any additional Ohio Charity Foundation Committee expenses (e.g. mailings, copies, etc.) will be paid by the Foundation with prior approval.

**Section 7: Changes to Expense Payment Guidelines**

It is expected that all Ohio Charity Foundation members will comply with these rules outlined herein.

Changes to these guidelines may only be made at a regularly scheduled Ohio Charity Foundation meeting by majority approval of the Board.

**ARTICLE VI: COMMITTEES**

**Section 1: Creation of Committees**

The Members may from time to time designate by resolution, committees consisting of not less than four (4), being two (2) State Officers, and two (2) Past State Deputies, if available. Said Members each shall have and may exercise the powers conferred or authorized by resolution of the Members. A majority of any committee may determine its action and fix the time and place of its meetings unless the Members shall otherwise provide. The Members by affirmative vote, shall have power at any time to change the powers and Members of any committees, to fill vacancies, and to dispose of any committee upon the approval of the President, who shall designate the Committee Chairmen. The President and Treasurer shall serve as Ex-Officio members of all Foundation committees.

**Section 2: Standing Committees**

**The Charities Guidelines (Oversight) Committee** which shall consist of four (4) Members: two (2) Past State Deputies and two (2) State Officers, appointed by the President, and two (2) Ex-Officios: President and Treasurer. Said Committee shall review and recommend the Charitable Guidelines of the Corporation and report on the same to the Members. All Matters regarding said guidelines shall first be considered by this committee for presentation of its recommendation to the Members. The review of the most recent Charities Campaign shall be completed at either the January meeting or October/November meeting.

## OHIO CHARITY FOUNDATION

EIN: 34-6564739

**Grants Committee** which shall consist of four (4) Members: two (2) Past State Deputies and two (2) State Officers, appointed by the President and two (2) Ex-Officios: President and Treasurer. Said Committee shall review and recommend grants and report on same to the Members. All matters regarding said grants shall first be considered by this committee for presentation of its recommendations to the Members.

**The Budget and Investments Committee** shall consist of six (6) Members: three (3) Past State Deputies and three (3) State Officers, appointed by the President and two (2) Ex-Officios: President and Treasurer. The Committee will meet at least twice a year, (March/April and October/November). Said Committee shall monitor the investment of the Corporation's funds for the members. Said Committee shall prepare and present an annual Budget at the Meeting in April of each year and presented at the Annual Meeting in June.

**The Code of Regulations (By-Laws) and Procedures Committee** shall consist of four (4) Members appointed by the president: two (2) Past State Deputies and two (2) State Officers, and three (3) Ex-Officios: President, Treasurer, and Legal Counsel. This committee will meet every two years, or as requested by the Members. They will review the Corporation Code of Regulations (By-Laws) and the Procedures Manual and recommend changes to the Members.

**The Scholarship Committee** shall consist of six (6) Members appointed by the President to two (2) year alternating terms; three (3) Past State Deputies, three (3) State Officers, and two (2) Ex-Officios: President and Treasurer. No more than three (3) of the six (6) appointees may be new to the committee. Said Committee shall meet annually to review/recommend the Ohio Catholic High School recipients of the dollar amounts and number of scholarships determined annually by the Foundation Members. All matters regarding scholarship matters shall be referred to the Committee for review and/or recommendations.

## ARTICLE VII: OFFICERS

### Section 1: Officers

The Officers of the Corporation shall be the President, the Vice-President, the Secretary, and the Treasurer.

### Section 2: Term

The Official term of office shall be from one annual meeting (June 1<sup>st</sup>) to the next annual meeting.

The State Deputy, by virtue of his office, will be the President of the Corporation. The Vice President, Secretary and Treasurer will be elected by the Members at the Annual Meeting. All officers of the Corporation are to hold office until their successor has been elected and qualified.

**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

**Section 3: Vacancies**

In the case of death, resignation, or a member who is no longer a Knight of Columbus in good standing, the President shall be empowered to fill the vacancy for the unexpired term of such office.

**Section 4: President**

The President shall be the Chief Executive Officer of the Corporation and shall, subject to the control of the Members, have general supervision, direction, and control of the business and officers of the Corporation; have the general powers and duties of management usually vested in the office of President of a Corporation; and have all other powers and duties as may be prescribed by the Members or these regulations.

Within this authority and in the course of his duties, the President shall:

1. Preside at all meetings of the Officers and be an Ex-Officio Member of all committees of the Corporation.
2. When authorized by the Members or required by law, execute, in the name of the Corporation, deeds, conveyances, notices, leases, checks, drafts, bills of exchange, warrants, promissory notes, bonds, debentures, contracts, and other papers and instruments in writing, and, unless the Members shall order otherwise by resolution, make contracts as the ordinary conduct of the Corporation's business may require.
3. Give to the Corporation a bond, if required by the Membership, in a sum, and with one or more sureties, or a surety company satisfactory to the Members, for the faithful performance of the duties of the office of President and for the restoration to the Corporation, in case of his death, resignation, or removal from office, of all books, papers, vouchers, money, and other property of whatever kind in his possession or under his control, belonging to the Corporation.

**Section 5: Vice President**

The Vice-President shall:

1. In the absence or disability of the President, perform the executory powers of the President.

**Section 6: Secretary**

The Secretary shall:

1. Sign, with the President or Vice President, any business document as may be required by law or by the business of the Corporation; keep the corporate seal, if any; and affix the seal to Instruments as may be necessary or proper. Certify and keep the original regulations or a copy, including all amendments or alterations.

## **OHIO CHARITY FOUNDATION**

**EIN: 34-6564739**

2. Certify and keep the original record of the proceedings of meetings of the Membership, transmitting same within thirty (30) days thereof.
3. Send all notices as required by these regulations.
4. Properly keep and file all current Corporation records, reports, statements, and all documents and records required by law and these “Code of Regulations (By-Laws) and Procedures”.
5. At the expiration of his term, turn over to the Legal Counsel all his financial corporate records, reports, statements, and other documents and records required by law and these “Code of Regulations (By-Laws) and Procedures”, for safekeeping.
6. In general, perform all duties incident to the office of Secretary, and any other duties as from time to time may be assigned to him by the President.
7. In the event of the absence or disability of the Secretary or his refusal or neglect to act, any person authorized by the President, if any, may perform the functions of the Secretary.

### **Section 7: Treasurer**

The Treasurer shall:

1. Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all funds in the name of the Corporation in banks, trust companies, or other depositories as shall be selected by the membership.
2. Receive; and give receipts for money due and payable to the Corporation from any source whatever.
3. Disburse; or cause to be disbursed, the funds of the Corporation as may be directed by the Membership, taking proper vouchers for the disbursements.
4. Keep and maintain adequate and correct accounts of the Corporation’s properties and business transactions including account of its assets, liabilities, receipts, disbursements, gains, losses, capital, surplus, and shares.
5. Exhibit at all reasonable times the books of account and records of the Corporation to any Member, or to proper persons on terms as are provided by law, on proper application during the Corporation’s business hours and at the location where the books and records are kept.
6. When and as requested, render to the President and Members, accounts of all his transactions as Treasurer and of the financial condition of the Corporation.

## OHIO CHARITY FOUNDATION

EIN: 34-6564739

7. Any Member may request, in writing, the most current annual financial statement. The request will be presented to the Members of the Foundation at a regular or special meeting and reviewed by the Legal Counsel for his recommendation. Upon approval of the written request at the meeting, the Treasurer, within thirty (30) days after the request, mail to the Member the most current annual financial statements of the Corporation. The financial statements shall have been prepared in accordance with generally accepted accounting principles by an independent public or certified public accountant. The requestor prior to delivery will pay any costs incurred to produce same.
8. Give to the Corporation a bond, if required by the Membership, in a sum, and with one or more sureties, or a surety company satisfactory to the Members, for the faithful performance of the duties of the office of Treasurer and for the restoration to the Corporation, in case of his death, resignation, or removal from office, of all books, papers, vouchers, money, and other property of whatever kind in his possession or under his control, belonging to the Corporation.
9. In general, perform all the duties incident to the office of Treasurer and all other duties as from time to time may be assigned to him by the President. In case of the absence or disability of the Treasurer, or his refusal or neglect to act, any person authorized by the President may perform the functions of the Treasurer.
10. Present to Ohio Charity Foundation Members a revised “ANNUAL NARRATIVE SUMMARY REPORT”, to be voted on for approval and attached to “Code of Regulations and Procedures” Appendix B.

## ARTICLE VIII: EXECUTION OF INSTRUMENTS AND DEPOSIT OF FUNDS

### Section 1: Contracting Authority

The Members, except as otherwise provided in these regulations, may authorize any officer or officers, agent or agents, to enter into any contract or contracts or execute and deliver any instrument in the name of and on behalf of the Corporation. The authority may be general or confined to specific instances. Unless authorized in accordance with these regulations, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any sum of money for any purpose.

### Section 2: Contracting Signature

As determined by the Members or otherwise required by law, formal contracts of the Corporation, promissory notes, mortgages, and other evidences of indebtedness of the Corporation, shall be executed, signed, or endorsed by the President or Vice President and

**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

by the Secretary or the Treasurer, and may have the corporate seal, if any, affixed and requires a resolution by the Board of Directors.

### Section 3: Deposit of Funds

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation with banks, bankers, trust companies, or other depositories as the Members may select or as may be selected by any officer or officers, agent or agents of the Corporation to whom the power may be delegated from time to time by the members.

### Section 4: Deposit of Receipts

Endorsements for deposit of commercial paper to the credit of the Corporation in any of its duly authorized depositories may be made without counter-signature by the President or the Treasurer or by any other officer or agent of the Corporation to whom the members, by resolution, shall have delegated the power.

### Section 5: Endorsements

Except as otherwise provided in these regulations, all checks, drafts, or other order for payment of money, notes, or other evidences of indebtedness, issued in the name of or payable to the Corporation, shall be signed or endorsed by those person or persons and in the manner as shall be determined from time to time by resolution of the members.

## ARTICLE IX: CORPORATE RECORDS, REPORTS AND SEAL

### Section 1: Book of Minutes

The Corporation shall keep a permanent record of minutes of all meetings of its members with the time and place of holding, whether regular or special, and if special, how authorized; the notice of meeting given; the names of those present at Members' meeting; and the proceedings of the meeting.

### Section 2: Financial Records

The Corporation shall keep and maintain adequate and correct accounts of its properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, and surplus.

### Section 3: Inspection of Records

Every Member shall have the right to request in writing, the privilege to inspect all books, records, documents of every kind, and the physical properties of the Corporation. The request will be presented to the Members of the Ohio Charity Foundation at a regular or special meeting and reviewed by the Legal Counsel for his recommendation. Upon

**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

approval of the written request, inspection by a Member may be made in person at a reasonable time, and the right of inspection includes the right to make extracts.

#### Section 4: Annual Report

An annual report prepared by the officers shall be presented to the Members at the Annual (June) Meeting. It shall include a balance sheet as of the closing date, a statement of receipts and disbursements for the year ended on the closing date, and all other information as the Members shall determine.

#### Section 5: Examination of Records

The financial statements shall be examined annually in accordance with generally accepted auditing standards by an independent certified public accountant of Ohio and shall be accompanied by the accountant's or firm's opinion as to the fairness of the presentation of the financial statements. The statement shall be prepared in form sanctioned by generally accepted accounting principles for the particular kinds of business carried on by the Corporation.

#### Section 6: Fiscal Year

The fiscal year of the Corporation begins April 1 and ends on March 31 as determined by a motion on Oct. 24, 2020 and approved by Ohio Charity Foundation Members at a regularly scheduled meeting.

#### Section 7: Corporate Seal

The members may, but need not, adopt, use, and thereafter alter, a corporate seal.

### ARTICLE X: AMENDMENT OF REGULATIONS (BY-LAWS)

#### Section 1: Amendments

These regulations may be amended, and new regulations adopted at a meeting held by the Members for that purpose by an affirmative vote of two-thirds of the Members of the Corporation present and voting.

#### Section 2: Last Amended

These By-Laws have been reviewed and the changes presented by the By-Laws Committee were approved by the Board of Directors, effective March 20, 2021.



**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

## APPENDIX A: GENERAL GUIDELINES

### ARTICLE I: ANNUAL MEETING

The President & Outgoing President formally turns the meeting and gavel over to the President-Elect (See Code of Regulations Article VII Sections 1, 2, & 3) after:

- Call to Order
- Opening Prayer
- Pledge of Allegiance
- Roll Call of Members
- Report of the Officers
  - President
  - Vice President
  - Secretary (Approval of Minutes)
  - Treasurer (Approval of Financial Report)
- Report of Standing Committees
- Unfinished Business
- New Business
  - Brief State of Outgoing President
  - Election of Officers: Vice President, Treasurer, Secretary (The Vice President and Treasurer are elected from Past State Deputies. The Secretary is elected from State Officers (i.e. State Warden). Foundation President is current State Deputy.
  - Oath of Office administered by Outgoing President (See Appendix B, Article III, Section 2: Oath of Office (Form002))
- Appointment of Committees by President and presented to members for approval
- Good of the Order
- Closing Prayer
- Adjournment

### ARTICLE II: CREDIT CARD RESPONSIBILITY

Foundation Corporate Credit Card(s) shall be assigned to the Treasurer and the President may Request a second Credit Card(s) for use.

### ARTICLE III: ANNUAL STANDING GRANTS

Total of Four (4) Grants (\$49,000):

- A. VA Hospital (\$400/Hospital 7 each) Total \$2800.
- B. Diocesan Grants: State Officers of Diocese (6) to inform Treasurer of Grant Request(s) in writing their request(s) for amount of \$2000 x 6 = \$12,000 Total.
- C. Matching Funds Match Amount \$25,000 Total.
- D. Seminarian Christmas Grants. Amount comes from Past State Deputies' Memorial Fund.

**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

**ARTICLE IV: MID-YEAR DISTRICT DEPUTY CONFERENCE MEETING**

**Section 1: Reports**

Foundation Treasurer must present a Report of Financial Status of Ohio Charity Foundation and Funds Available for Grants.

Foundation to pay all approved Grant Request(s).

**ARTICLE V: APPROVAL OF STANDING COMMITTEES MEETINGS**

**Section 1: Authorization**

Must come from the President or by vote of Members.

Expenses: As authorized by Foundation Code of Regulations (By-Laws)

The Chair is responsible for the meeting minutes except where the Foundation Secretary is assigned to the Committee. The Foundation Secretary is then responsible for recording the minutes.

**ARTICLE VI: MATCHING FUNDS**

**Section 1: Deadline**

The Ohio State Council shall submit the Matching Funds to the Ohio Charity Foundation by December 1<sup>st</sup> so that the diocesan checks can be written by January 1 and presented at the January District Deputies' Meeting.

**ARTICLE VII: DEATH OF MEMBER/DIRECTOR/SPOUSE**

**Section 1: Notification of Board of Directors**

Notify Foundation President who will notify all Board Members of details.

**Section 2: Expenses**

Board Members attending the wake service and/or service of the funeral will receive one (1) day per diem, mileage, any hotel room, and appropriate expenses as outlined in Code of Regulations (By-Laws) and Procedures. (Article V: Section 1, 2, & 3)

**Section 3: Past State Deputies' Memorial**

The Foundation will send a \$500 check to a charitable organization of the Board Member for an appropriate program or project.

**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

**ARTICLE VIII: FOUNDATION DINNERS**

**Section 1: District Deputy Meetings**

The invited guest will be all Foundation Members, The Foundation's General Counsel, any Supreme Council personnel who are Guest of the State Deputy, and Spouses. Also the State Father Prior, Former State Chaplains and any widows of Past State Deputies in attendance at State Convention will be invited to the Friday Night Dinner.

**ARTICLE IX: FOUNDATION FUNDS**

**Section 1: Guidance**

Under the guidance of a professional financial advisor, its representatives have managed the financial accounts of the Ohio Charity Foundation for over 40 years. The Ohio Charity Foundation operates and manages four (4) different financial funds.

1. General Fund
2. Asset Fund
3. Past State Deputies' Memorial Fund
4. Scholarship Fund

**Section 2: Operating Procedures**

The Ohio Charity Foundation Treasurer is contacted by the professional financial advisor representative with a recommendation for an action to be taken with one of the funds.

After discussion, the Charity Foundation Treasurer will give the professional financial advisor representative permission or reject the recommendation.

The Budget & Investment Committee meets with the professional financial advisor representative(s) twice a year to review the four (4) funds listed above. (March/April and October/November).

Each Budget & Investment Committee member receives a complete report from professional financial advisor listing every action taking place in the fund.

**Section 3: Check Writing Procedures**

The President of the Charity Foundation approves all financial transactions or general operating expenses.

With the President's approval, the Treasurer then issues a check for either payment of a bill, a per diem, and mileage check for its members, recurring checks for Charity Drawing, or other miscellaneous authorized payments.

The Charity Foundation Treasurer writes, signs the check along with the President's signature stamp for mailing.

**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

All checks require two (2) signatures. The President and Treasurer of the Ohio Charity Foundation.

**Section 4: Credit Card**

The credit card is issued in the name of the Ohio Charity Foundation Treasurer.

The credit card is used to pay expenses at all general meetings (lodging, meals, per diem, and mileage) and for miscellaneous office expenses when needed (postage, supplies, etc.).

Charges made to the credit card appears on the monthly reports provided to members of the Budget & Investment Committee.

**Section 5: Four Operating Funds**

*General Fund.*

All meeting expenses, lodging, meals, per diem, and mileage are paid from this account.

Almost all regular expenses are paid from this fund

All special Grants that are approved by the Ohio Charity Foundation members, and in particular, those recommended by the members of the Grant Committee.

General Fund Charity Campaign Drawing Winners. As of March 28, 2021, there are four (4) monthly previous charity campaign winners paid from the General Fund.

*Asset Fund*

The Asset Fund has been the special growth fund and is only used to pay the monthly SUPER CASH BONANZA charity drawing winners.

The SUPER CASH BONANZA is an Ohio Charity Foundation program chaired by OSC Treasurer. Net Income from ticket sales is collected by the OSC, after expenses are paid, net profits are transferred to the Ohio Charities Foundation treasury in an orderly and timely fashion. Many requirements of the charity raffle are fixed and past meeting notes and printed materials are to be reviewed by each new chairman. Minutes of the most recent Charity Raffle Oversight Committee are reviewed for ongoing recommendations.

Total prize money to be given away each year shall not exceed \$110,000.

The top three (3) prizes established by the Ohio Charity Foundation are the following:

- \$49,680.00 (Payable \$414 a month for 10 years.
- \$18,780.00 (Payable \$313 a month for 5 years.
- \$12,720.00 (Payable \$212 a month for 5 years.

**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

These winners' checks are written and distributed monthly by the treasurer of the Charity foundation Treasurer.

The Asset Fund has its own special Checks for payments.

*Past State Deputies Memorial Fund*

The Fund was set up to be used every year to help seminarians with special money needs during the Christmas Holidays.

Annually to be divided among the seminarians representing the six Ohio Dioceses. Amount subject to change by Members with motion by Members and Approved.

The Past State Deputies' Fund has its own special Checks and a credit card for payments.

*Scholarship Fund.*

The Fund is used to provide \$1000 scholarships to Ohio Catholic High School Students who are preselected by Scholarship Committee. Funds are provided by moneys from Supreme Council Christopher Fund, Councils, and other corporate and/or individual donations.

Scholarships Fund checks are written from Scholarship Fund.

**ARTICLE X: AMENDMENT OF CODE OF REGULATIONS (BY-LAWS) AND  
PROCEDURE MANUAL**

**Section 1: Amendments**

These regulations may be amended and new regulations adopted at a meeting held by the Members for that purpose by an affirmative vote of two-thirds of the Members of the Corporation present and voting

**Section 2: Reviewed**

THESE "CODE OF RESOLUTIONS (BY-LAW) AND PROCEDURES" HAVE BEEN REVIEWED AND THE CHANGES PRESENTED BY THE "CODE OF RESOLUTION (BY-LAW) AND PROCEDURES COMMITTEE" WERE APPROVED BY THE BOARD OF DIRECTORS OF THE OHIO CHAIRTY FOUNDATION ON {APPROVEDATE}.

**Section 3: Effective Date**

Effective Date: {EFFECTIVEDATE}

**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

## Appendix B: Meeting Expense Guidelines

### District Deputy Meetings

- Ohio Charity Foundation will pay two (2) days per diem and mileage to all Foundation members only.
- Ohio State Council will pay one (1) day per diem and all hotel expenses for all Foundation members.
- Any per diem, mileage, and hotel expenses for additional days will be paid by the Ohio State Council unless specific Foundation Committees have been authorized to attend meetings prior to or after the District Deputy Meeting and require additional day or days per diem and hotel expenses. The additional per diem and hotel expense will be paid by the Ohio Charity Foundation in this case.
- If the Ohio Charity Foundation's General Council is requested to be in attendance at the Foundation meeting, he will receive two (2) days per diem, mileage, and hotel expenses paid by the Foundation.
- Both of the above expense checks are to be distributed at the Ohio Charity Foundation meeting on Friday.
- All other personnel and guests attending the meetings will be the total responsibility of the Ohio State Council.
- In the event general parking is free (such as Columbus), no valet parking will be reimbursed at Ohio Charity Foundation expense.

### State Convention

- If an Ohio Charity Foundation meeting has been scheduled at the convention, all of the above rules for District Deputy Meetings will apply. If no meeting has been called, all Ohio Charity Foundation members per diem, mileage, and hotel expense will be paid by the Ohio State Council.

### Foundation Dinners

- The Ohio Charity Foundation dinners held on Friday evening of the District Deputy Meetings and the State Convention will be the responsibility of the Ohio Charity Foundation.
  - The invited guests at the District Deputy Meetings will be all Foundation members, the Foundation's General Council (if required at the meeting), any Supreme Council personnel who are guests of the State Deputy, and the State Father Prior.
  - At the State Convention all of the above attendees are included. Additionally, any Former State Chaplain and any widow of a Past State Deputy in attendance at the State Convention will be invited to the Friday Dinner.

### Committee Meetings and Special Meetings

## **OHIO CHARITY FOUNDATION**

**EIN: 34-6564739**

- Committee meetings and Special meetings must be approved and scheduled by the Foundation or the President; or specifically set forth in the Ohio Charity Foundation Bylaws.
- Authorized per diem and mileage, all meeting expenses, and hotel bills will be paid by the Ohio Charity Foundation.
- Any additional Foundation Committee expenses (e.g., mailings, copies, etc.) will be paid by the Foundation with prior approval.

### **Changes to Expense Payment Guidelines**

- It is expected that all Foundation members will comply with the guidelines outlines herein.
- Changes to these guidelines may only be made at a regularly scheduled Ohio Charity Foundation meeting by majority approval of the Board.

**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

Committee Assignment Worksheet

	<b>OHIO CHARITY FOUNDATION, INC</b>							
<small>CURRENT DATE</small> <b>1/22/2021</b>	<small>STANDING COMMITTEES APPOINTMENTS</small>						<small>FRATERNAL YEAR</small> <b>2020-2021</b>	
Members	Title	Office	Oversight	Grants	Budgets & Investments	Code of Regulations (By-Laws)	Scholarship	Assigned
	<b>PSD</b>	<b>Treasurer</b>	<b>Ex Officio</b>	<b>Ex Officio</b>	<b>Ex Officio</b>	<b>Ex Officio</b>	<b>Ex Officio</b>	<b>5</b>
	<b>PSD</b>	<b>VP</b>						<b>0</b>
	PSD							<b>0</b>
	PSD							<b>0</b>
	PSD							<b>0</b>
	PSD							<b>0</b>
	PSD							<b>0</b>
	PSD							<b>0</b>
	PSD							<b>0</b>
	PSD							<b>0</b>
	PSD							<b>0</b>
	PSD							<b>0</b>
<b>Appointed PSDs</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<small>Required PSDs</small>			<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>12</b>
	<b>SD</b>	<b>Pres</b>	<b>Ex Officio</b>	<b>Ex Officio</b>	<b>Ex Officio</b>	<b>Ex Officio</b>	<b>Ex Officio</b>	<b>5</b>
	IPSD							<b>0</b>
	SS							<b>0</b>
	ST							<b>0</b>
	SA							<b>0</b>
	SW		<b>Sec</b>					<b>0</b>
<b>Appointed SOs</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<small>Required SOs</small>			<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>12</b>
<b>Meyer, Richard</b>	<b>Corporal Counsel</b>					<b>Ex Officio</b>		<b>1</b>
	<b>Committees</b>		<b>Oversight</b>	<b>Grants</b>	<b>Budgets &amp; Investments</b>	<b>Code of Regulations (By-Laws)</b>	<b>Scholarship</b>	
	<b>Meets:</b>		<i>June; following Drawing. Review next campaign in Nov</i>	<i>Review / Recommend in Nov</i>	<i>Mar &amp; Oct meets with John Diemer</i>	<i>As Needed</i>	<i>1st Weekend in December</i>	
	<b>Appointed PSDs</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Appointed SOs</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Ex Officio</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>11</b>
	<b>Total</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>11</b>

Form 001 / 2021

Figure 1: Example of the Committee Assignment Worksheet



**OHIO CHARITY FOUNDATION**  
**EIN: 34-6564739**

- Obtain a working copy of the Committee Assignment Worksheet from Foundation Secretary
- Ensure that the information is correct or updated on the Setup tab.
- There are pull down boxes for all of the PSDs and SOs
- For each committee, there is a pull down box that contains either: Chair, Ex Officio or Member. If Chair, the cell turns **YELLOW** and **BOLD**.
- The Appointed PSDs and SOs is automatically totaled for each section and as well across the bottom.