



## **RESTATED POLICIES OF GEORGIA DISTRICT CIVITAN FOUNDATION, INC.**

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## PART A: GOVERNANCE

### Purpose Statement

1. To use the general entrusted funds of the Georgia District Civitan Foundation, Inc. ("foundation"):

- (a) To foster, promote, assist and encourage:
  - (1) Georgia Civitan Club ("Civitan Clubs" or "clubs"), Civitan International Georgia District, Inc. ("district"); and
  - (2) Governmental Entities, citizens and other community groups.
- (b) In projects, research, care, education, treatment, diagnosis, rehabilitation and prevention in the fields of mental and/or emotional retardation, illness, or disease and/or physically handicapped and other developmentally challenged citizens of our communities.
- (c) These purposes may be achieved by the support of such entities, groups or individuals, or their affected families.
- (d) The Trustees of the Georgia District Civitan Foundation, Inc. ("trustees") shall make every effort:
  - (1) To preserve, protect and grow the corpus of foundation and foster, encourage, promote; and
  - (2) To effectively manage the funds, consistent with this purpose statement.

### 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.

3. Voting Rights. The management or 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 by an affirmative vote of two-thirds (2/3's) of all the trustees, may 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 governance of the foundation is vested in the sole discretion of the trustees. The trustees shall comply with federal and state statues 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.

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.
- (c) Each year one (1) trustees shall be elected and appointed by a majority vote of the trustees.

10. Tenure. Each trustee shall serve and hold office for a period of three (3) foundation fiscal years. In no event shall any trustee serve more than two (2) consecutive three-year terms as a trustee.

### Officers

11. The trustees of the foundation shall be selected for three year terms.

12. Chairperson. 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.
- (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.

13. Vice Chairperson. The 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.

14. 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.
- (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.

15. 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.
- (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.
- (k) Meet with successor in office to provide training, guidance and an orderly transition of books, records, and custody of investments.

16. Scholarship Chairperson. 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 Scholarship Selection Committee. It shall be the duty of the Scholarship Chairperson to oversee:

- (a) Notice to all interested persons of the availability of scholarship funds;
- (b) Receipt and review of each scholarship application in accordance with the policies as set forth and provided for herein.

(c) Provide the names of the recommended recipients to the Trustees for final approval.

(d) Notify the Foundation Treasurer of the approved recipients.

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

(a) Notice to all interested persons of the availability of grants;

(b) Receive and review each grant application in accordance with the policies as set forth and provided for herein.

(c) Provide the Trustees recommendations on each grant application received. Final approval of grants vest solely in the discretion of the Trustees.

(d) Notify the Foundation Treasurer of the approved recipients.

#### Foundation Meetings

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

19. The trustees shall meet not less than once a quarter of each fiscal year. The date, place and time of these quarterly meetings shall be determined by the Chairperson and the secretary shall provide written notice to each member of the Board at least thirty (30) days prior to the date of said meeting stating the place, date and time of the meeting.

20. Unless an objection is made by a Trustee the chairperson may poll the trustees by electronic mail or fax 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 fax vote. Such review may result in ratification of the action, reconsideration of the action, modification of the action.

21. The Chairperson or any other five trustees may call a meeting of the trustees at any time upon his/her causing the Secretary to give not less than five (5) days written notice to each trustees, provided however, said prior written notice may be waived in writing by all trustees.

22. 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.

23. 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.

24. 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*.

#### Policy Development

25. The business of the foundation shall be administered by its elected trustees in accordance with the articles of incorporation, bylaws and policies of the foundation.

26. It is the intent of the trustees to develop written policies as guidelines and goals for the successful and efficient functioning of the foundation. The trustees defines 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 then sets the rules, regulations and forms to provide specific 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 trustees 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.
- (c) 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 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 be October 1 to September 30 of each year.

29. 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.

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

31. 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.

32. 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.

33. 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.

34. The budget may, at any time, be amended by the trustees at any meeting.

#### Investment Guidelines

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

36. 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.

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

#### Revenue

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

- (a) Life memberships;
- (b) Life fellows;
- (c) Member contributions;
- (d) Capital growth;
- (e) Short and Long Term capital gains;
- (f) Dividends;
- (g) Interest;
- (h) Projects; and
- (i) Public contributions.

39. 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, as amended.

40. A general operating account<sup>1</sup> will be established to maintain the funds and investments for the Foundation. This account may be used for authorized administrative expenses and approved grants. Sub-accounts under the general operating account shall be established for specific projects, any administrative fee charged separately for administrating such projects shall not exceed 15% of all project funds.

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<sup>1</sup> The current general operating account is a Wells Fargo C.A.P. account that has check writing privileges.

41. A Scholarship account shall be established to fund the Foundation Scholarship program, including but not limited to the Bobby and Alice Dodd Scholarship(s) and the Wyand Scholarship(s).

42. Project funds shall be used for the specific purpose for which it was raised.

#### Disbursements

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

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

45. The trustees authorizes 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.

#### Expense Reimbursement

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

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

48. Cost of postage and telephone calls pertaining to official business.

49. 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. All grants shall be reviewed by Trustees 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) It is not the standard procedure for the Foundation to grant funds to national organizations or state organizations which have their own sources of funding or which may get funds from national/state or local governments. Grant requests of this nature may be considered by the Foundation but would not be given top 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 matching-funds basis with Clubs.
- (b) No matching grant request will be considered by Foundation unless such requests come from one or more Clubs.
- (c) All grant requests must be filed on an OFFICIAL GRANT REQUEST FORM supplied upon request. Clubs shall be made aware of these forms and their use. Supporting documentation may accompany grant request forms.
- (d) Matching grant requests must be received by the Foundation Chairperson or Treasurer by the 15<sup>th</sup> day of the last month of each quarter. Any such requests received by this deadline will be considered by the Trustees at their next meeting.
- (e) Grant request for matching funds may be submitted once each quarter to the Foundation Trustees.
- (f) The decision on matching grants vest solely within the discretion of the Trustees.

54. Multiple Grant Requests by Clubs:

- (a) The Foundation will assist local clubs 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 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.

Joint Sponsorship of Events.

56. The foundation may jointly sponsor major fund-raising events<sup>2</sup>, district meetings or conventions with clubs or the district ("joint event"):

- (a) The Joint event shall be approved by the trustees.
- (b) The joint event must be consistent with the articles of incorporation, bylaws and policies of the Foundation.
- (c) The joint event must be consistent with the articles of incorporation, bylaws, bylaws and policies of Civitan International.
- (d) The joint event may be managed by a club, the district or the foundation and a joint event account may be, but is not required to be, established for an event.
- (e) All contracts, agreements, advertisements, and forms shall identify the joint event as being co-sponsored by the foundation.

57. The club, district or foundation shall keep complete and detailed financial records for the joint event and, upon request, shall make such records available to the Foundation.

58. The receipts and disbursements for a joint event shall be separately accounted for and a financial report shall be provided to the co-sponsors.

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

59. The net proceeds from the joint event 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 organization.

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

61. 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.

62. The clubs and the district shall be encouraged to support the foundation by acquiring Foundation Life Memberships for its officers.

63. Joint Sponsorship applications must:

- (a) be filed on the joint sponsorship form provided by the Foundation;
- (b) be timely filed during the planning stages of the event with the Foundation chairperson or treasurer; and
- (c) contain the information required by this policy.

64. The trustees shall review the application 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.

65. The club, district or manager and the foundation shall execute a managing agreement 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 (club(s) or district);
- (d) The manager of the joint event;
- (e) The beginning and ending date of the joint event;
- (f) The purpose of the joint event;
- (g) The distribution of the net proceeds from the joint event;
- (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.

Georgia Sales Tax Exemption.

66. The foundation, club, district, 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.<sup>3</sup> A copy of the Letter of Authorization must be provided to the each supplier of qualifying purchases. The Letter of Authorization may only be utilized for joint event aggregate purchases of \$1,000.00 or more.

**PART D: SCHOLARSHIPS**

67. 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.

68. 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. A separate securities account shall be maintained for the corpus of the scholarship funds. It is understood that the corpus is required to be adjusted periodically to provide for the annual scholarships disbursements and expenses.

Types of Scholarships.

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

- (a) Two Junior Civitan Scholarships in the amount of \$1,000.00 each.
- (b) A Robert Wyand Junior Civitan Scholarship in the amount of \$1,000.00.

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<sup>3</sup> See letter from Georgia Department of Revenue dated June 17, 2009.

- (c) Two Alice Dodd Memorial Scholarships for Outstanding Community Service in the amount of \$1,200.00 and \$800.00.
- (d) Two Bobby Dodd Memorial Scholarships for Outstanding Community Service shall be "awarded to a Physically Challenged Student in the amount of \$1,200.00 and \$800.00.
- (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.

70. 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.

71. 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.

Scholarship Procedures and deadlines:

72. Annual Meeting: Adopt Budget.

73. March 1: Information Package Mailed to Junior Civitan Clubs.

74. May 1: Application Deadline.

75. December 1: Information Package mailed to School Guidance Departments.

76. January 16: Application Deadline.

77. All applications must be submitted on the Foundation's scholarship application form.

78. Scholarship application forms are attached hereto and may be updated and modified by the Trustees each year.

Scholarship Criteria

79. 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.

80. 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.

81. Applicants for the Bobby Dodd Scholarships must be high school "special needs" seniors in the state of Georgia and Junior Civitan Club members that are special needs seniors are encouraged to make application.

82. Students who plan to attend an accredited college or university are eligible for these scholarships.

83. Applicants must be drug free and have no prior criminal convictions.

84. The scholarships shall be awarded without regard to creed, race, sex or national origin.

85. The 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.

86. 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.

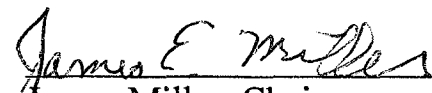
### **PART E: MISCELLANEOUS**

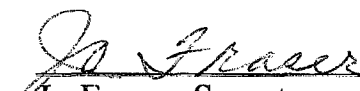
87. Any written or informal policy or policies that conflicts with these Restated Policies of the Georgia District Civitan Foundation, Inc. are hereby repealed.

88. 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.

**APPROVED BY TRUSTEES:** JANUARY 23, 2010

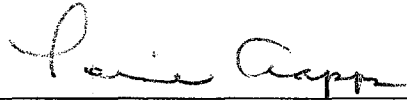
**Georgia District Civitan Foundation, Inc.**

  
James Miller, Chairperson (2010)<sup>4</sup>  
Hawkinsville Civitan Club

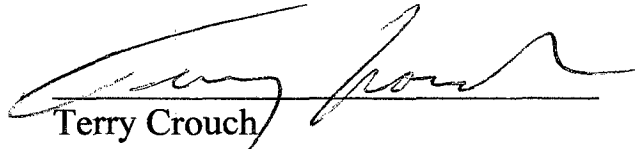
  
Jo Fraser, Secretary  
Kaolin Civitan Club (2010)

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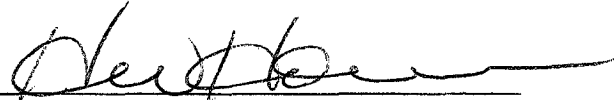
<sup>4</sup> ( ) Term expires.



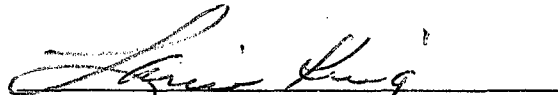
Louise Crapps  
Marietta Civitan Club (2012)



Terry Crouch  
Duluth Civitan Club (2012)



Wayne Howell, Treasurer  
Line Creek Civitan Club (2011)



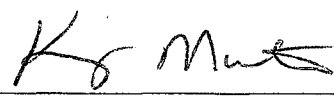
Lanier King, Immediate Past Governor  
Muscoogie Civitan Club (2010)



Linda Lane  
Hawkinsville Civitan Club (2010)

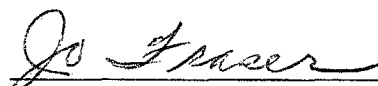


Ray Marden, Governor  
Winterville Civitan Club (2011)



Kenny Martin, Governor-Elect  
Dublin Civitan Club (2012)

**ATTEST:**



Jo Fraser, Secretary

(SEAL)