

CLUB POLICIES

"Kiwanis Club of Lehigh Acres" K06382

Revision 1/10/2024

Mandatory Club Policies

As stated in the club bylaws (Sec. 10.4): "The club membership shall consider and adopt the mandatory club policies required by Kiwanis International, which complete provisions stated in the bylaws. Adoption shall be by two-thirds (2/3) vote of the club members present and voting, provided at least fourteen (14) days previous notice is given to the club members."

Policies A-F must be considered, completed, and adopted by the club and submitted to Kiwanis International for approval with the club's bylaws.

A. CLUBS DUES AND FEES

Notes: Use this policy to state the current amount of dues and other fees(if any) for your club. (a) The dues and new member enrollment fee amounts should include the current Kiwanis International dues and fees, district dues and fees (and federation dues and fees, if any). (b) If new members are alumni of Service Leadership Programs, clubs should not charge them for Kiwanis International dues for two years after joining the club. (See Bylaws Section 8.5 regarding how club dues and fees are set. Members will pay the following financial obligations to the club:

Currency

USD

1. Annual dues amount: **160**
2. New member enrollment fee amount: **100**
3. Other amount(s), if any:

Item: **Spouse**
Amount: **110**

Item: **Supplemental Dues/Fees: An optional increase to reflect changes in International, District, Division, Foundation, and/or Club administrative expenses may be imposed and shall not to exceed \$25 in any one year.**
Amount: **25**

B. MEMBERS IN GOOD STANDING

A member is not considered in good standing with the club if he/she:

1. Is more than **2** months or **USD 100** (amount) in arrears on dues or fees owed by that member.
2. Optional: Other requirement(s)
Attended less than 40% 30% of normally officially scheduled meetings and/or service projects.

C. OFFICERS AND DIRECTORS

1. This club has: **1** offices of vice-president.
2. This club has: ~~42~~ **6** directors
3. A vacancy in the office of president shall be filled by: **president-elect**

There are 6 officers so the board would consist of a total of 12 people with 6 directors. A quorum of 7 people would be needed at board meetings. Two directors would be voted on each year and serve a three year term.

Our current directors are:

2021-2024	Joanne Miner, John Boardman, Phyllis Vonderhaar and an empty position
2022-2025	John Miner, Paula Bobb-Semple, Jean Leopold and Phil Koenig
2023-2026	Rick Anglickis, Greg Stancel, Mike Slenzcka and an empty position (Tom Vonderhaar became treasurer)

D. OFFICERS AND DIRECTORS TERMS

Officers and directors terms are as follows:

1. President, president-elect, immediate past president: **1 year**
2. Secretary: **1 year**
Note: If appointed by the president, the secretary should have the same length of term as the president.
3. Treasurer: **1 year**
4. Vice-president(s) (if any): **1 year**
5. All directors: **3 years**

Note: If either 2- or 3-year terms are chosen, the directors will be elected so that only one-half or one-third of the terms are elected each year.

E. OFFICERS AND DIRECTORS ELECTION PROCESS

The election process for this club is as follows:

1. The club secretary will be: **appointed by the president and approved by the board**
If the club secretary is not elected, he/she will be appointed within one (1) week after elections are held.
Note: If the secretary and treasurer position are combined, the position should be elected, not appointed.
2. Volunteers will be appointed to prepare the ballot, count the votes, and certify the results.
3. Nominations may be made in advance or from the floor during the annual meeting, with the consent of those nominated.
4. Cumulative voting is not allowed.
Absentee ballots **are** allowed.
Proxy ballots are **are not** allowed.
5. Ballots are only necessary when there are more nominees for an office than offices to be filled. If any ballot does not reflect a majority vote for one nominee, the nominee receiving the fewest votes will be dropped and a new vote taken for the remaining nominees; the same process will be followed until one nominee receives a majority of the votes. If there are more nominees for directors than offices to be filled, those receiving the highest number of votes will be declared elected without additional voting.
6. Electronic balloting is permitted for club elections. Secure website balloting is recommended to ensure privacy and accuracy.
Use the KiwanisOne Club Management System or consult Kiwanis International for guidelines.
7. The club secretary will certify the election results to Kiwanis International (and to the district and federation, if any).
8. Incoming officers and directors are referred to as "designate" (examples: presidentelectdesignate, secretarydesignate, etc).
9. Additional requirements (if any) used by this club are: **a prospective officer or director must be a member in good standing before being considered for the position.**

F. ANNUAL FINANCIAL REVIEW

To perform its annual financial examination as stated in Bylaws section 8.3, this club: Has a standing financial review committee composed of two or more qualified** club members, excluding any board members.

Selection of the members will be determined by vote of the **club board**

Committee members' terms shall be for one year each, October 1 – September 30. It is recommended that no person serve more than three (3) consecutive terms.

Note: An annual examination of financial records should include, but not be limited to, bank reconciliations, income, disbursements, budgets, balance sheets and income and expense statements for both the administrative and service accounts, budgets, and any other financial records or reports of the club.

**Qualified club members are those in good standing with the club who have financial or accounting experience.

Optional Club Policies

As stated in the club bylaws (Sec. 10.5): "The club board may adopt other club policies that are not in contravention of the applicable laws, club bylaws, Kiwanis International bylaws, and district and federation bylaws (if any), by at least a majority vote of the club board members present and voting, provided at least fourteen (14) days previous notice is given to the board members."

The policies listed below are for consideration by the club because they may assist in club operations. However, they are not mandatory and may or may not be adopted, at the club's discretion. Optional policies do not require approval by Kiwanis International.

G. OPTIONAL POLICY: CLUB MEETING INFORMATION

Note: Per Bylaws section 3.2, each club is required to meet no less than once per month. The club board determines the frequency, day, time, and place of regular club meetings. The club may use this policy to list club meeting information. However, this is not a reporting mechanism; if your club's meeting information changes, please report it separately to Kiwanis International.

1. This club meets: **weekly monthly**
as follows: (Examples: "Every Monday at 11:30 am"; or "1st and 3rd Wednesday at 7:30am.") **Every Wednesday at 7:30 AM- except the 4th Wednesday each month shall be an evening social gathering/meeting. The third Thursday at 6:00 PM.**
2. Club satellite meeting (if any):

H. OPTIONAL POLICY: ADDITIONAL DUTIES (if any) OF OFFICERS and DIRECTORS

The club does not wish to use this policy.

I. OPTIONAL POLICY: STANDING COMMITTEES (if any)

The club does not wish to use this policy.

J. OPTIONAL POLICY: OTHER CLUB POSITIONS (if any)

In addition to officers and directors specified in the bylaws and standing committees stated above, this club has the following other positions (such as administrative secretary, assistant treasurer, etc):

1. Position: **Assistant Secretary**
Term: 1 year(s)
Duties: **Assists the Club Secretary in all matters as needed.**
Who appoints or elects the position: **Club Secretary and approved by Board.**
2. Position: **Assistant Treasurer**
Term: 1 year(s)
Duties: **Assist the Club Treasurer in all matters as needed.**
Who appoints or elects the position: **Club President and approved by the board.**

K. OPTIONAL POLICY: SPECIAL VOTE REQUIREMENTS (if any)

The club does not wish to use this policy.

L. OPTIONAL POLICY: SPECIAL MEMBERSHIP TYPES (if any)

The club does not wish to use this policy.

M. OPTIONAL POLICY

1. POLICY TITLE:
Nomination and Election of Officers and Directors

Club Policy Description:

Section E 1.

The incoming President shall recommend to the Board of Directors prior to the first meeting in August a nominee for the office of Secretary and/or not Assistant Secretary. Such recommendation/s shall be considered as a nomination for the office to be considered by the Board of Directors to approve in accordance with section 7 of the standard club Bylaws.

The nominating committee shall also have the opportunity of placing a name in nomination at the appropriate Board of Directors meeting for consideration if the President -Elect failed to do so, or in a timely manner, or for any other valid reason determined by the nominating committee.

2. POLICY TITLE:
Inter Club Visits
Club Policy Description

Recognizing that participating in Inter-Club activities is an essential part of being an active Club in the requirement for Outstanding Club recognition, the Board of Directors has adopted the following policy:

1. There shall be no limit on the number of members who may attend any inter club activity.
2. There will be no reimbursement for attendance for any member or guest.

3. POLICY TITLE:
Honorary Membership

Club Policy Description:

The Board of Directors may bestow an "Honorary Club Membership" to an individual or corporation as recognition of community involvement, service to youth, financial hardship or any reason deemed appropriate. "Honorary Club Members" will receive the Kiwanis Magazine, Club newsletters and appropriate Kiwanis Club communications. Honorary members are not eligible to a Club Office and have no voting rights to Club business.

4. POLICY TITLE:
Official Meetings

Club Policy Description:

1. The Club shall budget a set amount of money for the attendance to each of the official Kiwanis meetings.
2. There are two official Kiwanis District meetings and one official Kiwanis International meeting.
3. The Club is required to **may** have **up to** three official delegates to each Kiwanis District meeting and two official delegates at Kiwanis International meeting.
4. The established budget for each meeting will include the full costs of meeting registration and room accommodations.

5. The Club shall pay for registration and room costs for two Kiwanis District meetings and for the Kiwanis International meeting. In addition, the cost of reasonable and customary tourist class travel will be paid for the Kiwanis International meeting.
6. If more than the official delegates choose to attend the meeting, then any budgeted funds available for official meetings may be divided equally among those qualified and would like to attend.
7. Spouses who attend the meeting shall do so at their own expense unless they are a member in good standing of the Club.
8. Funds provided to any attendee shall not exceed the cost of the room and registration and for the travel to the Kiwanis International meeting.
9. All expenses shall be paid for by the attendees who shall be reimbursed in accordance with this policy, providing proper receipts for all expenses have been presented to the Club treasurer.
10. For the District training (Club Leadership Education) and other required Division meetings the Club shall reimburse the cost of registration for all members in good standing who wish to attend.

Note: A club policy on an additional topic(s): (1) may not be in contravention of other Kiwanis governing documents or applicable local laws; (2) should assist club operations in a strategic way; (3) should be long-term, lasting multiple years, until or unless changed or rescinded; (4) must be properly adopted as stated in Section 10.5 of the Standard Form for Club Bylaws.

ADOPTION AND APPROVAL of Club Bylaws, Mandatory Policies, and Optional Policies

CLUB ADOPTION

KIWANIS INTERNATIONAL APPROVAL

Date Adopted: **4/27/2022**

Date Approved: **7/7/2022**

Club Secretary: **Charlene Golden**

Signed: Rene Booker