



# Kiwanis®

## Standard Form for Club Bylaws and Policies

As revised by Kiwanis International – October 2012

### ARTICLE 1. NAME and OBJECTS

1.1. This organization is the “Kiwaniis Club of Maryville” K00190, which is a member of Kiwanis International and exists only by charter granted by Kiwanis International.

1.2. The primary purpose of this club is to improve the quality of life for children and families worldwide by adhering to the Objects of Kiwanis International, which are:

- To give primacy to the human and spiritual, rather than to the material values of life.
- To encourage the daily living of the Golden Rule in all human relationships.
- To promote the adoption and application of higher social, business, and professional standards.
- To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship.
- To provide, through this club, a practical means to form enduring friendships, to render altruistic service, and to build a better community.
- To cooperate in creating and maintaining that sound public opinion and high idealism which make possible the increase of righteousness, justice, patriotism, and goodwill.

### ARTICLE 2. MEMBERS

2.1. Adults of good character and good community standing may be admitted to membership in this club by invitation or by transfer from another Kiwanis club upon no less than a majority vote of the board.

2.2. Members in good standing are entitled to all rights and privileges of the club. To be in good standing, members are obligated to pay the dues and fees provided in club policy and comply with any other criteria provided in club policy.

2.3. Members not in good standing may be suspended or removed by no less than a majority vote of the board. At least fourteen (14) days previous notice of such pending action must be provided to the member. The member will have the right to appear to present his/her case to the board on or before the meeting at which action will be determined.

2.4. A member may resign by submitting written notice to the club. Any member who resigns or has been removed from club membership forfeits all interest in any club funds or property and all rights to use any Kiwanis marks.

### ARTICLE 3. OPERATIONS

3.1. The administrative and fiscal year of this club is the same as Kiwanis International, which is October 1-September 30.

3.2. The board will determine the frequency, day, time, and place of regular club meetings, no less than once each month. Special club meetings may be called, and scheduled meetings may be cancelled or rescheduled, by a majority vote of the board or club members, provided at least 48 hours previous notice is given. Subject to laws of local jurisdiction, club members may meet and conduct business by any method that allows all participants to simultaneously communicate with each other or as otherwise allowed by law. Participation constitutes attendance. Normal club meeting rules apply. If any votes taken verbally are unclear, they should be taken by roll call.

3.3. One meeting each year between January 1 and May 15 will be designated as the annual meeting for club elections. At least 30 days previous notice of the annual meeting must be given to members.

3.4. This club may have standing committees as determined by a majority vote of the board and defined in club policy. The president may create and appoint additional committees as desired to conduct club goals and activities, subject to approval by the board, with their purpose, term, and duties defined upon creation.

3.5. At least one-third (1/3) of the club members in good standing constitutes a quorum, and no less than a majority vote of the members present and voting is required to approve all business unless otherwise provided in these bylaws or club policy. At least fourteen (14) days previous notice of any pending vote must be given to the members.

3.6. This club may host activities to inform club and community members about matters of public interest. However, this club will not express any opinion or take any action regarding any candidate, legislation, or other matters of a political nature.

### ARTICLE 4. OFFICERS AND DIRECTORS

4.1. The officers will be a president, immediate past president, president-elect, treasurer, and secretary. The officers may also include one or more vice-president(s), if so defined in club policy. This club will also have a minimum of three (3) directors as stated in club policy. No offices may be held by the same person except those of secretary and treasurer, and no person shall simultaneously serve as an officer and a director. This club may also have such other offices as may be required by the laws of local jurisdiction. The names, terms, and duties of such offices, as well as the processes for elections and filling of vacancies, will be included in relevant provisions of the club's bylaws and/or policies.

4.2. Officers' duties are as defined below and as may be additionally provided in club policy:

- The president acts as the club's executive officer; presides at all meetings of the members and the board; and regularly reports to both groups.
- The secretary keeps the club's records; promptly reports membership changes to Kiwanis International; keeps minutes of club and board meetings; files required reports (if any) with local, national, and other government authorities; and regularly reports to the members and board.

- The treasurer handles and accounts for all club funds on authority of the board; maintains club financial records; and regularly reports to the members and board.
- The president-elect, immediate past president, and vice president (if any), have duties as usually pertain to the office or as may be assigned by the president or board.

4.3. Directors have such duties as usually pertain to the office or as may be assigned by the president or board.

## **ARTICLE 5. ELECTIONS AND VACANCIES**

5.1. Each officer and director (and nominees for same) must be a member in good standing with this club. Any qualified, consenting member may be nominated either in advance or from the floor, according to club policy.

5.2. The immediate past president is the most recent president willing and able to serve. The secretary may be either appointed or elected, as provided in club policy. All other officers and directors, including the secretary unless he/she is appointed, will be elected at the club's annual meeting by a majority vote, following a process provided in club policy.

5.3. The president, immediate past president, president-elect, treasurer, secretary, and vice president(s), (if any) will serve one-year or two-year terms as provided in club policy, beginning October 1 of each year. Directors may serve up to three-year terms, as provided in club policy, with each term beginning October 1 after election.

5.4. Vacancies will be filled as follows:

- President: by the president-elect, immediate past president, or vice president (if any), as provided in club policy.
- Immediate past president: by the most recent president willing and able to serve.
- For all other officers and directors, new elections will be held within 60 days, provided at least fourteen (14) days previous notice of the meeting and nomination(s) is given to the members. However, if the secretary is appointed, the president will appoint someone to fill the vacancy, subject to approval by the board.

## **ARTICLE 6. BOARD OF DIRECTORS**

6.1. The club board of directors (referred to in these bylaws as "board") consists of the president, immediate past president, president-elect, treasurer, secretary, vice president(s), (if any), and all directors, and such other positions as may be required by the laws of local jurisdiction.

6.2. The board has the following responsibilities:

- Provide general management of the club not otherwise delegated to the membership in these bylaws or club policy.
- Assure the club complies with applicable governmental rules and regulations.
- Determine the good-standing status of members in accordance with club policy.
- Perform other duties as provided in these bylaws and club policy.

6.3. A majority of the members of the entire board constitutes a quorum, and a majority vote of the board members present and voting is required for all business unless otherwise provided in these bylaws or club policy.

6.4. The board will meet regularly at a designated place and time that it determines. The board may hold special meetings at the call of the president or a majority vote of the board, provided at least forty-eight (48) hours previous notice is given to board members of the date, time, place, and topic(s). Subject to laws of local jurisdiction, the board may meet and conduct business by any method that allows all participants to simultaneously communicate with each other or as otherwise allowed by law. Participation constitutes attendance. Normal board meeting rules apply. If any votes taken verbally are unclear, they should be taken by roll call.

6.5. The board may take no action in conflict with an action of the membership. Other than disciplinary measures, an action of the board may be rescinded or amended 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 members.

## **ARTICLE 7. DISCIPLINE**

7.1. "Conduct unbecoming a member of the Kiwanis family" is defined in Kiwanis International Policy as any conduct that:

- is incompatible with the best interests of the public or of members of the Kiwanis family; or
- tends to harm the standing of Kiwanis in the local or global community.

7.2

- If a written allegation of 'conduct unbecoming a member of the Kiwanis family' is made against a member of a Kiwanis club, the club president shall immediately request from Kiwanis International a copy of the detailed procedures to be followed by clubs and shall appoint a special investigator to investigate the matter (or, if the club president is accused, the immediate past president shall act).
- The Board shall consider the investigation report and determine whether to hold a hearing on the matter. The President shall notify the accused member of the investigation results and whether the Board intends to pursue the allegation(s). If a hearing is held, the board shall then meet and report its decision, whether the member did or did not engage in "conduct unbecoming" and, based on that decision, the appropriate disciplinary action, if any, as follows: informal counseling, a verbal reprimand, written reprimand, suspension from office or club membership, or removal from office or club membership. The determination of the discipline should be based on the seriousness of the unbecoming conduct. All disciplinary actions shall be documented in club records.
- If either the accused member or the investigator believes that some part of the investigation or determination process was faulty, either party has the right to appeal the board's decision(s) to the club membership. The appeal shall be heard at a special meeting of the club members in good standing. The decision of the club membership to uphold, reverse or change the board's decisions(s) shall be final.
- If, at any point during the 'conduct unbecoming' process, possible criminal wrongdoing is discovered, the matter shall be reported to the proper authorities.
- All materials, facts, and information related to the investigation, determination, and appeal (if any) shall be kept confidential at all times by any parties or persons involved in any part of the process.
- The club shall retain all official records on the matter (allegation report, investigation report, hearing record, board report, and appeal record if any) as long as required by local law, and shall send a copy to the Executive Director of Kiwanis International, to be retained in a confidential

file.

7.3. A club shall discipline any member whose conduct is determined by the club to be 'conduct unbecoming a member of the Kiwanis family,' or else the club shall be considered out of compliance with acceptable standards of Kiwanis International and may have its charter suspended or revoked as provided in the Kiwanis International Bylaws.

7.4. If an officer or director is alleged by the president or a majority vote of the board to be failing to perform his/her duties, the board will investigate the allegation and determine the matter at a special meeting in executive session held within forty-five (45) days after the investigation is complete or as soon as reasonably possible. Written notice of the allegation, investigation, and meeting must be given to the accused member at least thirty (30) days prior to the hearing. The accused member will be permitted to attend the hearing and present a defense. If the allegation(s) is sustained by no less than a two-third (2/3) vote of the entire board, the position will be declared vacant.

## **ARTICLE 8. FUNDS and ACCOUNTING**

8.1. Monies received for club service activities, regardless of source, may be used only for service activities. Separate accounting records must be maintained for service funds and administrative funds.

8.2. By October 15, the board will adopt separate budgets of estimated income and expenses for the administrative and service funds of the club.

8.3. The club's financial records will be examined annually by either (a) a qualified accounting firm; or (b) a standing financial review committee, as provided in club policy. The club's accounting records will be available for inspection by the accounting firm or the committee and, upon request, by the president or board. A written report of the annual financial examination shall be submitted to the board.

8.4. The board determines the official depository/ies of club funds and designates the person(s) authorized to pay club charges.

8.5. Club membership dues, fees, and other assessments, as provided in club policy, must be approved by two-thirds (2/3) vote of the members present and voting, provided at least fourteen (14) days previous notice of the vote and proposed amount is given to the members.

8.6. The club board will provide for the prompt payment of all dues, fees, and other obligations to Kiwanis International and to its district and federation (if any).

8.7. If this club ceases operations for any reason, the club board will provide for proper distribution of club funds or other assets, in accordance with applicable law. Funds or assets not otherwise designated will be transmitted to the Kiwanis International Foundation or the district foundation.

## **ARTICLE 9. AUTHORITIES**

9.1. This club's bylaws and policies will comply with all applicable laws in its local jurisdiction.

9.2. For authority on all matters not covered by these bylaws, the following documents will apply, in this order of priority:

- First—Kiwanis International bylaws;
- Second—Kiwanis International policies and procedures;
- Third—Federation bylaws (if any)
- Fourth—District bylaws (if any)
- Fifth—Robert's Rules of Order Newly Revised (latest edition)

## **ARTICLE 10. BYLAWS and POLICIES**

10.1. This club will incorporate or register as required by law with the proper government authority(ies) within one (1) year from its charter date and maintain such incorporation or registration.

10.2. These bylaws will only be amended to comply with the Standard Form for Club Bylaws, as approved now or in the future by Kiwanis International. Amendments may be adopted 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 members. These club bylaws and any amendments thereto are not effective unless approved by Kiwanis International.

10.3. If any provision of these bylaws is determined to be invalid, all other provisions still remain in effect.

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.

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. Note: Optional Policy L has special requirements for adoption.

---

# **CLUB POLICIES**

"Kiwanis Club of Maryville" K00190

## **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: **174**
2. New member enrollment fee amount:: **"Graduated monthly from 174 to 14"**
3. Other amount(s), if any:

Item: **Meal Cost as negotiated with current caterer**  
Amount: **15**

Item: **Dues as reflected on current year's dues sheet**  
Amount: **174**

## B. MEMBERS IN GOOD STANDING

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

1. Is more than **6** months or **USD 360** (amount) in arrears on dues or fees owed by that member.
2. Optional: Other requirement(s)

**A member not in good standing shall be suspended from membership in the club upon majority vote of the Board of Directors, with respect to Article 2.3 of the Standard Club Bylaws. Within five (5) business days after the suspension vote, the member shall be notified of the Board of Directors' decision and shall be given two (2) weeks from the date of the suspension letter to remit their outstanding dues and fees in full. Notification shall be delivered by Certified Mail, including the reason or reasons for the suspension, and signed by the President and the Secretary. If, after two weeks, full payment or another payment arrangement approved by the Board of Directors has not been received by the Treasurer, the member shall forfeit membership in the Kiwanis Club of Maryville, shall forfeit all rights and privileges of Kiwanis membership, and shall be removed from the Kiwanis International roster citing 'non-payment of dues' as the reason for removal.**

## C. OFFICERS AND DIRECTORS

1. This club has: **1** offices of vice-president.
2. This club has: **9** directors
3. A vacancy in the office of president shall be filled by: **immediate past president**

## 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: **elected by the membership**  
*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 not** allowed.  
Proxy ballots **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: president-elect-designate, secretary-designate, etc).
9. Additional requirements (if any) used by this club are:

**9. At a regular meeting at least five (5) weeks prior to the annual meeting, the President shall appoint a Nominating Committee. The committee shall consist of not less than five (5) members and, if possible, a majority shall be Past Presidents. The President shall designate the chairman of this committee. The duties of the committee shall be to make nominations, with the consent of those nominated, and to prepare a ballot for the election of such officers and directors.**

**10. At least two (2) weeks before the annual meeting, the Nominating Committee shall submit: a.) the President-Elect as its sole nominee for the office of President; b.) the Vice President-Elect as its sole nominee for the office of President-Elect; c.) a list of nominees not exceeding two (2) in number to fill the office of Vice President; and d.) a list of nominees not exceeding the number of directors to be elected plus three (3).**

## 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**  
as follows: (Examples: “Every Monday at 11:30 am”; or “1st and 3rd Wednesday at 7:30am.”) **Every Tuesday at 12:00pm unless the meeting is cancelled or moved with the prior approval of the Board of Directors.**
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)

This club has the following standing committees:

1. Committee Name: **Meetings Administration**  
Purpose: **Ensure the efficient administration of Club business and programs.**  
Duties: **Sub-Committees prepare meeting space, plan programs, schedule Greeters, schedule Invocations, plan Interclubs,**

monitor risk-management, monitor awards-eligibility, seek nominations of officers and board members, oversee Human and Spiritual Values, ensure that the Club lives by the Objects of Kiwanis, nominate the club Kiwanian of the Year and the Club nominee for the Division Layperson of the Year.

2. Committee Name: **Finance/Funding**.  
Purpose: **Maintain the fiduciary health of the club, oversee fundraising.**  
Duties: **Finance Committee develops and monitors the budget and conducts an annual internal financial review. Funding Committees plan major fundraisers and promote major Kiwanis International projects. Sub-Committees: Pancake Breakfast, Golf Tournament, Gifts and Grants.**
3. Committee Name: **Membership Growth**  
Purpose: **Plans for Club growth and retention of members.**  
Duties: **Sub-Committees: Recruiting, Member-Involvement, Member-Retention, New Member-Orientation, Social Activities, Corporate Members, Ambassadors.**
4. Committee Name: **Community Services**  
Purpose: **Seeks ways to promote community involvement.**  
Duties: **Sub-Committees: Adopt-a-Highway, Salvation Army Bell-Ringing, Angel Tree, Boys and Girls Club, ChariTrees, AmTrykes, Second Harvest Food Bank, Bottle Cap Benches.**
5. Committee Name: **Young/Children**  
Purpose: **Promote and develop programs for children.**  
Duties: **Sub-committees: Imagination Library of Blount County, Leadership Camp, Scholarships, Service Leadership Programs [Circle K; Key Club; Builder's Club; Aktion Club]; Kid Konnections Readers-in-Schools Program.**
6. Committee Name: **Public Relations/Technology.**  
Purpose: **Promote community awareness of club activities and opportunities.**  
Duties: **Sub-Committees: Club website, Maryville Kiwanis Kourier, photography, news media, social media, club directory.**

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

The club does not wish to use this policy.

## 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)

*Note: Use this policy to state any special types of membership the club may establish. If the club has no special membership types, disregard this option.*

**Clubs are urged to use caution and give thorough advance consideration before adopting any special types of membership.** Adoption of special types of membership requires a three-fourths (3/4) vote of the club membership present and voting. Be aware that the only membership type recognized by Kiwanis International for dues, voting, or any other purposes is active (regular) membership and that full dues and fees must be paid by the club to Kiwanis International and the district (and federation, if any) for all members reported on the annual club roster, regardless of any discounts the club may grant for some membership types. All dues-paying members have the right of voting on club issues and holding club office or director positions, as provided in Section 2.2 of the club bylaws.

This club has the following special types of memberships with the stated criteria and benefits for each.

1. Special membership type (name): **Senior Member**  
Special criteria: **a. Any member who shall have been an active member in good standing in one (1) or more Kiwanis clubs for not less than ten (10) years, and who is unable to meet attendance requirements because of health, business, or other extenuating circumstances, and who shall have met such other conditions as may be prescribed by this club in these bylaws, may be elected by the Board of Directors as a Senior Member upon written application. b. The Board of Directors shall review the list of Senior Members not less than once each year, and shall have authority, for such reasons as seem adequate, to terminate any Senior Membership, or to reinstate any such member to active membership.**  
Special benefits: **a. A Senior Member must pay annual membership dues, including Kiwanis International, Kentucky-Tennessee District, and the Kiwanis Club of Maryville, and shall be entitled to all privileges of club membership. b. A Senior member must meet the standards of attendance and participation as set forth by the Board of Directors. c. In addition to the qualifications stated above, the Board of Directors has established the policy that Senior Members only pay for those meals at meetings which they have attended. However, they will be billed a minimum of one meal for each billing period, regardless of attendance.**
2. Special membership type (name): **Corporate Member**  
Special criteria: **a. A corporation, company, or organization may be registered with Kiwanis International as a member of the Kiwanis Club of Maryville. A representative of the company's choosing is designated to exercise the rights and responsibilities of club membership on behalf of the company. He or she attends meetings, fundraisers and service projects, and is eligible to hold board or officer positions, and to act as the club delegate at conventions. b. Corporate members will provide a primary and secondary point-of-contact during the application process, for the purpose of payments and selecting the corporation's representative to the Club. The primary representative will attend Club meetings, activities, and other functions. If the primary representative is unable to participate, a secondary representative can act as a stand-in; however, the secondary representative will not be considered an actual club member unless he or she joins.**  
Special benefits: **a. A Corporate Membership can be paid either by the company or by the individual. Applicants should check with their supervisor or Human Resources Department regarding their company's policy. b. A company can have as many corporate memberships as it desires. c. If a Corporate Member representative leaves the company, the company selects a new person to represent it at Kiwanis meetings and events. d. The company continues to pay annual dues and club fees but will not be charged a new-member fee for the new representative. \*\*According to the Kiwanis International Bylaws, Article VIII, Section 1, states in part: "A corporate member shall appoint one individual to represent it on all club matters, and all club privileges shall**

be exercised via its appointed representative ..." Article XIX of the KI Bylaws provides for filling vacancies in various Kiwanis International Offices and other governing documents of the organization provide for filling vacancies in club, district and federation offices.

## M. OPTIONAL POLICY

### 1. POLICY TITLE:

#### **Continuing or Long-Term Projects Policy**

Club Policy Description:

A club may adopt or discontinue a project that may last more than one year, by the approval of two-thirds vote of the active members present at any regular meeting, provided written notice of the proposed adoption or discontinuance shall have been given to the members at least two weeks prior to the meeting. One-third of the active members shall constitute a quorum. There shall be no voting by proxy or absentee ballot.

### 2. POLICY TITLE:

#### **Political Programs**

Club Policy Description:

**BACKGROUND:** The relevant section of Club Bylaws is below:

**Standard Form for Club Bylaws, Article XVII Public Activities**

**Section 1.** This club, by fair discussions at its meetings and in other ways, is encouraged to keep its members and the community informed on all questions of public importance and any proposed legislation affecting the community in which this club is located.

**Section 4.** This club shall not be used in any way for political purposes, nor shall it, as a club, actively participate in the political candidacy of any person.

[Note: Sections 2 & 3 concern the club taking positions on certain issues--not relevant to this matter].

Kiwanis International, via the Kiwanis Magazine, has on several occasions in the Club Clinic section clarified that clubs are encouraged to be involved in current affairs, legislative or political, particularly where issues directly impact them. The basic caution is 'even-handedness' so that the club, as a club, does not appear partisan or activist regarding a particular candidacy.

#### **OUR GUIDELINE:**

Our Program Committee is encouraged to present programs of topical relevance and interest, including from time-to-time speakers who hold or aspire to offices. We do not want to restrict the presentation of ideas and issues, but rather be careful in situations where political candidacy may be involved.

#### **CURRENT OFFICE HOLDERS:**

If the Program Committee deems it worthwhile, we welcome as a speaker anyone who holds elective or appointive office at the local, state, or national level, provided their position represents at least a portion of Blount County, including statewide or nationwide executive, legislative or judicial positions. (If such an incumbent is involved in a re-election campaign, the person should be asked to avoid any overtly political comments and focus on their activities in office). Otherwise, any officeholder is welcome who is not engaged, or does not expect to be, in a campaign for office involving local voters.

#### **DECLARED CANDIDATES:**

Normally, we do not invite to our meeting any non-incumbent politicians, or their representatives, who are actively seeking public office involving local voters, regardless of their qualifications on a given topic. This exclusion also applies to otherwise acceptable incumbents who are running for a different office than they now hold, if the office sought will involve local voters, EXCEPT as below:

**EQUAL TIME EXCEPTION:** if during a general election period (not a primary season), the Program Committee deems the issues of sufficient importance to hear from ALL the major candidates for a position, and can arrange, or make a good-faith attempt to arrange, a program or series of programs whereby all such candidates may be heard.

### 3. POLICY TITLE:

#### **Convention Attendance and Expense Policy**

Club Policy Description:

#### **ATTENDANCE Policy:**

We are entitled to two (2) voting Delegates at International Convention and two (2) Alternates; for the District Convention, it is three (3) Delegates and up to three (3) Alternates.

In order to maximize future leadership training and exposure to Kiwanis programs at the District and International levels, the following shall be the 'normal' order of precedence for attendance at conventions [subject always to election by the membership]:

Current President-Elect [next year's President]

Current Vice-President [next year's President-Elect]

Current-year President

Current Secretary-Designate [next year's Secretary]\*

Current Treasurer-Designate [next year's Treasurer if the Secretary/Treasurer roles are separate] \*

Current Vice-President-Designate [next year's Vice-

President if known]  
1st-year Directors [next year's 2nd-year Directors]  
2nd-year Directors [next year's 3rd-year Directors]  
Newly-elected Directors [next year's 1st-year Directors if known]  
\*[Retiring Secretary]  
\*[Retiring Treasurer]  
Immediate Past-President  
Retiring 3rd-year Directors

**NOTE:** Special consideration will be given to any member who is running for any District or International office, or having been so chosen, is about to assume such office, as well as to any member currently holding such office, or to a past Lt. Governor or higher officeholder.

**EXPENSE Policy:**

1. Full expenses [registration, hotel, travel and meals] will be provided for the elected Delegates to both conventions, regardless of how far down the above list they were listed.
2. Full expenses will also be provided to the current President and Secretary if they can attend the International Convention as Alternate Delegates (Possibility of four (4) total paid for). EXCEPT, this does not apply to conventions held outside of the continental United States or Canada.
3. Full expenses will also be provided to the Secretary, Treasurer, and Vice-President-Designate if they can attend the District Convention as Alternate Delegates (Possibility of six (6) total paid for).
4. Registration and hotel [not travel or meals] will be provided for any Director who will be serving the following year if they can attend.
5. Registration only to be paid for ANY Club member who can attend.
6. Spousal registration [+ any extra on hotel] to be paid for elected Delegates (not travel or meals).

**NOTE:** Registration includes a ticket to any special entertainment event listed separately on the official registration form.

**NOTE:** District dinner at International Convention included only with 'full expenses' above.

**NOTE:** Above expenses subject to budgeted amounts.

4. POLICY TITLE:  
**Member Attendance Policy**

Club Policy Description:

**Members receive one attendance credit for each regular meeting attended.**

**Attendance is verified by initials on the meeting sign-in sheets, which are maintained for seven (7) years.**

**For 'attendance credit', members may make-up a missed meeting in one of eleven (11) ways:**

1. Attend a regular or special meeting of any Kiwanis Club.
2. Attend a regular meeting of the member's club's Board of Directors.
3. Attend a meeting of a committee of the member's club.
4. Participate in a club-approved service project.
5. Attend an International, District or Division convention, conference, or formally scheduled meeting.
6. Attend an International or District board meeting.
7. Absence from a regular club meeting as a result of travel to or from the International or District convention or conference.
8. Attendance at any club-approved function for Kiwanians and their families, designed to improve health, welfare, morale, and esprit de corps [club dinners, picnics, birthday parties, outings, etc.].
9. Attend a regular meeting, board meeting, or service project of a Service Leadership Program that is sponsored by the member's Kiwanis club.
10. A visit the Kiwanis International Office or a District office.
11. Credit for each regular meeting missed as a result of performing Jury Duty.

**\*\*Make-ups may be accrued throughout the fiscal year and counted toward total attendance credits at the end of the fiscal year.**

5. POLICY TITLE:  
**'Perfect Attendance'**

Club Policy Description:

**The Board of Directors established the current Perfect Attendance Policy at its November 2013 meeting.**

**For a member to satisfy the requirements for 'Perfect Attendance', they must have a minimum of attendance credits equaling not less than two fewer than the number of meetings held during the Kiwanis fiscal year. That means that every member is granted two free passes.**

**Attendance credits are accrued by attending regularly-scheduled Tuesday meetings, including banquets and other special events sanctioned by the Board. In addition, credits may be accrued by attending an Interclub; a hands-on service project; SLP meeting or project; scheduled committee meeting; visiting another Kiwanis club; attending Kiwanis International Convention, Kentucky-Tennessee District Convention, Mid-Year Conference, or Division event; a visit to the Kiwanis International office or a district office; and for Jury Duty which occurs during regular club meeting times. NO attendance credits are earned while on a Leave of Absence.**

6. POLICY TITLE:  
**Leave of Absence**

Club Policy Description:

**1. A member must have been an Active or Senior Member in good standing for at least one year before a Leave of Absence may be considered.**



2. A member must petition the Board of Directors for a Leave of Absence, stating the effective beginning and ending dates and the reason.
3. The petition is considered at the next regularly-scheduled Board meeting.
4. Upon approval, Leave of Absence is granted for not more than six (6) months. The member will be notified of the approval and duration of the Leave of Absence.
5. If denied, the member will be notified, stating the reason for denial.
6. Prior to the expiration of the Leave of Absence, the member may petition for an extension of not more than an additional six (6) months.
7. One month prior to its expiration, the Secretary will send a notice to the member advising that the Leave of Absence is due to expire. At the end of the Leave of Absence, if not renewed, the member is automatically returned to Active membership.
8. A member may not be on continuous Leave of Absence for more than one calendar year.
9. The member may petition for a subsequent Leave of Absence after a minimum of one year Active or Senior membership.
10. 'Perfect Attendance' credits are not accrued during a Leave of Absence.

**Financial Responsibilities:**

1. While on a Leave of Absence, the member is responsible for any meal costs for meetings attended during the Leave.
2. Normal meal costs and local club dues are suspended for the duration of the Leave of Absence.
3. Since the club is responsible for Kiwanis International and KY-TN District dues for all members on the roster, including those on a Leave of Absence, those dues will continue to be billed to the member, in addition to any meal costs for meetings attended during the Leave.

7. **POLICY TITLE:**

**Legion of Honor**

Club Policy Description:

The Legion of Honor Policy is established and administered by Kiwanis International. Any Kiwanian recommended for this designation must be approved by the Kiwanis International Membership Board. The honor is based on the number of years a Kiwanian has been an Active Member. Membership longevity transfers from club to club if a member has been a member of more than one club. The Legion of Honor is granted to persons who have been Active Members of Kiwanis for at least twenty-five (25) years. A membership pin and certificate are awarded at the 25th anniversary and every five (5) years of continued Active Membership thereafter.

8. **POLICY TITLE:**

**Meals at Meetings Policy**

Club Policy Description:

**1. Meals:**

- a. Members are assessed the cost of each meal.
  - b. Meals are billed quarterly, along with dues.
  - c. Meeting absences will not result in a refund of meals; those funds will revert to the general operating fund of the Administrative Account and in essence provide a 'cushion' for the weekly meal-guarantee agreed upon with the caterer.
  - d. For non-Senior and Corporate members who pay for all meals regardless of attendance, interclub meals may be used to offset the cost of meals, equal to but not more than the number of missed regular Club meetings.
- Also: While visiting another Kiwanis club, members who pay for their meal may receive a meal credit by providing a slip, signed by the visited club's Secretary, and submitted to the Interclub Chairperson.
- e. Senior Status Members: Interclub meals may be used to offset the one meal per quarter they are required to pay.

**2. Meal Credits:**

- a. Meal credits may be accrued by members attending other Kiwanis meetings where they are required to purchase their meal, such as interclubs, conventions, and other sanctioned Kiwanis events as designated in the Maryville Kiwanis Club Bylaws and Policies.
- b. Members may not get more credit for meals than the meals for which they actually pay.
- c. Participation credits do not accrue meal credits but do count toward 'perfect attendance'.
- d. Attendance at Board meetings does not count toward meal credits since meals are paid from the Administrative Account at no cost to the member.
- e. Meal credits may not be used for meetings for which a member's meal[s] are subsidized from the Administrative Account.

**C. Meals for Speakers and Guest**

- a. At weekly meetings, the Club shall pay for speaker's meal. If the speaker brings guest[s], it is the responsibility of the speaker to pay for their meal[s].
- b. The Club shall pay for special guests, such as KI Presidents, KI President-Elects and Trustees, K-T Governors and/or K-T Lt. Governors.
- c. Members who invite or bring guests shall pay for their meals.
- d. The Club shall pay for Potential Member meals, unless a member agrees to pay for their meal[s].

9. **POLICY TITLE:**

**Operating Budget**

Club Policy Description:

A. The proposed operating budget will be a line-item departmental estimate of revenues and expenses, and will include the following data:

1. The current fiscal year's budget.
2. Revenues and expenses to date and estimates for the current fiscal year.
3. Actual revenues and expenses for the prior fiscal year.
4. An explanation of any new, modified, or discontinued items or programs, any personnel changes being requested, and prioritized new initiatives.

**B. The President-Elect shall consult with the current President by March 15th, and the Finance Committee by the January/February Board meeting concerning the budget assumptions and any programs or services proposed to be emphasized, discontinued, or changed during his/her term as President, including the cost of such items. The Board of Directors is authorized to amend the budget at any time.**

**C. The chronological budget-process is as follows:**

- 1. By the end of the calendar year, Finance Committee conducts and submits to the Board for approval the Internal Financial Review Report for the previous fiscal year.**
- 2. By July 1, New Board Finance Committee begins preparing the new budget.**
- 3. By August 1, New Finance Committee with the President-Elect will review and finalize the revenue and budget.**
- 4. By September 1, the Preliminary Budget is submitted to the New Board for approval.**
- 5. At the first Board Meeting of the administrative year, Board adopts the operating and capital budgets and prioritized new initiatives.**

**D. As part of the budget preparation, a cash-flow analysis should be prepared.**

**E. Any expense not used and/or accrued at fiscal year-end does not carry over to the next fiscal year. To permit the expenditure, such item must be considered and approved by the New Board during its budget-preparation process.**

**F. An inventory of physical assets should be made to the Board by the House Committee, including items, purchase-date, value, and location.**

*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:**1/23/2024**

Date Approved:**2/16/2024**

Club Secretary:**Heather Larson**

Signed:**Rene Booker**