



Kiwaniis®

ARTICLE 1. NAME AND OBJECTS

- 1.1 This organization is the “Kiwaniis Club of Twin City” 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 makes 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 thirty (30) 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 thirty (30) 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, first vice president/president elect, second vice president, treasurer, and secretary. 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 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, when necessary; files required reports (if any) with local, national, and other government authorities; and reports to the members and board as required.
 - The treasurer handles and accounts for all club funds on authority of the board; maintains club financial records; and reports to the members and board as required.
 - The first vice president/president-elect, second vice president, and immediate past president shall have duties as usually pertain to the office or as may be assigned by the president or board.
 - Directors have such duties as usually pertain to the office or as may be assigned by the president or board.
 - The intended line of succession of the presidency is the first vice-president/president elect followed by the second vice president.

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 and treasurer will be appointed by the president and approved by the board. All other officers and directors 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, first vice president/president-elect, second vice president, treasurer, and secretary will serve one-year terms as provided in club policy, beginning October 1 of each year. Directors may serve up to two-year terms, as provided in club policy, with each term beginning October 1 after the election.
- 5.4 Vacancies will be filled as follows:
- President: by the first vice president/president elect
 - First Vice President/president elect: by the second vice president.
 - Immediate past president: by the most recent president willing and able to serve.
 - Secretary or treasurer: the president will appoint someone to fill the vacancy with approval from the board.
 - Second vice president 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.

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, first vice president/president elect, second vice president, secretary, Treasurer, 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.
 - Assures 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 thirty (30) 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.

7.2a 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).

7.2b 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 of whether the member did or did not engage in "conduct unbecoming" and, based on that decision, the appropriate disciplinary action taken, if any, could be 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.

7.2c If either the accused member or the investigator believes that some part of the investigation process was faulty or the determination was incorrect, either party has the right to appeal in writing 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.

7.2d If, at any point during the "conduct unbecoming" process, possible criminal wrongdoing is discovered, the matter shall be reported to the proper authorities.

7.2e 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.

7.2f The club shall retain all official records on the matter (allegation report, investigation report, hearing record, board report, and appeal record if any) in a confidential file as long as required by applicable 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. The budget may be amended during the business year with the majority approval of all board members as it sees fit.
- 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 thirty (30) 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 shall 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 thirty (30) days previous notice is given to

the members. These club bylaws and any amendments there to 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 thirty (30) 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 thirty (30) days previous notice is given to the board members. *(Note: Optional Policy L has special requirements for adoption.)*

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 thirty (30) days previous notice given to the club members."

A. CLUBS DUES AND FEES

1. Members will pay the following financial obligations to the club:

Legacy Club Members

- a. First Year legacy club members will pay annual dues of \$620.00 or \$155.00/quarter.
- b. After the first year of membership, members will pay annual dues of \$780.00 or \$195.00/quarter. Members have the option of paying a discounted annual dues amount with a single lump sum payment of \$720.00.
- c. If new members are alumni of service leadership programs the member will not be charged for Kiwanis International dues for two years after joining the club.
- d. Legacy club members are also expected to participate financially in the club's annual pancake jamboree fundraiser with a minimum 'give or get' donation of \$150.00.

Satellite Club Members

- a. Satellite club members upon joining the club will pay \$125.00 for annual membership.
- b. Thereafter, satellite club members will pay annual dues of \$140.00 on their membership anniversary date.
- c. Satellite club members are also expected to participate financially in the club's annual pancake jamboree fundraiser with a minimum 'give or get' donation of \$150.00.

Senior Members

- a. Any club member who has been granted senior status by the board will pay \$450.00 or \$112.50/quarter in annual dues in accordance with club policy.
- b. Senior members are also expected to participate financially in the club's annual pancake jamboree fundraiser with a minimum 'give or get' donation of \$150.00.

B. MEMBERS IN GOOD STANDING

1. A member is not considered in good standing with the club if he or she is more than two (2) quarters or \$390.00 in arrears on dues owed by that member.
2. At least once a quarter the Treasurer will inform the board of any active member who is not in good standing with the club. Upon being notified the board will consider the matter and take appropriate action in accordance with the club's dues policy.

C. OFFICERS AND DIRECTORS

1. This club has 1 office of First Vice President/President Elect
2. This club has 1 office of Second Vice President
3. This club has 7 directors.

D. OFFICERS AND DIRECTORS TERMS

Officers and directors' terms are as follows:

1. President, First Vice President/President Elect, Second Vice President, immediate past president: 1 year
2. Secretary: 1 year
3. Treasurer: 1 year
4. All directors: 2 years
5. Four (4) directors will be elected in even numbered years and the other three (3) directors will be elected on odd numbered years.

E. OFFICERS AND DIRECTORS ELECTION PROCESS

The election process for the club is as follows:

1. The club secretary will be appointed by the president and approved by the board.
2. The club treasurer will be appointed by the president and approved by the board.
3. The election of officers and directors shall be held no later than May 15th each year.
4. Voting shall be by ballot and shall not be cumulative. Only legacy, satellite, and senior members in good standing may vote. There shall be no voting by proxy or absentee ballot.
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 will be 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. In order to hold an election of officers and directors, the president and secretary must ensure that a quorum is present. For the clubs' a election to be valid, a quorum is defined as at least one-third of the members of the club.
7. Prior to the annual meeting, the club's nominating committee will meet to make nominations for officers and directors, with the consent of those nominated and to prepare a ballot for the election.
8. At least fourteen (14) days prior to the annual meeting, the nominating committee shall submit a list of nominees for officers and directors. For officers that means no more than two (2) nominees for each office. For directors that means no more than the number of director positions to be filled plus three (3) candidates. The first vice president/president elect and second vice president will be nominated by the nominating committee.
9. At least one week before the annual meeting at a regular meeting of the club, nominations may be received from the floor for any position to be filled and when so made together with the list of nominees submitted by the nominating committee shall then be the list of nominess submitted to the membership for election of officers and directors.
10. On the day of the annual meeting, should the election of officers and directors require a ballot, the president shall instruct the nominating committee to distribute, collect, and count the ballots and report the results to the president who shall announce them to the club.
11. When the number of nominees for any office or director position is the same as the number of vacancies, the president can declare candidates elected by "common consent" or by "voice vote".
12. The club secretary will certify the election results to Kiwanis International.

F. ANNUAL FINANCIAL REVIEW

1. The club will have 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 a vote of the club board. If an accounting firm is affiliated with a club member, then a conflict-of-interest form should be completed and submitted to Kiwanis International.
2. The 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.
3. 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 a 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, provide at least thirty (30) days previous notice is given to the board members.”

G. CLUB MEETING INFORMATION

The Kiwanis Club of Twin City does not wish to have this policy.

H. ADDITIONAL DUTIES (if any) OF OFFICERS AND DIRECTORS

The Kiwanis Club of Twin City does not wish to have this policy.

I. STANDING COMMITTEES

The following committees are standing committees that will meet regularly throughout the year, fulfill their duties, and report to the Club and Board as requested by the President and/or Board. Each committee will have at least three members including the chair. Additional members are encouraged to fulfill all objectives.

Finance

Chair: Appointed by President, approved by Board.

- Prepare annual budget.
- Monitor & report fiscal status monthly to the Board.
- Ensure all members pay their annual/quarterly dues.
- Provide support to the Pancake Jamboree.
- Oversee additional fund-raising opportunities in addition to the annual Pancake Jamboree.
- Conduct annual financial review.

Membership Growth & Development

Chair: Appointed by President, approved by Board.

- Set Annual Membership Goal.
- Prepare the committee annual budget to submit to the Finance Committee.
- Oversee membership recruitment campaigns.
 - Encourage members to bring guests.
 - Follow up with guests to encourage them to join.
 - Promote the club at community events & Pancake Jamboree.
- Induct the new members to the club.
- Conduct new member orientation sessions throughout the year.

Pancake Jamboree & Fund Raising

Chair: Appointed by President, approved by Board.

- Oversee the planning, execution, and evaluation of the Pancake Jamboree
- Prepare a committee budget to submit to the Finance Committee.
- Plan and execute additional fundraisers throughout the year as approved by the board.

Programs

Chair: Appointed by President, approved by Board.

- Schedule weekly meeting programs.
- Plan and execute social events i.e. golf outings.
- Coordinate volunteer/community service projects.
- Promote attendance at district and international events.

Marketing & Communications

Chair: Appointed by President, approved by Board.

- Develop an annual marketing cycle in coordination with other committee chairs
- Prepare the committee annual budget to submit to the Finance Committee.
- Oversee marketing plan for the annual Pancake Jamboree
- Handle all media relations.
- Schedule & promote interclub meetings.

The following committees are seasonal committees that will meet for a short amount of time each year to fulfill their duties. They will report to the Club and Board as requested by the President and/or Board. Each committee's membership requirements and quantity are described below.

Bylaws & Strategic Plan

Chair: Appointed by President, approved by Board.

Membership: Three to seven members plus the chair

Duration: Committee must meet annually to discuss, at minimum, bylaws on odd numbered years and strategic plan on even numbered years.

- Ensure the Board is educated on the Bylaws of the club.
- Ensure the club bylaws are in sympathy with Kiwanis International requirements.
- Review the current practices of the club and compare them to the actuality of how the club operates.
- Suggest changes to the bylaws.
- Determine a list of needs of the club, passions of the club members, and future direction of the club.
- Develop or revise a strategic plan based upon the needs, passions, and future directions.
- Review and amend the plan for Board approval.

Grant Allocation & Youth Program Support

Chair: Appointed by President, approved by Board.

Membership: four or six members plus the chair (to have an odd number of members)

Duration: July through September

- Revise the grant application for interested youth serving groups to apply for financial support.
- Reach out to prior grant recipients to invite them to apply for the current year.
- Review grant requests and propose funding to the board based upon the amount the Board has allocated.
- Notify all recipients and provide feedback to those who were not selected.
- Plan and execute a day of program where all recipients are invited to the club meeting to receive their award.
- Work with local media for promotion
- Provide support to the Service Leadership Programs & Youth Serving Partners
 - Key Club
 - Circle K
 - Satellite Clubs
 - Scouting, 4-H, et. al.
 - Builder's Club
 - Aktion Club

Nominating

Chair: Appointed by the President, approved by the Board. May be any of the five members approved as committee members.

Membership: Three immediate past presidents and two additional club members-at-large.

Duration: January through May

- Meet with the board to determine the upcoming needs of the club and what skills will be needed to address those needs.
- Create a list of possible nominees to serve on the Board and as officers.
- Gauge interest and commitment from individuals to serve and develop a slate of nominees for directors and officers.
- Execute the election procedures of the bylaws.

Awards

Chair: Appointed by President, approved by Board.

Membership: three immediate past presidents, two additional club members plus the chair.

Duration: July – September

- Review Kiwanis International awards, such as Legion of Honor, and nominate Twin City members as appropriate.
- Review perfect attendance and encourage those who are close to make up extra time prior to the annual dinner.
- Work with the outgoing president to wrap up any missing items to achieve Distinguished Club status.
- Work with president elect (president-delegate) to create action plans achieving Distinguished Club status.
- Determine other awards, accolades, and superlatives to present at the annual dinner recognizing club members for their involvement and contributions to the Club and youth service.

J. OTHER CLUB POSITIONS

The Kiwanis Club of Twin City does not wish to have this policy.

K. SPECIAL VOTE REQUIREMENTS

The Kiwanis Club of Twin City does not wish to have this policy.

L. SPECIAL MEMBERSHIP TYPES

Senior Member: Special Criteria

1. Any Active member in good standing with Kiwanis International for not less than ten (10) years who has reached the age of 65 and is unable to participate fully in club activities due to health or other extenuating circumstances may be granted senior status by the board upon making a written application.
2. No more than ten percent (10) of the club legacy membership can hold senior status at any one time.

Senior Member: Special Benefits

1. Senior members will pay the full amount of Kiwanis International and district dues. Senior members will also pay ½ of the meal cost for weekly meetings as determined by the club treasurer.
2. Senior members are also expected to participate financially in the club's annual pancake jamboree fundraiser with a minimum 'give or get' donation of \$150.00.

3. Senior members are entitled to all other privileges of club membership including the right to vote and to hold club offices and director positions.
4. The board shall annually review the list of current senior members and shall have the right to terminate a member's senior status or reinstate any such member to active membership.

Honorary Member: Special Criteria

1. Any club member who has performed a long and distinguished service to the club may be elected by the board as an honorary member (of which he or she is not an active member at the time of election).
2. Any person who has performed distinguished service to the club or community may be elected by the board to be recognized as an honorary member of the club.

Honorary Member: Special Benefits

1. An honorary member shall pay no annual dues and shall be entitled to all privileges of the club except voting and holding office.
2. An honorary member shall not be obligated to attend weekly meetings.

M. LEAVE OF ABSENCE

1. Any active member who is in good standing with the club and who is unable to participate fully in club activities due to health and/or financial concerns or other extenuating circumstances may request a temporary leave of absence from the club upon making a written request to the board.
2. The board may approve up to a 90 day leave of absence for any active member in good standing.
3. Members who have taken a leave of absence are not responsible for paying their dues during their leave. If the member resigns following their leave, they must reimburse the club for any dues paid to International and District during their leave but are not responsible for other associated fees.
4. At the end of the leave of absence, the board will review the matter and has the right to grant up to an additional 90 days' leave of absence to the member. No member shall be granted more than a total of 180 days' leave of absence.
5. At the end of the final granted leave of absence the member shall resume being an active member or resign his or her membership.

N. MEMBERS IN GOOD STANDING/MEMBERSHIP DUES/MEMBERSHIP ASSESSMENTS & FEES

1. Members' dues billed quarterly (with a discounted annual payment amount) shall be recommended by the Board of Directors. Approval shall be required by a two-thirds vote (2/3) of the active members present at any regular Club meeting provided written or email notice shall have been given the members at least two (2) weeks prior to the meeting.
2. At least once a quarter (November, February, May, & August) the Treasurer shall inform the Board of Directors of any active member who is two (2) quarters in arrears in the payment of their dues.
3. Upon a majority vote of the Board of Directors, the member in arrears shall stand suspended and shall be notified in writing by the secretary that they have thirty (30) days to become current on their dues.
4. Upon payment of their arrears by the member within thirty (30) days of the written notice sent by the Secretary and by a majority vote of the Board of Directors, the member shall be reinstated as an active member of the club.
5. If the member in arrears fails to become current on their dues within thirty (30) days of the written notice sent by the Secretary, the member shall be removed from the Club's membership rolls for non-payment of dues.
6. Revenues from membership assessments and fees may be recommended and approved by the board. Approval shall also be required by two-thirds vote by the active members present at any regular club meeting provided written email notice has been given to the

members at least 14 (fourteen) days prior to enacting.

Adoption and Approval
of Club Bylaws, Mandatory Policies, and Optional Policies

Date adopted by the Club:

Date approved by Kiwanis International

October 18, 2023

Club President or Secretary:

By:

George A. Mumford
