



Policy and Procedures

January 12, 2022



Policy 1. Distribution of Funds

1. Distribution of donations:
 - a. Monies donated by clubs as club gifts, unless otherwise designated, shall be deposited into the General Fund.
 - b. Monies donated by individuals or clubs in the names of individuals as Donor, Sapphire, Ruby, Emerald, or Bartlett Fellows, unless otherwise designated, shall be deposited into the General Fund.
 - c. Monies donated by individuals or clubs as memorial gifts, unless otherwise designated, shall be deposited into the General Endowment Fund.
 - d. Monies donated for the Legacy Society, unless otherwise designated, shall be deposited into the General Endowment Fund.
2. Interest and dividends from deposited cash and Investments shall be deposited into the General Endowment Fund.
3. Profits or losses from the sale of investments shall be left in the fund from which the individual investment was accounted for in the percentage as to each separate fund.

Adopted by Board of Directors, January 30, 1998
Amended by Board of Directors, March 26, 2006
Amended by Board of Directors, January 31, 2014
Amended by Board of Directors, February 23, 2019



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Policy 2. Handling of Finances

1. The official depository of the Foundation's funds shall be approved by the Executive Committee.
 - a. The signatories on the account shall be the President and Treasurer of the Foundation.
 - b. Only one signature shall be required to sign checks.
 - c. The treasurer, at his/her discretion may leave minor amounts (not to exceed 10% of the total balance of the Foundation 's combined funds) in other depositories, provided such depositories are noted in the financial reports.

Adopted by Board of Directors, January 30, 1998

Modified by Board of Directors, March 25, 2006



Policy 3. Camp Olympia Kiwanis

1. Camp Olympia Kiwanis (Camp OK) will be operated as a project of the Nebraska-Iowa Kiwanis District Foundation for talented and gifted youth having completed their fifth or sixth grade.
2. The Camp OK Committee is charged with these responsibilities:
 - a. Securing a camp director.
 - b. Conferring with the director and recommending to the Foundation Board of Directors any changes in honoraria or other staffing issues.
 - c. Working with the director to enlist K-Family counselors.
 - d. Developing a working relationship with the sponsoring club near the location of each camp.
 - e. At the request of the director, assisting in procuring material and personnel resources.
 - f. Ensuring there is publicity about the camp through the N-1 Kiwanian.
 - g. Assisting in developing and revising Camp OK policies.
3. Funds to operate Camp OK will come from two sources:
 - a. Endowed Camperships:
 - i. The Foundation shall maintain a separate fund to be used for endowed camperships.
 - ii. A club may endow a camper ship by depositing an amount equal to ten (10) times the then annual camper cost into this fund. A club may do so at one time or by making four annual payments of one-fourth (1/4) the then endowed campership, provided a letter of intent is submitted to the board and each annual payment of \$one fourth (1/4) is paid to the foundation by May 1 of each year. The first payment will reduce the fee by \$one fourth (1/4). The second payment will reduce the fee by \$one half (1/2) and the club will be designated as a Silver Donor. The third payment will reduce the fee by \$three fourths (3/4). When the full \$amount has been paid, that club will have a perpetually endowed campership and be designated as a Gold Donor.
 - iii. No club shall have more than two endowed camperships unless the additional ones were established prior to January 31, 1992.
 - b. Camp Registration Fee:
 - i. The camp registration fee for the following year will be set by the Board of Directors no later than the meeting held in conjunction with the District Convention. The Camp committee will make a recommendation to the



- Board on a cost per camper. The fee will be payable on a schedule to be determined by the Camp OK Committee.
- ii. No refund will be given if a club cancels a registration within four weeks of the beginning of a given camp.
 - iii. No refund of a deposit will be given after the balance of the registration fee is due.
4. Funding Camp OK
- a. The camp will be funded by the camp registration fee and the transfer of funds from the Camp OK Endowment Fund. This transfer of money cannot exceed the annual cost of a camper for each endowed camper actually attending the camp.
 - b. Any deficit which may be incurred in the operation of Camp OK shall be made up from the Operating fund of the foundation and individuals or clubs who have endowed camperships shall not be asked for additional funds. Any surplus money after all expenses have been paid will remain in the Operating fund.
 - c. The Camp OK committee will develop a budget for the operation of the camp. This budget will be presented to the Executive Committee prior to any commitments made to clubs or others. The budget will not show a negative balance for the camp operation.
5. Remuneration for Camp OK staff shall be established by the Camp OK Committee for the upcoming year and approved by the Executive Committee.
- a. All staff will be reimbursed for mileage from their residence to camp and return in the amount set by the Internal Revenue Service for non-profit travel.
 - b. Staff will be reimbursed for minor expenses directly related to providing material to the campers. These expenses will be approved by the camp director prior to reimbursement.
6. Processing campers for Camp OK.
- a. All clubs, including those with endowed camperships, must complete all forms and submit them to the proper person before a camper may attend camp.
 - b. A club may substitute a camper provided the proper forms have been filed with the camp director and the information submitted is satisfactory.
 - c. Any camper who appears at Camp OK without the proper forms completed and submitted will be denied attendance and will be sent home immediately.

Adopted by Board of Directors, August 1, 1998

Modified by Board of Directors, August 11, 2006



Policy 4. Donation levels

1. Any Kiwanian or friend of Kiwanis may make a donation to the Foundation . A donation may also be made in an individual's name. In such case, the donation shall be recorded in the name of the donee and the donor shall not receive credit in the membership records for the donation. All donations by an individual or in the name of that individual shall be cumulative.
2. Any member of the Foundation who donates \$100 shall be designated as a "Donor" member of the Foundation and shall be allowed to wear the Donor Level pin.
3. Once a member has made donations totaling \$250, the member shall be designated as a "Sapphire level" donor and shall be allowed to wear the Sapphire Level Donor pin.
4. Once a member has made donations totaling \$500, the member shall be designated as a "Ruby Level" donor and shall be allowed to wear the Ruby Level Donor pin.
5. When a member's donations has totaled \$750, the member shall be designated as an "Emerald Level" donor and shall be allowed to wear the Emerald Level Donor pin.
6. When a member's donations total \$1000, the member shall be designated as a Bartlett Fellow.
7. Donations of \$1000 above the level for a Bartlett Fellow shall be designated as Diamond Level Bartlett Fellow. There is no limit to the number of diamond levels a member can have.
8. Upon the donation at the Bartlett Fellow Level, the member shall receive a numbered Bartlett Medallion, a Bartlett Fellow wall plaque and a pin designating the attainment of that level membership in the Foundation.
9. Upon the donation at the Diamond Level One level, the member shall receive a Bartlett Fellow Diamond Level plaque . The plaque will have a diamond inscribed in it for each level the member has attained. Subsequent diamond levels shall be designated with a diamond engraved tab to be attached to their plaque.
10. If sufficient funds are donated in memory of a deceased person, that person shall be honored as a Memorial membership at the level commensurate with the levels for living members as stated above. Normally, there is no pin or plaque for a memorial level. A suitable certificate may be presented to a close relative or donating club.

Adopted by Board of Directors, January 31, 2014

Amended by the Board of Directors, February 23, 2019



Policy 5. Grants

The Board of the Nebraska-Iowa District Foundation (hereafter the Foundation) shall be responsible for reviewing and awarding Grants. Grants may be submitted for consideration on a quarterly basis (MAR-JUNE-SEP-DEC) with a cutoff at the first of the month. Approval of grants will be at the quarterly Foundation Board Meeting. The Foundation Trustee for a Division originating a specific grant may elaborate and promote the grant in discussion but must recuse themselves from voting for approval.

1. The proposed project/program (here after shown as the Project), for which the grant request is made, must conform to the tenants and goals of Kiwanis International as defined by International Bylaws.
2. Approval criteria:
 - a. The Project must focus on the needs of children or organizations which serve and/or promote children's activities or well-being in the Nebraska-Iowa District. Projects outside of the District should be submitted to the Kiwanis Children's Fund.
 - b. The grant request should document a financial commitment by the requesting Club.
 - c. The grant request should state the participation of Kiwanis membership in the project. The grant program will not be used to make charitable contributions to third parties on behalf of a requesting Club.
 - d. Grant requests that have previously been approved for the same, or similar projects, will be taken into consideration. The Grant program is to assist in funding projects and should not be used to augment a Club's budget.
 - e. The requesting Club's participation in the Annual Club Giving program of the Foundation will be considered, but non-participation shall not be the sole reason for denying grant approval.
 - f. Grant requests are made on the Foundation Grant Application Form. This form must be completed with all information and emailed to the Foundation.
3. Grant awards will be limited to Clubs and Service Leadership Programs (SLP) within the Nebraska-Iowa Kiwanis District boundaries. Grant checks will only be payable to a Kiwanis Club or SLP.



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4. As part of the grant process, clubs will be required to submit a written accounting of all grant funds used, certification that the project is complete, and will reimburse, to the Foundation, all grant funds not used for the Project for which the Grant was made.
5. All projects for which grants are approved have a deadline by which the granted funds must be committed to the project (e.g., one year after the grant is approved).
6. All unspent grant funds not used must be returned to the foundation after one year from grant approval unless a one-year extension is granted by the Foundation Board. No more than one extension may be granted, thus limiting grants to a maximum life of two years.

Adopted by Board of Directors, January 31, 2014

Amended by Board of Directors, January 13, 2021

Amended by Board of Directors, January 12, 2022



Policy 6. Designated Expendable Fund

1. The Nebraska-Iowa District Foundation (Foundation) will accept funds for other organizations associated with the Kiwanis district into a Designated Expendable Fund (DEF). Certain restrictions apply:
 - a. The initial fund must be submitted by a Kiwanian active within the district.
 - b. The initial fund must be submitted with the DEF Application.
 - c. Each DEF will have an agent designated in the application. The agent may change only by written notice from the owner(s) of the DEF.
2. The funds will be held by the Foundation comingled with its own funds. The balance in the DEF will be identifiable by the individual DEF. It is the responsibility of the Treasurer of the Foundation to be able to identify each DEF.
3. The Foundation Treasurer will issue a written report of the current balance in each DEF to the agent annually.
4. Any interest, dividends, and/or capital gains will become the property of the Foundation and the Foundation will accept this as the total payment for managing the DEF.
5. Distributions from the DEF:
 - a. The monies within the DEF will only be issued per the written instructions of the agent of the DEF.
 - b. The distribution will only be made to an agency which is acceptable to the Executive Committee of the Foundation. This is not meant to force the Foundation's will on the DEF holder, but to be sure that they are distributed in accordance with the law and proper non-profit procedures. Approval can be done by email or teleconference.
 - c. There cannot be more than four withdrawals from a single DEF within one fiscal year {October- September}.
 - d. The minimum amount withdrawn from a single DEF is \$50. The only exclusion is if the DEF is being completely liquidated and has a lesser amount in the fund.
 - e. The monies will only be released by written application by the agent of the DEF.



Policy 7. Investment

1. Objective

- a. The NE/IA District Kiwanis Foundation fulfills a purpose to provide funds for scholarships and grants. The continuing trend of the Foundation's needs suggest the Investment objective shall recognize the need to grow principal and income at a rate superior to inflation, so the purchasing power of the asset base grows in real terms. Through assumption of a balanced portfolio assuming prudent levels of risk, the Foundation's portfolio is directed toward the following purposes:
- b. Increasing the principal value of assets based in real terms through reinvestment of capital gains and growth in the market value of the asset base.
- c. Provide a source of funds for grants, scholarships, activities, and any unanticipated needs.

2. Allocation

- a. In order to achieve the investment objectives, the Foundation Board, based on investment goals, risk tolerances and time frame has determined the portfolio will consist of an investment strategy subject to the allocation restrictions outlined below:
 - Stock: Maximum portfolio allocation of no more than 60% of the total portfolio value. Minimum portfolio allocation of no less than 20% of the total portfolio value.
 - Bonds: Maximum portfolio allocation of no more than 60% of the total portfolio value. Minimum portfolio allocation of no less than 10% of the total portfolio value.
 - Cash: Maximum portfolio allocation of no more than 40% of the portfolio value. Minimum portfolio allocation of no less than 5% of the portfolio value.
- b. The target allocation will be reviewed semi-annually and changes in target will be conveyed to the Investment Committee. The Investment Committee is to rebalance the portfolio semi-annually, consistent with the stated allocation target. The portfolio will be reviewed semi-annually at a minimum by the Investment Committee. A report will be given to the Board at least semi-annually.

3. Permissible Securities

a. Equities

- i. The equity component of the portfolio is to be constructed from equity mutual funds or exchanged traded funds, diversified across sectors and consistent with prudent investing in order to provide growth, liquidity, and diversification.



- ii. Large Capitalization: It is permissible for 100% of the total value of the equities component of the portfolio to be made up of large capitalization equity securities (large capitalization shall be defined as the range of market capitalization of stocks of the S&P 500 index.) No more than 5% of the total portfolio shall be invested in any single entity.
- iii. Mid Capitalization: No more than 30% of the total value of the portfolio will be made up of mid capitalization equity securities (mid capitalization shall be defined as the range of market capitalization of stocks of the S&P 400 midcap index). No more than 5% of the total value of the portfolio shall be invested in any single entity.
- iv. Small Capitalization: No more than 15% of the total value of the portfolio will be made up of small capitalization equity securities (small capitalization shall be defined as the range of market capitalization of stocks of the S&P 600 index). No more than 5% of the total value of the portfolio shall be invested in any single entity.
- v. Only “No Load” funds will be used for all mutual funds and exchanged traded funds purchased in the portfolio.

b. Foreign/International Equities

No more than 15%, +/-5%, of the total value of the portfolio will be made up of foreign equity securities. The foreign equity component of the portfolio can be from an international mutual fund.

c. Bonds

- i. The fixed income component of the portfolio is to be constructed from U.S. dollar denominated fixed income securities. The portfolio may not hold fixed income securities with individual maturities in excess of 30 years. The weighted average maturity of the bond portion of the portfolio is not to exceed fifteen years. The overall credit quality of the fixed income component of the portfolio shall be at equal to quality that a bank can purchase. The following maximum sector allocations within the fixed income component of the portfolio will be observed.

<u>Sector</u>	<u>Maximum Allocation</u>
U.S. Treasury Securities	100%
U.S. Agency Securities	100%
Corporate Bonds	40%
Mortgage-backed Securities	40%
Asset-backed Securities	30%

- ii. With the exception of U.S. Treasury, Agency and Agency Pass-through securities, no single security shall make up more than 5% of the total portfolio value. In addition, the portfolio will hold no more than 10% of any single issuer’s market value. The appropriate benchmark for the fixed income portion of the portfolio is the Barclays Index.



- iii. In addition, the portfolio will hold no more than 10% of any single issuer's market value. The appropriate benchmark for the fixed income portion of the portfolio is the Barclays Index.

4. Gifted Securities

The foundation's policy for gifted unrestricted securities to the foundation shall be to convert the securities to cash as soon as prudently possible and to invest the proceeds consistent with the investment guidelines outlined above. Gifted restricted securities shall be held outside of this investment policy and not be included in the performance evaluation of the Investment Committee. Any gift of \$100,000 or greater the Investment Committee will consider suggestions by the donor for the handling of funds as long as the suggestions are in line with the prudent investor rule.

5. Restricted Securities

Individual venture Capital investments, private placements, commodities, collateralized mortgage obligations, derivatives and naked options are prohibited from the portfolio unless purchased through a mutual fund or exchange traded fund.

6. Responsibilities of the Investment Manager

- a. The Investment Manager will implement changes to the portfolio in accordance with the policy guidelines and objectives expressed herein.
- b. The Investment Manager shall inform the Finance and Investments Committee, via email, of matters pertaining to the investments of the portfolio at his discretion. The Finance and Investments Committee may provide additional guidance and direction based on current Board objectives and interpretation of Policy.
- c. The Investment Manager, familiar with such matters, shall invest with care, skill, prudence, and diligence under the Best Interests standard. The Investment Manager will advise the Foundation on investment strategy.
- d. The Investment Manager will operate the foundations investments in compliance with all applicable state, federal, and local laws and regulation concerning the investments of foundation assets.

7. Responsibilities of the Foundation Finance and Investments Committee

- a. The Finance and Investments Committee (the Committee) is accountable to the Foundation Board for oversight of the Foundation investments.
 - i. The Committee will advise the Investment Manager on the objectives of the Foundation and ensure policies are followed in the Investment Portfolio.
 - ii. The Committee, or the Investment Manager, will report the status of Portfolio compliance with Investment Policies and the performance of investments at Foundation Board Meetings and meetings of the Committee. The Investment manager will provide



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committee members reports on performance not later than one week prior to Foundation Board meetings.

- b. The Committee will annually review Foundation expenses and the Treasurer's recommended budget and advise the Foundation Board on appropriate action.

Adopted by Board of Directors, June 6, 2020

Amended by the Board of Directors, October 28, 2020

Amended by the Board of Directors, April 14, 2021



Policy 8. Board of Directors Meetings

1. Board of Directors (Board) Meetings will be held quarterly based on the Kiwanis Year. Target date for the Meeting will be mid-month of the first month in the quarter. Firm dates and times will be distributed to the Board by the first day of the quarter.

1 st Qtr:	October -November-December
2 nd Qtr:	January -February-March
3 rd Qtr:	April -May-June
4 th Qtr:	July -August-September

2. Documentation presented to the Board, for the Meeting, will be current through the end of the previous quarter, and will be distributed electronically to the Board, at least, seven (7) days prior to the meeting.
 - a. Agenda of items to be covered in the meeting
 - b. Minutes from previous quarterly meeting.
 - c. Financial reports
 - i. Treasurer's Reports (current to end of previous quarter)
 - ii. Investment Report
 - d. Breakdown of Club Gifts, including KCF Club gifts
 - e. Policy Proposals and amendments
 - f. Proposed By-Laws amendments
 - g. Proposed Foundation Projects
 - h. Proposed Budget (4th Qtr, Budget will be approved in 1st Qtr of new year)

3. Items not on the Agenda, due to non-availability at time of distribution, may be presented to the Board at the discretion of the Board Chairman (usually the Foundation President) for discussion and/or possible motions.

4. Board Meetings will be conducted via teleconferencing, with video optional.
 - a. Statutes of Nebraska and Iowa require that all attendees must be able to hear and be heard by the other conferees.
 - b. In response to motions, the Chairman will sequentially query each attendee for their vote.

5. A quorum of the Board shall be a majority of the seated Board members.

Adopted by Board of Directors, June 6, 2020



Policy 9. Foundation Budget

1. The Foundation Board will approve an operating budget annually at the beginning of the fiscal year for the following year. This budget will not exceed 5% of the value of the Foundation's assets looking back over a 5-year rolling average of the value of said assets.
 - a. Any amount in excess of 5% (as defined previously) requires approval by a 2/3 majority of the Foundation Board.
2. The budget is used to fund all Foundation projects and operating resources. The Treasurer will report on current year's budget levels at each Foundation Board Meeting.
3. Dedicated fund raising for a Foundation project is not a part of the budget. Funds raised in this manner are to be used for the specific project. If additional funds for the project are necessary, they will come from the budget.
 - a. Actions, such as purchase of recognition items, for a specific donation or new membership, is funded from the donation and will not be a budgetary expense.
 - b. Bulk purchases of recognition or membership items will be a budgetary expense.
4. Development of the budget recommendation:
 - a. The Treasurer will prepare the analysis of projected Foundation income and expenses based on previous year, and the average of Foundation holdings across the previous 5 years, to the Finance and Investments Committee (the Committee).
 - b. The Committee will make a budget percentage recommendation to the Foundation Board.
5. The Board has adopted a 2-year budget cycle, with assets in reserve to fund two consecutive years. The agreed upon budget for the following fiscal year will be allocated to cash, money market, or cash equivalents to be spent in that year.

Adopted by Board of Directors, October 14, 2021