



Kiwaniis®

POLICIES

Nebraska-Iowa Kiwanis District Foundation

Based on the Kiwanis Club Foundation Bylaws Template

As revised by Kiwanis International April 2018

MANDATORY DISTRICT FOUNDATION POLICIES

Section 12.4 of the foundation bylaws provides, "The foundation will adopt and maintain the mandatory policies required by Kiwanis International." Complete Policy A, then submit Policies A-I to Kiwanis International for approval with the district foundation's bylaws.

NOTE: If your foundation needs more information or clarification on any policies, contact the Kiwanis Children's Fund: childrensfund@kiwanis.org or 317.875.8755, ext. 236 (or 317.217.6236 direct) www.kiwanischildrensfund.org

POLICY A. ANNUAL FINANCIAL REVIEW

Bylaws Section 10.3 provides: "The foundation's financial records will be examined annually by either (a) a qualified accounting firm; or (b) a standing financial review committee, as provided in foundation policy." Complete the policy below as the foundation prefers.

To perform its annual financial examination as stated in the bylaws, this district foundation shall: **[check one of the following]**

1. ☒ Hire a qualified accounting firm*; or
2. ☐ Have a standing financial review committee composed of two or more qualified** foundation members, excluding any board members. Selection of the members will be determined by vote of the **[check one of the following]** ☐ foundation board or ☐ foundation membership. 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 foundation.

**If the accounting firm is affiliated with a foundation member, a conflict of interest form should be completed. Contact the Kiwanis Children's Fund for a sample form.*

***Qualified foundation members are those in good standing with the Kiwanis club with which this foundation is associated who also have financial or accounting experience.*

POLICY B. INVESTMENTS

This foundation will have an investment policy governing the management of permanent funds. Such policy shall be created and maintained in consultation with the foundation's investment advisor and adjusted from time to time as may be advisable upon agreement by both parties. A copy of the most recent policy shall be retained by both the foundation and its investment advisor.

POLICY C. GIFT ACCEPTANCE

This district foundation shall adhere to the following principles regarding the acceptance of prospective gifts:

1. A gift shall not be accepted by the foundation unless there is a reasonable expectation that acceptance of the gift will support the foundation's mission. (7/14)
2. Any gift accepted by the foundation must be used for the purpose designated by the donor.
3. The foundation officers may refuse a gift that would encumber the foundation (such as property with environmental issues or property that would be difficult to sell).
4. A gift shall not be accepted by the foundation if such acceptance would not be in the best interest of the donor. A determination of the donor's "interest" shall include, but not be limited to, the donor's financial situation and philanthropic interests, as well as any tax or other legal matters revealed while planning for a gift. The foundation shall not encourage any gifts that are inappropriate in light of the donor's personal or financial situations. In certain unique cases, a gift may be considered inappropriate due to particular restrictions imposed by the donor. By its very definition, a gift cannot be associated with a private benefit that would jeopardize the charitable contribution deduction under Internal Revenue Code Section 170 if the donor and beneficiary of the restriction have less than an arms-length relationship. There must be a distance between the donor and recipient such that the recipient does not receive benefits that are otherwise not available to those of similar status and interest. For example, in the capacity of donor, an individual cannot subsidize his/her own salary, travel funds, or fringe benefits. (7/14)

Donors are ultimately responsible for ensuring that the proposed gift furthers their personal charitable, financial, and estate planning goals. The foundation does not provide legal, accounting, tax, or other advice to prospective donors. (7/14)

POLICY D. DONOR'S INTEREST

The interest of the donor shall have priority over the interest of the foundation. No program, trust agreement, or contractor commitment will be urged upon any donor or prospective donor which shall benefit the foundation to the detriment of the donor's interest. The foundation will seek to exercise extreme caution against the use of any high-pressure techniques when working with prospective donors. Any employees charged with administering or promoting deferred gifts shall be paid a salary or retained on a per-diem basis or an annual basis and shall not receive any commission that might give them an undesirable personal interest in any agreement.

POLICY E. DONORS' RIGHTS

All foundation donors have the following rights:

1. To be informed of the foundation's mission, of the way it intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To know the identity of those serving on the foundation board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the foundation's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgement and recognition.
6. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To know whether those seeking donations are volunteers, employees of the foundation, or hired solicitors.
9. To have that the foundation does not share their donor mailing list with any other organization.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers."

POLICY F. DONOR PRIVACY

To help protect donors' online privacy, the foundation will keep email addresses, telephone numbers, mailing addresses and other information secure by using password-protected areas and restricted access. Donor information is strictly confidential and is not shared outside the foundation under any circumstances. Donor information will never be sold to another organization or vendor. Donors may contact the foundation to review the personal information the foundation has collected or to request corrections.

POLICY G. REQUEST TO EXAMINE RECORDS

Upon written request, a donor shall have the right to examine in person or by agent, at any reasonable time for any proper purpose, the foundation's books, papers, records of account, minutes, and records of donations, and shall have the right to make copies at the donor's expense. (7/14)

POLICY H. PROTECTION OF WHISTLE BLOWERS

If the foundation has employees, it shall provide an avenue for employees to raise concerns in good faith ("whistle blowers") with the assurance that they will be protected from reprisals or retaliation for raising those concerns.

POLICY I. DOCUMENT RETENTION AND DESTRUCTION

The foundation shall comply with document retention and destruction processes for paper and electronic records relating to foundation operations, in compliance with required practices and accepted standards for the subject area the documents or records pertain to (i.e., donor records, employment,

finance, tax, legal, board actions, etc.).

Because it is a crime in the U.S. and many other nations to alter, cover up, falsify, or destroy any document or records with the intent of obstructing current or potential legal proceedings, all foundation board members, staff (if any), and volunteers should especially be aware of and comply with applicable laws regarding the preservation and provision of documents in the event of legal proceedings.

POLICY J. CONFLICT OF INTEREST

Bylaws Section 8.1 provides: "The foundation will maintain a conflict of interest policy to protect the foundation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or trustee. Such policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations." If clarification of this policy is needed, contact the Kiwanis Children's Fund.

J.1 - Definitions

- A. Foundation:** "Foundation" in this procedure means the "Nebraska-Iowa Kiwanis District Foundation."
- B. Interested Person:** Any foundation officer or member of a committee with board-delegated powers or foundation staff person who has a direct or indirect "financial interest" as defined below is an "interested person." (4/07) (4/15)
- C. Financial Interest:** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: (4/07)
 - 1. An ownership or investment interest in any entity with which the foundation has a transaction or arrangement; (4/07)
 - 2. A compensation arrangement with the foundation or with any entity or individual with which the foundation has a transaction or arrangement; or (4/07)
 - 3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the foundation is negotiating a transaction or arrangement. (4/07)

Compensation includes direct and indirect remuneration, as well as gifts or favors that are substantial in nature. (4/07) (4/15)

NOTE: A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the foundation board decides that a conflict of interest exists. (4/07) (6/10)

J.2 - Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence and nature of the financial interest and be given the opportunity to disclose all material facts to the foundation board. (4/07) (4/15)

J.3 - Addressing a Potential Conflict of Interest

- A.** An interested person may make a presentation to the foundation board at a board meeting, in writing or in person; if in person, after the presentation, he/she shall leave the meeting while the possible conflict of interest is discussed and voted upon. (4/07) (4/15)
- B.** The foundation board shall determine whether a conflict of interest exists, and, if a conflict does exist, shall determine alternatives to the proposed transaction or arrangement which, with reasonable efforts, would not give rise to a conflict of interest. However, if appropriate, the board may appoint an investigation committee composed of one or more disinterested persons to investigate the matter, which shall, after due diligence, report its findings and recommendation to the board. (6/10)
- C.** If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not produce a conflict of interest, the foundation board shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the foundation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement. (4/07) (4/15)

J.4 - Violations

- A.** If the foundation board or investigation committee has reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, it shall inform the interested person of the basis for such belief and afford him/her an opportunity to explain the alleged failure to disclose. (4/07) (6/10)
- B.** If, after hearing the interested person's response and after making further investigation as warranted by the circumstances, the foundation board or investigation committee determines the interested person has failed to disclose an actual or possible conflict of interest, the foundation board shall take appropriate disciplinary and corrective action. (4/07) (6/10)

J.5 - Records of Proceedings

The record of the foundation board meeting and investigation committee meeting (if any) shall contain: (4/07) (6/10)

- The names of the interested person who disclosed or otherwise was found to have a financial interest in connection with an actual or possible conflict of interest.
- The nature of the financial interest.
- Any action taken to determine whether a conflict of interest existed.
- The names of the persons who were present for discussions and votes relating to the transaction or arrangement.
- The content of the discussion, including any alternatives to the proposed transaction or arrangement.
- Recommendation(s) of the investigation committee.
- Any votes taken in connection with the proceedings; and
- The foundation board's decision as to whether a conflict of interest in fact existed and disciplinary action taken (if any). (4/07) (6/10)

J.6 - Compensation

- A.** A voting member of the foundation board who receives compensation, directly or indirectly, from the foundation for services is precluded from voting on matters pertaining to that member's compensation. (4/07)
- B.** A voting member of a committee with board-delegated responsibilities or powers whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the foundation for services is precluded from voting on matters pertaining to that member's compensation. (4/07) (6/10)
- C.** No voting member of the foundation board or a committee with board-delegated responsibilities or powers whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the foundation, either individually or collectively, is prohibited from providing information to any committee regarding compensation. (4/07) (6/10)

J.7 - Annual Statements

Each interested person shall annually sign a statement that affirms such person: (4/07) (6/10)

- A.** Has received a copy of this conflict-of-interest policy; (4/07) (6/10)
- B.** Has read and understands the policy; (4/07) (6/10)
- C.** Has agreed to comply with the policy; (4/07) (6/10)
- D.** Has identified in writing any potential conflict of interest; and (4/07)
- E.** Understands the foundation is charitable and, in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes. (4/07)

J.8 - Periodic Review

To ensure the foundation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted, which shall include, at a minimum, include the following subjects: (4/07) (4/15)

- A.** Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining. (4/07)
- B.** Whether any joint venture arrangements or other transactions involving the foundation (including but not limited to agreements to provide or to purchase goods or services) have resulted in private inurement or impermissible private benefit. (4/07) (4/15)

J.9 - Use of Outside Experts

When conducting periodic reviews, the foundation may, but need not, use outside advisors. The use of outside experts shall not relieve the foundation board of its responsibility for ensuring that periodic reviews are conducted. (4/07) (4/15)

OPTIONAL DISTRICT FOUNDATION POLICIES

Section 12.4 of the foundation bylaws provides: "The foundation board may adopt additional policies, provided they are not in contravention of the laws of local jurisdiction, these bylaws, Kiwanis International Bylaws or Policies, and any district or regional bylaws that may apply. Policies may be adopted by at least a majority vote of the foundation 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 because they may assist in foundation operations. However, they are not mandatory and may or may not be adopted, at the foundation's discretion. Optional policies do not require approval by Kiwanis International but should be included in overall policy documents. Optional policies the foundation does not wish to have may be omitted.

OPTIONAL POLICY K. COMMITTEE OPERATIONS

Bylaws Section 4.6 provides: "A committee quorum shall be a majority of its members. A majority vote of the members, present and voting, is required to approve committee business. Committees will be governed in other aspects by foundation policies." State any relevant rules regarding foundation committees below.

_(NONE) _____

OPTIONAL POLICY L. ADDITIONAL DUTIES (if any) OF OFFICERS AND TRUSTEES

Bylaws Section 5.4 and 5.5 provide that a district foundation may state additional duties for any officers and/or the trustees as provided in policies. If your foundation has any additional duties, state them below.

1. President: (NONE) _____
2. President-elect: (NONE) _____
3. Vice-president(s) (if any): (NONE) _____
4. Immediate past president: (NONE) _____
5. Secretary: (NONE) _____
6. Treasurer: (NONE) _____
7. All Trustees: (NONE) _____

OPTIONAL POLICY M. TRUSTEES ELECTION PROCESS

Bylaws Section 6.3 provides: "Additional nomination and election processes for trustees may be adopted by the foundation board and stated in foundation policies." If the district foundation has any additional rules or processes, state them below.

_(NONE) _____

POLICY N. PERFORMANCE AND EFFECTIVENESS ASSESSMENT

A written policy about an annual or biannual performance and effectiveness assessment is required by Charity Navigator and the Better Business Bureau's Wise Giving Alliance in order to be highly rated by those groups. If the district foundation wishes to have high ratings, it should adopt the following policy.

1. This foundation shall have a standing Performance Assessment Committee, which shall, annually or biannually: a) assess the foundation's performance and effectiveness; b) formally evaluate its success and impact in fulfilling its mission, goals and objectives; c) determine such future actions as are necessary to accomplish its mission; and d) submit a written report to the board at the next annual meeting that outlines the results of the assessment and recommendations for future actions.
2. The committee shall be composed of at least three (3) persons, including one member from each class of trustee, each of whom will continue to serve on the committee during the remainder of his/her term as a trustee. Initial appointments will include a one-year, two-year, and three-year term; thereafter, all members shall serve for a three-year term, with each new President adding one new member to the committee.

ADDITIONAL POLICIES (OPTIONAL)

Section 12.4 of the foundation bylaws provides that "The foundation board may adopt additional policies that are not in contravention of the laws of local jurisdiction, these bylaws, Kiwanis International Bylaws or Policies, and any district or regional bylaws that may apply. Policies may be adopted by at least a majority vote of the foundation board members present and voting, provided at least fourteen (14) days previous notice is given to the board members." A policy on any additional topic(s) should assist foundation operations in a strategic way and should be long-term, lasting multiple years until or unless changed or rescinded. If your district foundation wishes to have any additional policies, state them below.

POLICY TITLE: A.1 FINANCE AND INVESTMENTS COMMITTEE (FINANCE COMMITTEE)

POLICY CONTENT:

1. The Foundation President, Secretary, Treasurer, Investment Manager, and a minimum of two Trustees selected by the President, shall be the Finance and Investments Committee, aka Finance Committee.
2. The Finance Committee will be knowledgeable of the current Investment Policies and the status of the Foundation's finances and investments. To this end, the Finance Committee will meet and review investments quarterly, prior to the Foundation Board Meetings.
3. The Finance Committee will make recommendations on finances and investments to the Foundation Board for discussion and approval.

Adopted by Board of Trustees, August 4, 2023

POLICY TITLE: A.2 HANDLING OF FINANCES

POLICY CONTENT:

1. The official depository of the Foundation's funds shall be approved by the Foundation's Board of Trustees.
 - 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 Trustees, January 30, 1998

Modified by Board of Trustees, March 25, 2006

POLICY TITLE: A.3 – FOUNDATION BUDGET

POLICY CONTENT:

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 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 Trustees, October 14, 2021

POLICY TITLE: B.1 - INVESTMENT

POLICY CONTENT:

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 Finance Committee. The Finance 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 Finance 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 Finance Committee. Any gift of \$100,000 or greater the Finance 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 Committee, via email, of matters pertaining to the investments of the portfolio at his discretion. The Finance 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 regulations concerning the investments of foundation assets.

7. Responsibilities of the Foundation Finance and Investments Committee

- a. The Finance Committee is accountable to the Foundation Board for oversight of the Foundation investments.
 - i. The Finance Committee will advise the Investment Manager on the objectives of the Foundation and ensure policies are followed in the Investment Portfolio.
 - ii. The Finance 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 Finance Committee. The Investment manager will provide committee members reports on performance not later than one week prior to Foundation Board meetings.
- b. The Finance Committee will annually review Foundation expenses and the Treasurer's recommended budget and advise the Foundation Board on appropriate action.

Adopted by Board of Trustees, June 6, 2020

Amended by the Board of Trustees, October 28, 2020

Amended by the Board of Trustees, April 14, 2021

POLICY TITLE: C.1 – DISTRIBUTION OF FUNDS**POLICY CONTENT:**

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 Trustees, January 30, 1998

Amended by Board of Trustees, March 26, 2006

Amended by Board of Trustees, January 31, 2014

Amended by Board of Trustees, February 23, 2019

POLICY TITLE: C.2 - DONATION LEVELS**POLICY CONTENT:**

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 recipient 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 have 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 Trustees, January 31, 2014

Amended by the Board of Trustees, February 23, 2019

POLICY TITLE: O- GRANTS

POLICY CONTENT:

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 on and/or promote the grant in discussion but must recuse themselves from voting on that grant request.

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.
 4. As part of the grant process, clubs will be required to submit a written accounting of all grant funds used and a certification that the project is complete. The Club will reimburse any unused grant funds to the Foundation.
 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 Trustees, January 31, 2014
 Amended by Board of Trustees, January 13, 2021
 Amended by Board of Trustees, January 12, 2022

POLICY TITLE: P – BOARD OF TRUSTEES MEETINGS

POLICY CONTENT:

1. Board of Trustees (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 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 presiding officer 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 Trustees, June 6, 2020

POLICY TITLE: Q- 501c3 PROXY

POLICY CONTENT:

The Nebraska-Iowa District Foundation (hereafter the Foundation) can serve as a proxy for receiving grants from third party 501c3 agencies for Kiwanis Clubs.

1. The Kiwanis Club receiving the 501c3 grant must pre-coordinate the grant processing with the Foundation Treasurer, Foundation Board involvement is not required for this process. The receiving Kiwanis Club must clearly state what the funds will be used for with a project name and description.
2. The Foundation will function as the grant recipient for the purposes of 501c3 tracking. Grants should be made out to the Nebraska-Iowa Kiwanis District Foundation. Reference to the project and the Club should be made in the grant documentation.
3. The originating 501c3 agency is responsible for approving the specific Kiwanis Club project for award of the grant. The Foundation will require no additional criteria for forwarding of the grant funds to the Kiwanis Club.
4. The grant funds will be issued directly to the Kiwanis Club, usually to the Club Treasurer.
5. Receiving Clubs will be required to submit a written accounting of all grant funds used and a certification that the project is complete. The Club will reimburse any unused grant funds to the Foundation for return to the originating 501c3 agency.

Adopted by Board of Trustees, July 7, 2025

CERTIFICATION OF POLICIES APPROVAL

These policies were adopted or last amended at a meeting of the district foundation board held on [date] August 4, 2023 in accordance with Section 12.4 of the foundation bylaws.

DISTRICT FOUNDATION POLICIES ADOPTION

Date adopted by the foundation:

KIWANIS INTERNATIONAL APPROVAL

Date approved by Kiwanis International

Foundation President or Secretary:

By:

DRAFT