



Kiwanis®

Standard Form for Club Bylaws and Policies

As revised by Kiwanis International – June 2023

ARTICLE 1. NAME and OBJECTS

1.1. This organization is the “Kiwaniis Club of Portsmouth” K00515, which is a member of Kiwanis International and exists only by charter granted by Kiwanis International.

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

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

ARTICLE 2. MEMBERS

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

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

2.3. Members not in good standing may be suspended or removed by no less than a majority vote of the board. At least fourteen (14) days' previous notice of such pending action must be provided to the member. The member will have the right to appear to present his/her case to the board at 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 the laws of local jurisdiction, club members may meet and conduct business by any method that allows all participants to simultaneously communicate with each other or as otherwise allowed by law. Participation constitutes attendance. Normal club meeting rules apply. If any votes taken verbally are unclear, they should be taken by roll call.

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

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

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

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

ARTICLE 4. OFFICERS AND DIRECTORS

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

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

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

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

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

ARTICLE 5. ELECTIONS AND VACANCIES

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

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

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

5.4. Vacancies will be filled as follows:

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

ARTICLE 6. BOARD OF DIRECTORS

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

6.2. The board has the following responsibilities:

- Provide general management of the club not otherwise delegated to the membership in these bylaws or club policy.
- Ensure 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 the laws of local jurisdiction, the board may meet and conduct business by any method that allows all participants to simultaneously communicate with each other or as otherwise allowed by law. Participation constitutes attendance. Normal board meeting rules apply. If any votes taken verbally are unclear, they should be taken by roll call.

6.5. The board may take no action in conflict with an action of the membership. Other than disciplinary measures, an action of the board may be rescinded or amended by two-thirds (2/3) vote of the club members present and voting, provided at least fourteen (14) days previous notice is given to the members.

ARTICLE 7. DISCIPLINE

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

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

7.2

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

file.

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

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

ARTICLE 8. FUNDS and ACCOUNTING

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

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

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

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

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

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

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

ARTICLE 9. AUTHORITIES

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

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

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

ARTICLE 10. BYLAWS and POLICIES

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

10.2. These bylaws will only be amended to comply with the Standard Form for Club Bylaws, as approved now or in the future by Kiwanis International. Amendments may be adopted by two-thirds (2/3) vote of the club members present and voting, provided at least fourteen (14) days previous notice is given to the members. These club bylaws and any amendments thereto are not effective unless approved by Kiwanis International.

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

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

10.5. The club board may adopt other club policies that are not in contravention of the applicable laws, club bylaws, Kiwanis International bylaws, and district and federation bylaws (if any), by at least a majority vote of the club board members present and voting, provided at least fourteen (14) days previous notice is given to the board members. Note: Optional Policy L has special requirements for adoption.

CLUB POLICIES

"Kiwanis Club of Portsmouth" K00515

Mandatory Club Policies

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

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

A. CLUBS DUES AND FEES

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

Members will pay the following financial obligations to the club:

Currency

USD

1. Annual dues amount: **500**
2. New member enrollment fee amount: **\$100**
3. Other amount(s), if any:

Item: **Expenses related to holiday parties or other special events**
Amount: **\$20 approximately.**

B. MEMBERS IN GOOD STANDING

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

1. Is more than **3** months or **USD 250** (amount) in arrears on dues or fees owed by that member.
2. Optional: Other requirement(s)

C. OFFICERS AND DIRECTORS

1. This club has: **1** offices of vice-president.
2. This club has: **7** directors
3. A vacancy in the office of president shall be filled by **president-elect**

D. OFFICERS AND DIRECTORS' TERMS

Officers and directors' terms are as follows:

1. President, president-elect, immediate past president: **1 year**
2. Secretary: **1 year**
Note: If appointed by the president, the secretary should have the same length of term as the president.
3. Treasurer: **1 year**
4. Vice-president(s) (if any): **1 year**
5. All directors: **2 years**
Note: *If either 2- or 3-year terms are chosen, the directors will be elected so that only one-half or one-third of the terms are elected each year.*

E. OFFICERS AND DIRECTORS' ELECTION PROCESS

The election process for this club is as follows:

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

Additional requirements (if any) used by this club are: The presiding officer will declare the closure of the voting opportunity.

F. ANNUAL FINANCIAL REVIEW Process (2023)

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

Selection of the members will be determined by a vote of the club board.

Committee members' terms shall be for one year each, October 1 – September 30. It is recommended that no person serve more than three (3) consecutive terms. The Kiwanis Club of Portsmouth requires an annual financial review to be conducted during the month of **August** which will be forwarded to the Board of Directors annually.

- 1) The review will be conducted by not less than three members of the club and appointed annually by the Finance Ways and Means Committee. It would be preferable if one person were new to the club, one person with experience and/or a member of some tenure. This committee will not include the treasurer other than the organization of records to be examined.
- 2) The following deadlines are required by Kiwanis International, and the following suggested guidelines are evident.
 - Approval of the club budget is due on October 1. Evidence found in Oct/November minutes and financial reports.
 - Clubs' submission of 990 tax form annually to the IRS. Evidence in financial reports or club minutes.
 - Monthly club reports due to Kiwanis International via secretary.
 - Separate accounts are maintained for club administration and for community services (Project account).
 - Official records related to the club and the Scioto Area Foundation are on file at the beginning and end of their fiscal year.
 - Official records required by state or local law are followed.
 - Evidence of club membership dues payment annually in Oct/Nov to the Ohio District of Kiwanis International.
- 3) The following documents should be requested by the Financial Review Committee two weeks prior to the actual review.
 - Evidence of monthly financial reports to the club
 - Copy of bank statements.
 - Copy of invoice and associated payment at request of committee
 - Evidence of line-item balances
 - Evidence of income and expense balances to budgeted line items found on monthly financial reports.
 - Able to provide financial standing of any current member at request.
 - Evidence of accurate billing of members at request
 - Identify all sources of income such as dues, fundraisers, or grants.

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

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

Optional Club Policies

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

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

G. OPTIONAL POLICY: CLUB MEETING INFORMATION

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

1. This club meets: weekly.
as follows: Every Wednesday, at 11:45 am excluding certain holidays. Meetings are located at Shawnee State University in Morris University Center, second floor.

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

Officer's and directors' duties, other than those defined in the club bylaws, are as follows:

1. **President:** A) Acts as the club's executive officer; presides at all meetings of the members and the Board. B) Promotes the Objects of Kiwanis International and the positive image of Kiwanis in the community. C) Serves as an ex-officio member of all committees and is responsible for assigning members to committees as needed. D) Arranges an annual audit or an annual examination by an appropriate entity. E) Attends District conferences and Division meetings presenting the views of the club and reports information to members. F) Acts as delegate to the International and District convention. G) Will serve for one year unless re-elected.
2. **President-elect:** A) Shall act in the absence of the President and preside at all membership meetings and Board of Directors. B) Shall be the only nominee for office of President. C) Prepares and conducts all programs throughout the year of office with supporting committee as needed. Acts as program committee chair if organized as such. D) Prepares for the service of President by attending

- orientation programs. E) While serving as President –designate, attend the International and District conventions, conferences, and training for club officer. F) Performs other duties as assigned by the club President or Board of Directors. G) Will serve for one year unless re-elected.
3. **Immediate past president:** A) Shall perform duties and responsibilities as assigned by the President or Board of Directors. B) Shall attend Division meetings for selection of the Lieutenant Governor and Lieutenant Governor Elect. C) Shall attend board of Directors meetings to offer experience and expertise as a consultant. D) May need to act as meeting chair in the absence of other officers if they are not prepared to do so.
 4. **Secretary:** A) Shall keep the club's records; promptly report membership changes to Kiwanis International; keeps minutes of club and board meetings. B) Shall attend the training conference for club secretary online or per Ohio District C) Files required reports with local, national, and other government authorities. D) Keeps the club books and records, including membership and attendance. E) Orders supplies as directed by club officers. F) Regularly reports to the members and the Board of Directors G) Regularly observes the Secretary Dashboard on the Kiwanis International website and reports status to the club officers. H) Serves by appointment of the President and approval of the Board for one year during the annual meeting in May.
 5. **Treasurer:** A) Receives all funds paid to the club and promptly deposits them in the official depositories. B) Disperses all funds on order of the Board of Directors. C) Prepares an annual budget for Board approval at the beginning of Fiscal year in October. D) Shall attend the training conference for club treasurer online or per Ohio District. E) Files required reports with local, national, and other government authorities. F) Handles and accounts for all club funds on authority of the Board. G) Reconciles all cash accounts monthly. H) Oversees the submission of the Club's 990 form to the IRS before February 15 annually to secure the club's 501(c)4 status. I) Maintains club financial records and regularly reports to the members and the Board of

- directors. Makes available for inspection by the President, the board of directors, or any authorized auditors, the financial accounts and records of the club. J) Will serve for one year unless re-elected by the members of the club at the annual election of officers.
6. **Vice president:** A) Shall perform duties and responsibilities as assigned by the President or Board of Directors. B) Prepares for the service of President by attending orientation programs online or per Ohio District. C) Acts in absence of President and President Elect. D) Plans and coordinates the Christmas party for club membership as directed by the Board. E) Will serve for one year unless re-elected.
 7. **Directors:** The Directors are elected at the annual membership meeting and the election of officers and terms are staggered to ensure continuity at the Board of Directors. The Board of Directors shall consist of the elected president, immediate past president, president - elect, treasurer, secretary, vice president, and all elected directors (7). A) Each director shall be an active or senior member of the club in good standing. B) The directors shall enter their official duties at the beginning of the year on October 1 and shall serve for a term of two (2) years or until their successors shall be duly elected or qualified. C) The Board of Directors shall provide general management of the club not otherwise delegated to the membership in these bylaws or prior club practices. D) Assure the club complies with applicable governmental rules and regulations. E) Determine the good standing of status of members in accordance with prior club practice. F) Perform other duties as provided in these bylaws and prior club practice.

I. OPTIONAL POLICY: STANDING COMMITTEES (2023)

This club has the following standing committees:

1. Committee Name: **Membership Growth and Education Committee**
 Purpose: The committee serves to encourage growth, awards and recognition, retention and education of members.
 Duties: New member election, transfer of membership, orientation of new members, membership honors and awards recognition, membership concerns, club assessment of members, sponsorship of new Kiwanis clubs, the public recognition of club members and club achievements, and such other duties as may be assigned by the Board.
2. Committee Name: **Program Administration Committee**
 Purpose: The committee serves to coordinate all club meetings and special events.
 Duties: Speakers, reception, interclub meetings, spiritual aims, music and singing, holiday events, meeting equipment and supplies necessary for members and such other duties as may be assigned by the Board. the President elect shall serve on this committee.
3. Committee Name: **Finance Ways and Means Committee**
 Purpose: The committee acts to provide oversight and coordination of all financial planning and funding of club activities including current fundraisers and potential activities.
 Duties: Plans and coordinates annual audit at direction of the club officers and Board. Identifies new fundraising activities, assists committee chairs and officers with administration and program budget preparation, and such other duties as may be assigned by the Board.
4. Committee Name: **Special Projects Committee**
 Purpose: The committee identifies and supports existing special projects
 Duties: Identifies new projects and provides leadership to advance the goals of Kiwanis in the community and worldwide, including the world wide projects as identified by Kiwanis International, and other such duties as may be assigned by the Board.
5. Committee Name: **Community Services Committee**
 Purpose: The committee serves to address community needs and requests, acts to promote Kiwanis values, develops serviceable citizenship, and works within approved budget of funding. Coordinates and maintains existing playground based on need.
 Duties: Reviews requests, determines need for Kiwanis services, public relations, and responds to identified needs and such other duties as may be assigned by the Board.
6. Committee Name: **By Laws & Amendments Committee**
 Purpose: Reviews and provides directions to maintain the Kiwanis International written structure and to define local club policy and practice.
 Duties: Review and make recommendations for By Law changes to remain current with club policy, practice and organizational alignment with Kiwanis International, and such other duties as may be assigned by the Board.
7. Committee Name: **Service Leadership Committee (Youth Services)**
 Purpose: The committee coordinates all youth- centered activities including Sponsored Youth, Key Clubs, and Aktion club oversight and coordination.
 Duties: Ensures structure, membership oversight, determines funding budget, reports activities to membership and embodies the Kiwanis values in all youth activities, and such other duties as may be assigned by the Board. Advisors of this committee are required to have a clear background check every two years as prescribed by Kiwanis International.
8. Committee Name: **Kiwanis Scholarship Committee**
 Purpose: The committee coordinates, plans, reviews and promotes all aspects of the scholarship program.
 Duties: Planning, communication, promotion, execution and awards to students of Shawnee State University. The committee will provide financial oversight throughout the year.
9. Committee Name: **Publicity Committee**
 Purpose: The committee serves to communicate news and information to Kiwanis members and general public. Duties: Generation and publication of the Rambler newsletter, maintenance and updates of the Kiwanis website and Facebook page, issuance of news releases to local media, and such duties as may be assigned by the Board.

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

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

1. Position: **Assistant to the Secretary (2020)**

Term: 1 year(s)

Duties: A) Shall perform duties and responsibilities as assigned by the elected Secretary. B) Acts in the absence of the elected Secretary to assume Board meeting minutes/agenda. C) Shall attend the training conference for club secretaries online or per Ohio District. D) Will serve for one year by appointment of the elected secretary and approved by the Board during annual meeting in May and beginning on October 1. E) Orders supplies as directed by club officers. F) Regularly observes the Secretary Dashboard on the Kiwanis International website. G) Shall assist in updating club membership directory and club committees.

Who appoints or elects the position: The position of assistant secretary is appointed by the elected Secretary and confirmed by the Board of Directors as deemed necessary.

2. Position: Assistant to the Treasurer (2020)

Term: 1 year(s)

Duties: A) Shall perform duties and responsibilities as assigned by the elected Treasurer. B) Acts in the absence of the elected Treasurer and the Board of Directors. C) Acts in preparation of the new year budget under direction of the elected treasurer and the Board of Directors. D) Shall attend the training conference for club treasurer as possible online or per Ohio District. E) Assists in the submission of the clubs 990 form to the IRS before February 15 annually to secure the clubs 501(c)4 tax status. F) Will serve for one year unless reelected by the members of the club at the annual election of officers.

Who appoints or elects the position: The position of assistant treasurer is appointed by the elected Treasurer and approved by the Board of Directors as deemed necessary.

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

The club does not wish to use this policy.

L. OPTIONAL POLICY: SPECIAL MEMBERSHIP TYPES (2023)

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

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

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

1. Special membership type (name): **Corporate Membership (2022)**

Special criteria: A local business/corporation may find it convenient to involve more than one employee in the Kiwanis Club. In this circumstance, the corporation is the holder of the membership and will designate an employee to attend. The designated member will act as the primary member but may need to send an alternate person from the business/corporation in their absence. Both members are considered active members of the club. This membership will increase the number of available people able to do service and outreach. Both attendees will need to comply with a background check by Safe Hiring Solutions at time of admission to the Kiwanis Club. The application fee will be \$100.00 (each) and annual membership will be \$500.00 or \$125.00/ quarter. Additional expenses for meals will be billed as they may occur. The Board of Directors will approve both members per usual routine and both will be added to the membership roster.

Special benefits: Increased flexibility for corporate members and increased members for service projects

2. Special membership type (name): **Affiliate Membership (2022)**

Special criteria: Occasionally an individual may wish to join the Kiwanis Club in a limited capacity. The member may be retired and not wish to be engaged full time. This membership is only available to new members. This membership will increase the number of available people able to do service and outreach. This membership type is an active member by Kiwanis International. The affiliate member pays an annual membership dues equal to the cost of supporting membership, which includes international dues, insurance, District dues, Division dues, etc. (\$150 annually). Application for membership will be submitted with an application fee (\$80). The member may not hold a position of officer unless he/she is willing to change to a full-time active membership status. An affiliate member is entitled to vote in any election or in general issues voting. The affiliate members' activity status will be reviewed annually by the Board of Directors. The affiliate member will be responsible for the cost of luncheon or holiday meals as attended. The Board of Directors will approve Affiliate members as per routine admission to membership and they will be added to the membership roster. They are considered active members.

Special benefits: Increased membership for service projects

3. Special membership type (name): **Senior Membership (2023)**

Special criteria: Any member who shall have been an active member in good standing of one or more Kiwanis clubs for not less than ten years, and who is unable to meet attendance requirements because of health, business, or other extenuating circumstances, and who shall have not met such other conditions as may be prescribed by this club in these by laws. This membership type is an active member by Kiwanis International. A senior member must pay annual membership dues (\$150 annually or \$37.50/quarterly) and shall be entitled to all privileges of club membership. Annual

membership fees include Kiwanis International dues, insurance, District dues, and Division dues. The senior member will be responsible for the cost of luncheon or holiday meals attended. The cost of weekly meals is \$11.00. The change of member status will be selected by the Board of Directors upon making a written application. The Board of Directors shall review the list of senior members not less than once each year and shall have authority, for such reasons as seem adequate, to terminate any such member from senior status.

Special benefits: Flexibility of meeting attendance

4. Special membership type (name): **Honorary Membership for Non-Members (2022)**

Special criteria: Any person who has performed some distinguished public service may be elected by the Board of Directors as an honorary member for a period of one year. An honorary member is welcome at club membership meetings but shall not be obligated to attend club meetings. This person does not need to be a Kiwanis member. An honorary member shall not pay membership dues and shall be entitled to all privileges of club membership, except those of voting and holding office. An honorary member shall be a paid subscriber to the official publication of Kiwanis International at cost paid by the local club. This member will not be an active member and will not appear on the club roster. Annual review by Board of Directors and may be reelected for one year.

Special benefits: Recognition of Community Support of Kiwanis

5. Special membership type (name): **Lifetime Membership (2022)**

Special criteria: This special membership status is based on extraordinary achievement and longtime dedication to the Kiwanis Club of Portsmouth and other affiliate Kiwanis family organizations. The Board of Directors shall determine this special membership type by the nomination of a member of Kiwanis of Portsmouth and after reviewing the history of the member's work. The members will not pay membership dues. A Lifetime member is welcome at club membership meetings but shall not be obligated to attend club meetings. The special member shall be entitled to all privileges of club membership, except those of voting and holding office. A lifetime member shall be a paid subscriber to the official publication of Kiwanis International at the cost of the club. This member will not be an active member and will not appear on the club roster.

Special benefits: Recognition for extraordinary achievement

M. OPTIONAL POLICY M1

1. POLICY TITLE:

Admission to Membership

Club Policy Description:

Addendum to Article 2. Members

Prospective active members shall be considered for election to membership by invitation only or by transfer from an active Kiwanis Club under the following procedure:

Each proposal of membership shall be submitted by a member of this club to the Chair of Membership Growth and Education, which shall bear the signature of the proposer and the endorsement of at least one additional club member, both of whom shall be members in good standing.

All proposals for membership shall be submitted on an official club application and bear the signatures of the applicant and sponsoring club member. An enrollment fee of \$100.00 shall be submitted at this time, which shall be returned to the applicant if membership is denied. A criminal history background check is conducted by the club secretary, president elect, or the club president accessing Safe Hiring Solutions website. A consent to initiate the background check by club officers will be signed and attached to the application. The report will be reviewed by the club officers as listed above and shall be kept confidential.

Kiwanis membership shall not be extended to a convicted felon. The guidelines below provide additional information.

- Exclude Decision makers will likely want to exclude those who have been convicted of crimes such as sexual violence, violent crimes, felony theft, child abuse, child exploitation, child molestation, child seduction, dealing in drugs, possession of child pornography, or internet child crimes.
- Other past offences will be evaluated by the listed club officers on an individual basis.

Transfer of Membership

Each proposal for transfer may be submitted by a member of an active Kiwanis Club directly to the Board of Directors for the purpose of changing club membership. Transfers must be requested within six months of discontinuing active attendance in the original club.

At a meeting of the Board of Directors at which a quorum is present, members shall be elected, and transfers accepted by a two thirds vote of those present. Upon favorable action by the Board of Directors, the new member or transferred member shall be notified personally concerning the action of the Board. The official admission into the Club shall be at the time of the induction and that date shall be reported to Kiwanis International.

The Chair of Membership Growth and Education Committee shall plan the induction with the new member and the Club President at a convenient time. Orientation of new members shall be the responsibility of the Membership Growth and Education Committee and the sponsor of the new member.

2. POLICY TITLE:

Optional Club Policy M2

Revised June 2023

Kiwanis Club of Portsmouth Oversight and Management of Criminal History Background Checks

Why are background checks required?

Club officers and leaders require specific information to provide security for children, vulnerable groups, volunteers, and club members in general. School districts, churches, and employers have already established community leadership standards of this process. This club policy defines the process and responsibility for Kiwanis club leaders in seeking the information, reporting to Kiwanis International (KI) and directing use of the information.

Oversight and management of criminal history background checks. Kiwanis Club of Portsmouth requires *Safe Hiring Solutions* background checks upon admission to the club and renewal every two years for members who are working directly with youth. This includes the following situations:

- 1) Adults working with youth in a position of the Service Leadership Committee (Youth Services), i.e., Key Club Advisors, Circle K, K-Kids, Builders Club, and Aktion Club.
- 2) School Faculty Advisors for sponsored youth programs (Key clubs) must meet the screening completed by *Safe Hiring Solutions* (SHS) if there is any activity or events occurring outside of the school grounds. Advisors who wish to remain only at the school campus are not required to have a SHS vetting. Cost is reimbursed by Kiwanis Club or fee is charged to the club via a *Club Direct Bill* per club account.
- 3) Activities beyond usual school events, including overnight events would require clearance of the school advisors and/or adult chaperones prior to the event planning. This includes driving a vehicle with kids. A background check from *Safe Hiring Solutions* would be required at the direction and cost of the Kiwanis Club of Portsmouth.
- 4) All Kiwanis Club and School Faculty Advisors shall have a copy of the Youth Protection Guidelines from Kiwanis International. Online training for Youth Protection are available through Kiwanis International.
- 5) Chairs/coordinators of single day events focusing on youth shall have a current SHS clearance.
- 6) Prospective members of the club at time of application only after signing a consent for the clearance.

7) What does the criminal history background check include and what is a "clear" check?

The club recognizes the Kiwanis International criminal history background check process as valid. All criminal history background checks shall be reviewed and evaluated by the club secretary, president elect and/or current president. Status is determined to be "clear" or "not clear". The Board of Directors shall be advised if a check indicates a problem or concern that requires further investigation or is determined to be "not clear." Successful completion of the background check (a "clear check") is based on verification that none of the convictions stated in the Kiwanis Club of Portsmouth policies as seen below or similar thereto have been determined for that person.

8) How does the process work?

The recommended source of the background check will be done by a commercial vendor. Kiwanis International provides this service through *Safe Hiring Solutions*. Kiwanis special pricing is available. The cost has been included in the initial induction fee. A prospective member who does not complete the review will not be considered for membership. The search includes Social Security verification, National Criminal Database, National Sex Offender Registry, County Criminal search, and Federal District search.

9) **Current members**

To ensure the highest standards of leadership, the Kiwanis Club of Portsmouth requires a clear criminal history background check for all Service Leadership Committee members working with sponsored youth, Circle K and/or Aktion Club members. The club officers will determine which current members will need to complete the background checks prior to assigning Service Leadership roles for the new year, beginning in October. Club Advisors for Key Clubs, Aktion Clubs and other sponsored youth programs will need to comply with this review. The screening must be renewed every 2 years and can be done by the club member on the Kiwanis International web site. Members may be reimbursed the cost of this fee (\$25.00) by the Club Treasurer. Verification by KI is noted on the Club's Dashboard.

It is also expected that any non-member working on behalf of the club with youth under the age of 18 years will have completed a criminal history background check. Faculty advisors at the schools for Key Clubs will have completed this review.

10) Prospective Members (See Club policy on "Admission to Membership")

The prospective member will sign a consent and supply necessary information to conduct the *Safe Hiring Solutions* criminal background check. The club secretary, president, or president-elect will access the website and start the screening. Club officers will decide if the report is "clear" or "not clear" based on the following information:

Convictions that cause Ineligibility

Exclude: Decision-makers will likely want to exclude those who have been convicted of crimes such as sexual violence, violent crimes, felony theft, child abuse, child exploitation, child molestation, child seduction, dealing in drugs, possession of child pornography or Internet child crimes. Other past offenses will be evaluated by the club officers on an individual basis.

11) Oversight responsibility

The Board of Directors will provide oversight regarding the policy and oversight of the background check process and the final decision to extend or continue membership status. The final decision will be communicated to the applicant by the Membership Growth and Education Chairperson. All information is kept confidential by members. The Board will determine how expenses will be paid for existing members based on financial feasibility.

12) Record Handling

Safe Hiring Solutions allows reports to be held online indefinitely. Access can be provided to current offices as necessary.

13) Information security

To maintain security and provide confidentiality the following practices are recommended:

- Never email screening reports without using encrypted technology. Normal email is highly insecure.
- Store authorizations and printed reports in a locked filing cabinet with controlled access.

Access to screening reports is provided exclusively to officers who would decide on a member or prospective member. Records may not be accessed for other purposes.

- A member may request a copy of the report by use of a written request bearing the signatures of the club president and the applicant.

14) Discipline of Current members (See Article 7 of the Kiwanis International By Laws)

Individuals with a criminal background check determined to be "not clear" will be subject to the following actions:

- Current club members will be addressed by the Club Board, including but not limited to suspension or removal from their position.
- Candidates for any club board position or club appointment will be considered disqualified as a candidate for such.
- Adults wishing to participate in club youth events will not be allowed to do so.

- “Conduct unbecoming process” may be engaged depending on the convictions identified in the report.

3. **Optional POLICY M3**
Leave of Absence (2021)

Club Policy Description:

A leave of absence (LOA) excuses a member from attendance requirements but does not eliminate the dues required for membership. All International, insurance fees, District and Division dues remain an obligation of the member. The cost of meals will not be billed during the LOA. The requesting member must apply by written request to the Board of Directors when one of the following conditions may occur:

1. When a confining illness will prevent attendance.
2. When special and/or temporary business conditions, professional assignments, or travel will prevent regular attendance.
3. When military service removes a member beyond his/her own club area. (The Kiwanis Club of Portsmouth will pay the dues for the members in military service.)
4. Any other appropriate reasons as approved by the Board of Directors.

Upon formal request and approval of a majority of the Board of Directors, a member may be granted a leave of absence for a period of not less than thirty (30) days but not exceeding six (6) months.

Such leaves of absence may be renewed for an additional six-month period during the time that such conditions exist. A written request form will be submitted to the Board of Directors.

4. **Optional POLICY M4**
Election and Vacancies (2020)

Club Policy Description:
Addendum to Article 5

Note: Per By laws Article 5, each club must adopt a written process for nomination and election of club officers and directors. The following process states the basic requirements for nominations and elections. The club may add requirements at its discretion (deadlines, special forms, nominating committee, etc.) or as may be required by local law.

The election process for the Kiwanis Club of Portsmouth is as follows:

March

In March, the Board of Directors will determine the vacant positions based on tenure of those elected for Board and club officers for the new year beginning on October 1. Directors will serve for 2 years each, three of which are elected for one year and then 4 which are elected the next year. A total of seven positions will make up the Board of Directors along with the officers.

March-May

Vacant positions will be announced to the club membership. The annual meeting will be scheduled in May and will include the election of officers and a new Board of Directors vacant in October.

Nominations may be made in advance with the consent of those nominated and they must be members in good standing.

Nominating Committee

A nominating committee will be appointed in March by the President. A committee of five (5) will consist of not less than three (3) past presidents and 2 members. All nominations will be referred to the committee for review. The duties of the committee will be to interview potential candidates, answer questions and to determine their interest in club leadership. The consenting candidates must be in good standing to be placed on the ballot. This selection process should be completed by May 1st. The ballots will be approved by the Board in May and the reading of the ballots will be done during the first 2 membership meetings in May. The election is completed by the membership during the annual meeting in May (3rd or fourth week)

The club secretary and/or assistant secretary will be appointed by the president and approved by the Board; he/she will be appointed within one (1) week after elections are held in May. Note: If the secretary and treasurer positions are combined, the treasurer position should be elected, not appointed.

Annual meeting elections in May

Volunteers will be appointed by the President to prepare the ballot, count the votes, and certify the results. Cumulative voting is not allowed. Absentee ballots are allowed by electronic voting process as determined by the Board of Directors. Proxy ballots are not allowed. Ballots are only necessary when there are more nominees for an office than offices to be filled. If any ballot does not reflect a majority vote for one nominee, the nominee receiving the fewest votes will be dropped and a new vote taken for the remaining nominees; the same process will be followed until one nominee receives a majority of the votes. If there are more nominees for directors than offices to be filled, those receiving the highest number of votes will be declared elected without additional voting. The presiding officer will declare the closure of the voting opportunity. Results will be shared when completed. The club secretary will certify the election results to Kiwanis International and to the Ohio District no later than June 1st via the Secretary scorecard.

Vacancies throughout the year

Additional requirements used by this club are:

>If an elected director is unable to fill the office, the nomination and election process is used to fill the position.

>If an officer is unable to fulfill the elected position, the most experienced available officer will step in to complete the work of the office until the next election.

See Article 5 for Elections and Vacancies

5. Optional M5

**Youth Protection Guidelines
Education of Members (2021)**

Club Policy Description:

Kiwanis International requires that all clubs inform and educate members regarding the Youth Protection Guidelines as developed in February 2020. These policies can be found in Kiwanis International Policies and Procedures as Procedure 432.

Education:

- A)** Every Kiwanis Club is expected to inform and educate its members on these guidelines, best practices, and what individuals must do when aware of youth in potential harmful situations.
- B)** The Kiwanis Club of Portsmouth will provide an overview of the Youth Protection Guidelines each September as coordinated by the Programs Administration Committee.
- C)** This education must occur annually, including providing a copy of these guidelines to each member either electronically or in writing.
- D)** All adults working with youth under the age of 18 at any Kiwanis event are expected to read/understand, agree to, and abide by these guidelines.
- E)** A record of those attending the training will be obtained.

Source:

Kiwanis Protection Guidelines online – found at www.kiwanisone.org/youthprotectionguidelines Developing club policy on background checks – found at www.kiwanisone.org/backgroundchecks

6. **Optional M6**

Club Dues Process (2022)

Club Policy Description:

1.0 Financial Obligation of Membership (see Mandatory Club policies, A. Club Dues and Fees)

1.0.1 Members of the club pay dues and fees to the club. The dues and fees paid by members support Kiwanis International, the Kiwanis Ohio District and the local Kiwanis club. The cost of meals is included in the dues structure except for some special membership types. These members pay for the meals as they attend meetings. Ohio District dues and Kiwanis International dues are included in the total fees. All dues collected are reported in the club's administrative account monthly.

1.0.2 The club bylaws and policies state the amount of the dues for the Portsmouth club in the Mandatory Club Policies. The club By Laws Committee reviews this policy and makes amendments. Notice of any change and vote is provided at least 14 days prior to the voting. Any changes of the dues must be approved by a 2/3 vote of club members present and voting.

1.0.3 Kiwanis Club of Portsmouth allows members to pay dues either annually or quarterly to reduce the burden of the member. Statements are made by the secretary in October, January, July, and September. This total amount is \$500 annually or \$125/quarterly. This includes all weekly meals.

1.0.4 The following membership types are asked to pay dues annually in October to increase cash flow throughout the year and to reduce hours of work time for the club secretary and treasurer. These members include corporate members, affiliate members, and senior members. Member preferences are considered. Affiliate and Senior members pay \$150 annually, but they pay \$11 for each meal as attending.

1.1.4 Statements are created and shared by the club secretary to members primarily by email or US mail as member requested.

1.1.5 Key information is required on the statement which is provided to the members: total amount due, where to mail the check, and the club's name. An outline of the dues and fees requested is itemized. Payments made in the recent past is included along with a statement at the bottom "Dues and fees are not considered tax deductible."

1.1.6 New members are required to pay a fee of \$100.00 at time of application to cover the costs of background check and installation.

1.1.7 Additional costs of special meals for holidays or installation may be invoiced to members attending those events.

1.1.8 A member is not considered in good standing with the club if he/she is more than 3 months in arrears on dues or fees. (See Mandatory Club policies, B. Members in Good Standing)

2.0 Ohio District Dues

2.0.1 The Ohio District dues are determined by the District House of Delegates.

2.0.2 The amount currently is US \$ 26.00 total, but the new member fee is prorated by the month of joining by the Ohio District.

2.0.3 Total billed from Ohio District is \$26.00 annually.

3.0 Kiwanis International Dues (as of April 2018)

3.3.1 Dues are set by the House of Delegates and established by Kiwanis International Board based on the determined cost of the organization.

3.3.2 US \$52: Kiwanis International Dues beginning October 1, 2022, US

\$18: Liability insurance (North America and the Caribbean only)

US \$4: Directors' and officers' insurance (North America and the Caribbean only) US \$8:

Magazine publication (for English-speaking members in North America) Total billed

each member is \$82.00 annually from Kiwanis International

4.0 Exceptions to the amounts above include:

4.0.1 Spousal waiver for the magazine: While it is a condition of membership that each member is a subscriber to the official publication of Kiwanis International, if spouses are both members of a club (not necessarily the same club), one spouse may choose not to subscribe, which results in a reduction in fees. To receive this benefit, either the spouse or the club secretary can email memberservices@kiwanis.org to have this credit applied to member record.

4.0.2 If new members are alumni of Service Leadership Programs, clubs should not charge them for Kiwanis International dues for two years after joining the club. They are still required to pay for the insurance and magazine fees as well as the new member add fee. If the new member is reported properly when they are added to the club roster by the club secretary, this two-year waiver will automatically appear on the club invoice. Contact memberservices@kiwanis.org if the alumni credit is not showing properly on the club invoice.

4.0.3 All exceptions are intended to be financial benefits to the eligible member and should be reflected on their personal invoices.

Tip: use Kiwanis

5.0 Process of Payment to Ohio District and Kiwanis International

5.0.1. Ensure all new members have been added by the club secretary prior to September 30.

5.0.2 Work with the club secretary to review the current club roster and make any member deletions by October 10.

5.0.3 Club invoice is created on or about October 10. The 10-day window between September 30 and October 10 allows the club secretary to update the roster accordingly. Once that window of opportunity has closed, the club invoice will be set.

5.0.4. Club invoices go into the mail from Kiwanis International in the last week October/first week of November and are due within 30 days. This date is indicated on the invoice. All club members have their annual dues paid at this time by the Kiwanis Club of Portsmouth.

5.5.5 U.S. clubs can pay online if that method is preferred. Clubs located outside the United States or those that would rather not pay online can pay according to the invoice instructions.

5.5.6 President, secretary, and assistant secretary all have access to the finance tab after logging in at kiwanis.org. Only the secretary and the assistant secretary can adjust the member rosters. The assistant secretary's access is limited to one person.

Note:

For North American clubs only, when your club receives an invoice from Kiwanis International for continuing members or new members, both the Kiwanis International and district costs are included when applicable.

Also, Kiwanis International collects fees for the Kiwanis International European Federation for those clubs when applicable. To simplify the payment process for clubs, Kiwanis International collects all the dues and fees mentioned above and then distributes them appropriately.

6.0 Collecting Club Membership Dues

It can take some time to get people to complete an action following an email. The earlier the requests are made the sooner the response and is recommended by Kiwanis International.

6.0.1 Notify members of the upcoming billing in October and at each quarter by email or letter outlining the importance and the timeline, where monies are allocated, and intend to continue membership.

6.0.2 Provide a brief description of the success of the programs, scholarships and donations which may encourage continued support.

6.0.3 Provide information on ways to pay, in person, by mail or pay online. Include a link to pay online. Payments can be made by the following options:

- US Mail to Post Office Box 782
- Check or cash to the club treasurer
- Payment online to Pay Pal or Venmo or other online options by setting up accounts and communication with treasurer of such.
- Members will be responsible for any additional fees from the online account.

6.0.4 Members are asked to pay dues 30 days from the time of invoice on the statement. Members are reminded to pay delinquent dues by text or email by the club secretary. Delinquent accounts will be reported to the Kiwanis Board.

6.0.5 Members are considered "not in good standing" after 3 months. See Mandatory Policies.

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

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

CLUB ADOPTION

KIWANIS INTERNATIONAL APPROVAL

Date Adopted:**6/28/2023**

Date Approved:

Club Secretary:Sharon Carver

Signed:Rene Booker