



POLICIES OF THE OLYMPIA KIWANIS CLUB

October 2019

Updated 5/15/2022

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AP01. CLUB MEETING INFORMATION

AP01.01 The Olympia Kiwanis Club meets weekly as follows: Every Monday at 12:00 pm at Tugboat Annie's.

AP01.02 The Waterfront Club satellite meets every Wednesday at 7:00 am at Budd Bay Cafe.

AP02. ADDITIONAL DUTIES OF OFFICERS AND DIRECTORS

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

AP02.01. President:

- Serves as the Chief Executive Officer (CEO) for the club;
- As approved by the Executive Committee, signs contracts / memorandum(s) of understanding on behalf of the club, or may delegate this authority to a committee chair;
- Shall preside at the weekly meetings;
- Shall preside at Board Meetings and conduct the business of the club;
- When President-elect, shall attend the CLE training conference for club President-designates;
- Shall be an ex officio member of all standing and special committees;
- Shall present the views of the club to the district and perform a like function for the district in relation to the club;
- Shall act as one of the delegates of the club to the district convention.

AP02.02. President-elect:

- in the absence of the President, shall preside at all meeting of this club and of the Board of Directors;
- in concert with incumbent committee chairs, shall recruit and train successor chairs;
- shall attend CLE training;
- shall chair the Finance Committee.

AP02.03. Immediate Past President:

- whenever possible shall attend all Board meetings, and
- shall serve as a mentor to the President.

AP02.04. Secretary: In consideration of the time and effort of the club secretary, the club pays the annual dues for the secretary. The secretary will:

- when Secretary-designate attend the CLE training conference (actively or on line) for club Secretaries-designate;
- bill club members for dues;
- maintain club and foundation policies approved by the board;
- serve on Communications Committee;



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- manage scholarship awards;
- prepare an ***Annual Report for the Membership*** by February of each year for the preceding Kiwanis Year that summarizes club activities and projects.
- maintain the club directory and forwards updated directory file(s) to the club's webmaster for posting;
- whenever possible shall attend all Board Meetings, and
- take minutes of the Board Meetings which will be submitted for Board approval as the official record of the meetings.

AP02.05. Treasurer: In consideration of the time and effort of the club treasurer, the club pays the annual dues for the treasurer. The treasurer will: • serve as non-voting member of the Finance Committee;

- develop and maintain club and foundation budgets
- review bills for proper approval, and reasonableness, and pay bills;
- coordinate with the bookkeeper for preparation of financial reports;
- whenever possible shall attend all Board Meetings;
- ensure all personnel who handle cash and/or credit cards are familiar with AP15 and AP 20
- Shall develop internal control procedures.

AP02.06. Vice president:

- shall attend the training conference for club President-designates,
- shall serve as a member of the Finance Committee, and
- shall serve on the Harbor Days Committee as the Board's representative, and • whenever possible shall attend all Board Meetings.

AP02.07. Directors:

- Shall attend all Board Meetings as possible, and
- serve as an active member on at least one Club committee

AP02.08 The Board of Directors shall consist of the officers and of seven (7) elected officials called "Board Members" or "Directors". Each position is numbered, 1 through 7, with ending dates staggered to preserve continuity of knowledge and is for a 3 year term. These are the start and end dates of the directory positions as of October 2, 2013, and each is refilled sequentially by election every three years.:

- Position #1 –October 1, 2012 through September 30, 2015
- Position #2 – October 1, 2012 through September 30, 2015
- Position #3 – October 1, 2012 through September 30, 2015



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- Position #4 – October 1, 2011 through September 30, 2014 • Position #5 – October 1, 2011 through September 30, 2014 • Position #6 – October 1, 2013 through September 30, 2016
- Position #7 – October 1, 2013 through September 30, 2016

Any midterm vacancy shall be filled by special election for the remaining scheduled term of the position.

AP02.09. Each director shall be an active or senior member in good standing.

AP02.10. The directors shall enter upon their official duties on the first day of October of each year and shall serve for a term of three (3) years or until their successors shall be duly elected and qualified.

AP02.11. The Board of Directors shall determine the policies and activities of the club, elect and discipline members, approve the budget, approve all bills, take counsel with committees, and have general management of the club.

AP02.12. The Board of Directors shall meet regularly at least once each month and hold additional meetings at the call of the President or a majority of the Board – i.e. seven officers and directors present or by proxy. At the discretion of the Board, the committee chairmen shall meet with the Board of Directors in joint session.

AP02.13. The presence at a Board meeting of a majority of the Board of Directors, - i.e. seven - in person or by proxy, shall constitute a quorum for any action, except as otherwise provided in the Articles of Incorporation or these bylaws. The use of a proxy vote to achieve a quorum requires the approval of all members present.

AP02.14. At a Board meeting, each Board member may vote in person or by proxy. All proxies shall be in writing specifying the individual authorized to exercise the proxy and the duration of its validity. Email proxies are acceptable when they are clearly from the member granting the proxy to the individual authorized to exercise it.

AP03. STANDING COMMITTEES

AP03.01 The House and Reception Committee shall provide for the most effective club meeting possible for each week of the administrative year. Areas of responsibility involved include the club, music, house, reception, and fellowship, as well as other areas which the committee may deem pertinent.

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AP03.02 The Committee on Membership Growth and Education shall:

- devise ways and means of maintaining an adequate membership of such standards as are provided in these bylaws;
- consider all proposals for membership and
- submit its recommendations to the Board of Directors; check on members who miss 4 or more meetings in a row to confirm their well-being, and report to the Human and Spiritual Values Committee if a member may need club assistance or support,
- devise effective plans for the orientation and induction of new members and the utilization of all members.

AP03.03 The Committee on Youth Services shall: study, devise and suggest methods and means to assist boys and girls to adjust themselves to their environment and become adapted to the social, economic, and moral demands which they may encounter, and develop ways and means of assisting in the guidance of youth in the selection of proper and suitable vocations, oversee the community youth grant application and award process, as well as other areas which the committee may deem pertinent.

AP03.04 The Committee on Community Services shall study, devise and suggest methods and means whereby this club can render effective community services. Areas of concern shall include agriculture, conservation, environment, pollution, public and business affairs, international relations, safety, as well as other areas which the committee may deem pertinent.

AP03.05 The Committee on Support of Human and Spiritual Values shall cooperate on broad and non-denominational lines with religious leaders and groups in their communities to create a greater individual and public consciousness of the importance of religious and spiritual values. This committee and its members will provide support and encouragement to club members who may be ill or unable to attend club meetings and activities due to health concerns.

AP03.06 The Committee on Sponsored Youth shall devise ways and means to establish K-Kids clubs in elementary schools, Builders Clubs in junior high and middle schools, Bringing Up Grades (BUG) groups in elementary school and in other youth groups, Key Clubs in high schools and/or Circle K Clubs in the universities and colleges, within the territorial limits of this club, and shall encourage and promote the activities of all AKTION Clubs, Key Clubs and/or Circle K Clubs sponsored by this club.

AP03.07 The Committee on Major Emphasis Programs shall study, devise and suggest methods and means to implement the current Major Emphasis Program(s) of Kiwanis International. For the years 2011 forward, this is the Eliminate Project to stop maternal and neonatal tetanus.



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AP03.08 The Program Committee shall provide for an informative or entertaining program at each cub meeting.

AP03.09 The Committee on Inter-club Relations shall establish a program to build fellowship between our club and other clubs by visiting other Kiwanis Clubs at their meetings or projects.

AP03.10 The Finance Committee shall serve both the Olympia Kiwanis Club and The Olympia Kiwanis Foundation.

- The President-Elect will serve as Chair and membership shall consist of the Vice President, one additional Board member and as many additional Club members as the Committee shall appoint.
- The Treasurer (responsibilities as stated in the bylaws) will be a non-voting member.

Areas of responsibility include:

- Functioning as a standing financial review committee, by inspecting monthly the club and foundation financial records;
- Reviewing financial reports prepared by the Treasurer in advance of Board meetings;
- Providing recommendations to the Board for fiscal responsibility;
- Assisting in development of the annual budget;
- Providing support to the Treasurer;
- Reviewing all bills, and
- Reviewing all bank statements, and make monthly recommendations to the Board of Directors.

The Committee shall work in cooperation with the Financial Review Committee and the Olympia Kiwanis Foundation Investments Committee.

AP03.11 The Communications Committee, shall:

- Compose and distribute a monthly newsletter, to be known as the **Kiwanis Korner**.
- Maintain and update the club social media, including the website, at: www.olympiakiwanis.org (webmaster), Facebook sites, et cetera.
- Assist other committees and members in publicity efforts.
- Members of the Communications Committee include the secretary, webmaster, and newsletter editor.

AP03.12 The Law Enforcement Youth Camp committee will provide leadership and guidance for the statewide, and sometimes PNW District wide camp geared to encouraging high school youth towards a career in any of the many law enforcement professions. Club members may serve on the camp's board of directors, and participate in recruitment, publicity, and administrative support

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for the camp. The camp itself will provide training for youth in leadership, teamwork, discipline, and community service.

AP03.13 The Fiscal Review Committee will annually review the books, records, and accounts of the Olympia Kiwanis Club and the Olympia Kiwanis Foundation and will make a written report to the Board of Directors by January 1st of each year, to ascertain that the club has, during the prior Kiwanis fiscal year:

- Followed the bylaws and policies relating to finances of the club and foundation,
- Followed the usual and recognized business practices, and
- Responsibly administered the funds of the club / foundation members.

Voting Members of the Fiscal Review Committee may not be officers or board members. All members will be appointed by the Board of Directors annually. The committee will determine the chair for the upcoming year. Members of the Fiscal Review Committee will not serve more than three (3) consecutive terms and the term is defined as 1 year. The Treasurer is to be an ex-officio non-voting member.

AP03.14 Club History Committee. The club will have a history committee composed of a chair appointed by the president, and other club members who volunteer or are appointed to the committee. The club history committee will:

- Provide education to the club and club members about prior club actions, activities, issues, practices, and members;
- Work to record the oral history of the club from long time and distinguished members,
- Recommend to the Board of Directors for recognition and awards members of note,
- Maintain an archive of club (and foundation) records which are no longer maintained by the club secretary and/or treasurer.

AP03.15 Satellite Clubs: Satellite Clubs shall function as a committee would. At this time, we have one satellite club, the WATERFRONT SATELLITE KIWANIS. The club satellite shall operate as an Olympia Kiwanis Club Committee as outlined below:

- Waterfront may host its meetings and service activities at locations separate from the Olympia Kiwanis Club (OKC).
- Waterfront will appoint a Liaison from within its membership. The Liaison shall be an ex officio member of the OKC Board of Directors.

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- Waterfront will propose fundraising activities and service projects to the OKC Board of Directors for approval.
- Grilling activities shall be reported to the President when the need to accept such activities would be required prior to a meeting of the Board of Directors, and such reporting shall be brought to the Executive Committee for approval of the activity if it occurs prior to a meeting of the Board of Directors.
- There is no minimum membership required in the Waterfront satellite. If the satellite attains the required number of members to become chartered as an official Kiwanis club, they can follow new club organizational procedures to elect officers, adopt club bylaws and petition Kiwanis International to be recognized as a Kiwanis club.
- Members of Waterfront are members of the Olympia Kiwanis Club and have all the rights, privileges, and responsibilities of membership.
- Members of Waterfront pay dues as Club members. OKC pays appropriate dues and fees to Kiwanis International and the District.
- Olympia Kiwanis Club (OKC) Support will include:
 - Ensure satellite members receive proper orientation, support and continued education.
 - Maintain all records and bank accounts for Waterfront. At the request of the satellite, monies raised by and distributed by Waterfront may be accounted for separately. All bills, payments, deposits, etc. need to be approved by the OKC Board of Directors.
 - Encourage satellite members to participate in host club and District activities. ○ Help develop a membership retention and growth plan ○ Support satellite activities.
 - Process all membership applications.

AP03:16 Community Gardens Committee: There shall be a committee to chair the management of the community gardens managed by the club. This committee will insure:

- There are current agricultural leases or memos of understanding on file with the club and up to date for each garden site farmed by the club and it's members (See AP21),
- Plan for the crop planting, maintenance and harvesting of each garden site,
- Plan for the security of the gardens and the equipment stored at each garden site,
- Approve and manage the use of volunteers at the garden sites, • Approve and organize the distribution of harvested food stuffs.

AP03:17 Fire Wood Bank Committee: There shall be a committee to chair the receipt of trees and firewood to be chopped, stacked, aged and distributed to needy members of the community (see AP22).

AP03.18 All Club committee chairs should submit monthly reports of the number of Club members participating and total volunteer hours by activity, to the Club Secretary by the 5th day after each month. E-mail reports are preferred.



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Amended December 1, 2105

AP04. OTHER CLUB POSITIONS

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.):

AP04.01 Position: Assistant Secretary; Term: one (1) year. Appointed by President and approved by the Board. Duties are determined by the Secretary. Assistant Secretary should be trained to be capable of accomplishing all Secretary duties.

AP04.02 Position: Assistant Treasurer; Term: one (1) year. Appointed by President and approved by the Board. Duties are determined by the Treasurer. Assistant Treasurer should be trained to be capable of accomplishing all Treasurer duties.

AP05. SPECIAL MEMBERSHIP TYPES

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

AP05.01 Senior Membership:

- Any active member of Olympia Kiwanis Club who shall have been an active member in good standing of one or more Kiwanis clubs for a number of years, not less than ten (10), and who is unable to meet attendance requirements because of health, business, or other extenuating circumstances, may be elected a senior member by the Board of Directors upon making written application.
- A senior member must meet the standards of attendance and participation set forth by the club Board of Directors.
- A senior member must pay annual membership dues.
- A senior member is entitled to all privileges of the club.
- The Board of Directors shall review the list of senior members not less than once each year and shall have authority to terminate any such members' senior membership, or to reinstate any such members as active members.

AP05.02 Honorary Membership:

- Any person who has performed some distinguished public service may be elected an honorary member of Olympia Kiwanis Club for a period of one (1) year and thereafter may be reelected annually.
- An honorary member shall pay neither membership fee nor annual membership dues, and shall be entitled to all privileges of the club except those of voting and holding office. *Note: Honorary members are not counted by Kiwanis International as club members.*

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AP06: BOARD EXPECTATIONS and RESPONSIBILITIES

- Determine policies, adopt annual Service Budget and Administrative Budget and manage the activities of the Club.
- Serve three full years as a Board Director.
Attend and participate in monthly Board meetings.
- Attend orientation training.
- Read all reports and minutes.
- Ensure the organization collects, reports, and disburses funds in accordance with Federal (IRS) and State laws and regulations, Generally Accepted Accounting Principles and the Club's Bylaws.
- Serve on at least one Club committee.
- Make an annual financial contribution (donation) to the Club.
- Actively participate in Club service and fundraising activities.

Time Commitments:

Board meetings occur as scheduled each month and will usually last about 90 minutes. In addition, you may have some get ready reading time and perhaps another one to two hours a month for Board assignment work. It is estimated a total of five hours a month are required.

AP07: EXECUTIVE COMMITTEE

- Consists of six persons including the President, President-Elect, Vice President, Secretary, Treasurer, and one Director of the Club chosen at large.
- Between Board of Directors meetings, the Executive Committee may conduct the business of the Club, except that no obligation or expenditure of more than \$3,000 may be made. Decisions requiring such expenditures must come before the whole Board at a regular Board meeting or special Board meeting.

AP08: NEW MEMBER BADGE REQUIREMENTS

AP08:01 All new and returning members must attend and participate in new member orientation training. Returning Kiwanis members may be excused from the requirements below.

AP08:02: All new members must attend and participate in at least one Club Committee meeting.



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AP08:03: All new members must attend at least one Board of Directors meeting, or, in lieu of attending a Board meeting, attend either: 1) a division council meeting or 2) a regional conference.

AP08:04: All new members must participate in at least one Interclub or service project activity.

AP08:05: All new members must serve as greeter at a weekly Olympia Kiwanis meeting.

AP08:06: Upon complete of the above requirements, a blue member badge will be issued.

Amended November 25, 2013.

AP09: MEMBERSHIP EXPECTATIONS and RESPONSIBILITIES

- Attend and participate in at least one Club Committee activity per year.
- Participate in at least one service project activity per year.
- Attend as many weekly Club meetings as possible.
- Pay annual membership dues in full and on time.
- Honorary (free) membership status shall be reviewed annually by the Board.
- Encouraged to make an annual financial contribution (beyond dues) to a Club administrative or service project.

AP10: LEAVE OF ABSENCE

If a member will be absent for a period of 12 consecutive weeks or more, they may request a leave of absence from the Club prior to the absence. If the Board approves the request, the member will receive a \$2.00 per week credit toward future dues payments not to exceed local dues paid by the member.

Notification of any officer or Board member in writing, by e-mail or by phone will initiate the leave request and it will then be addressed at the next Board or Executive Committee meeting.

AP11: MEMBERSHIP DROP

Club policy is to give notice to members that their annual dues are due by October 1st of each year and then if unpaid, to give two more subsequent reminders of overdue dues in the last quarter of the calendar year. A person who has not paid their dues for a period of three months after they are due will be automatically dropped from Club membership.

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AP12: USE OF MEMBERSHIP LISTS

Each club member is entitled to a membership directory that lists how to contact club members. This list is to be used for Club purposes and to encourage social interaction. Member's addresses and personal information shall not be used, given or sold for commercial or political uses.

AP13: DONATION SOLICITATIONS

- All requests for funding from the Club must be submitted to the President, a Committee Chair or a member of the Board of Directors for prior approval.
- Requests to solicit funds from members during Club meetings must receive prior approval of the President or Chair of the meeting. This includes fundraising requests from other Kiwanis Clubs desiring to pass around sign-up sheets or envelopes for contributions. All other requests or sign-up sheets for volunteers or events may only be distributed at meetings by Club members.

AP14: BUDGET APPROVED EXPENDITURES and DISBURSEMENTS

- The Board of Directors will develop and adopt annual Club and Foundation Budgets in October of each year, and present them to Club members.
- The budgeting goal for the club (and foundation) shall be to prefund the coming year budget
- To facilitate the above budget approval, the Board of Directors will develop a proposed budget in August of each year and adopt updates as needed. Budget review will be a midyear review presented to the Club members.
- Once the Budgets are adopted, Officers and Committee Chairs may proceed with activities which obligate and expend funds in accordance with the Budget amounts allocated to their function, committee or project.
- Once a Budget line item is adopted, that is considered to be the "approval" for expenditures in that category.
- Contracts must be reviewed by the Finance Committee before considered by the Board for adoption.

AP15: FISCAL CONTROL and CHECK SIGNING

- When collecting or receiving cash at Club fundraisers or service activities, there shall be at least two Kiwanis Club members who verify and document by signature and date, the starting, ending and deposit amounts of all funds handled.
- All disbursements or withdrawals from Kiwanis banking or investment accounts shall have two authorized signatures on the checks or other documents.



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- A club debit and/or credit card may be used by designated officers / members as approved by the Board.
- Each new fiscal year, the new Board of Directors will approve and record in the minutes, the names of those who will have check signing authority on behalf of the Kiwanis Club for that fiscal year.
- The Finance Committee shall review the Club's bank account transactions and records at least once a month.
- Authorization to incur debt or expend Club resources comes through the adopted annual Budget.

AP16: FINANCIAL AND MEMBERSHIP DATA BASE ACCESS AND CONTROL

All Club and Foundation records will be maintained and secured by the Club Secretary for at least seven years, except current year financial records will be held by the Treasurer, and except past year financial records will be held by the Treasurer until the IRS Form 990's or equivalents are filed.

- By appointment with the Club Treasurer, Club financial records are available for review by any member.
- By appointment with the Club Secretary, all Club and Foundation records for the immediate past 7 years are available for review by any member. A member may make copies of the records, but may not remove original records.
- Records older than seven (7) years of age will go to the Club History committee for use or archiving.

AP17: KIWANIS CONVENTION COST SUBSIDIES AP17.01. International and Pacific Northwest Kiwanis Conventions

- To encourage participation in the International Kiwanis Convention and the Pacific Northwest District Convention, the Club will make available budgeted subsidies for International delegate(s) and for PNW District delegate(s) to attend these annual conventions, as determined by the Board of Directors based on funds available.
- The Club subsidy funds may be used for convention registration or program fees, transportation, hotel costs or official convention meals. They may not be used for entertainment costs or spouse or partner expenditures. A delegate must present receipts for all allowable expenditures.
- Persons wishing to be a delegate must request the subsidy and the request must be approved by the Executive Committee or Board of Directors.
- When multiple requests for a subsidy are received, preference will be given to Club officers, then Committee chairs and then Club members.
- If a delegate(s) who has received the subsidy is unable to attend, the subsidy funds minus non-refundable convention fees shall be returned to the Club.

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AP17.02. Pacific Northwest Key Club Convention

- To encourage participation, the Olympia Kiwanis Club will make funds available for reimbursing the costs for Key Club members, teacher-advisor(s) and Club advisors.
- Club subsidy funds may be used for convention registration or program fees, transportation, hotel costs or official convention meals. An attendee wishing reimbursement must present receipts for all allowable expenditures.
- Every Key Club delegate shall be responsible for at least one-third of their Convention registration fee and hotel expenses.
- The number of persons subsidized and the amount of the subsidy will be determined by the Board of Directors in their annual Budget.

AP18: REQUESTS FOR AID FROM INDIVIDUALS

- All requests for financial aid or service project volunteer hours shall be submitted in advance, in writing to the President or a Club Officer for consideration by the Board of Directors.
- Each request will be individually considered on its own merit and any expenditure of funds not part of the annual Budget must be approved by the Board.
- Generally, the Club does not fund individual requests for personal subsidies of travel trips, conferences or training events that are not Kiwanis related (i.e. not Key Club or Circle K etc.)



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AP19: MEAL GUESTS

AP19.01: Program Speakers: Speaker(s) meals are paid by the Club. Speaker's guests and the Club member introducing the program pay their own way.

AP19.02: Member Guests: Club member pays for themselves and their guests.

AP19.03: Achieving By Believing Program: The student(s) receiving the award and their parent(s) or two family members total are Club guests. Siblings or additional (beyond two) relatives and nominating teacher(s) pay their own meals.

AP19.04: Law Enforcement Officer of the Year: The Award winner and their spouse or partner are Club guests. The Commanding Officer, parents or other family members pay for their own meals.

AP19.05: Visiting Kiwanis Dignitaries: When an Kiwanis Officer is on official business or presenting/receiving an award, they are Club guests. Their spouse or partner and Interclub participating officers pay their own meals.

AP19.06: Grant and Award Recipient Representatives: One grant recipient or representative of the organization is a Club guest. All others attending for the presentation pay for their own meals.

AP19.07: Special Invited Guests: At the discretion of the House Committee, certain additional guests, invited by our Club, may receive a free meal. Forest Festival and Lakefair Royalty are Club guests. Chaperones, relatives or others present for the event will pay for their own meals.

AP19.08: Key Club Members: The club will pay for lunch for 2 Key Club Members and their school advisors, per Key Club per quarter, to encourage attendance at our meetings by Key Club members.

AP20: PAYMENT CARD INDUSTRY (PCI) COMPLIANCE

This club policy regarding PCI compliance will be reviewed and/or amended periodically. If a PCI certification is required, then the Board will review and approve.

- Only club members trained in the use of the terminal shall operate the terminal, and the training shall also include security as it relates to credit cards, credit card numbers, and this policy.
- The standard card processing terminal will be secured when not in use.

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- If credit card numbers are written down, imprinted with received in electronic format, or printed in full on paper, they shall be stored in a secure manner and destroyed immediately after input into the credit card machine. The exception is receipts produced by the terminal, with only 4 or 5 digits of the credit card number, which may be stored by the club.
- In the event of a compromise to customer credit card numbers or the terminal itself, the club will immediately notify the credit card processing company, Board of Directors, and follow instructions which may include notification of the appropriate law enforcement agency.

AP21: AGRICULTURAL LEASE AGREEMENTS and ACCESS on behalf of the club, the Board of Directors may authorize an officer or member to sign a lease or memorandum of understanding as an agreement on behalf of the club. Some of these current agreements include locations listed below.

AP21:01 West Side Garden:

- Pursuant to a five year lease agreement between the Club and Susan R. Stratton, Club members are permitted to use a portion of the property at 3839 - 11th Ave. NW, Olympia, WA to operate a greenhouse, a vegetable and plant garden and a wood splitting and storage area. The Club may also store its Roast Beef trailer and wood trailer on this property.
- Members who drive their vehicle(s) on to the property must have a Kiwanis Decal visible on their vehicle.
- Club activities are to minimize inconvenience to Ms. Stratton and not leave any waste on the property.

AP21:02 Capital Campus Gardens, including a site at the Governor's Mansion.

AP 21:03 Jim Goche garden on Friendly Grove Road.

AP22: FIRE WOOD DISTRIBUTION

- Only persons who have been screened by and referred to the Club by The Salvation Army, Saint Vincent DePaul, and/or Thurston County Community Action Council staff will be eligible to receive free firewood.
- All arrangements for delivery of split wood shall be made by the Chair or Co-Chair of the Club's Fire Wood Bank Committee.

Amended December 1, 2015

AP23: FAIR AND BALANCED PROGRAMS

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All Club programs, including luncheon speaker selections should be balanced and either nonpartisan or bi-partisan in political or religious content. When it is not possible to accomplish this at a single event, subsequent events should be arranged to achieve a balance in program themes or subjects.

AP24: BOARD AUTHORIZED SERVICE ACTIVITIES

- To comply with International Club policies and our insurance coverage, all Club sponsored activities that may occur outside of the Board of Directors and weekly Club luncheon meetings shall have prior approval of the Board of Directors.
- This includes the activities of all Club Committees, Satellite Clubs, sponsored youth activities such as Key Clubs and Circle K Clubs etc.

AP25: MAJOR EMPHASIS SERVICE PROJECT

- The Board of Directors may choose to commit the Club to a major or large dollar fundraising service project or capital campaign for a non-profit organization whose mission fits with the Kiwanis objectives.
- Applicants must submit their requests in writing to the President or a Club Director.
- The requests must state the purpose and dollar goal of the project, amounts raised to date and the amount requested of the Club.
- Applicants must also be available to make a presentation to the Board and/or the Club members prior to the Board acting to approve or reject the project.

AP26: LEADERSHIP SUCCESSION

Each incumbent committee chair shall have the responsibility, in concert with the President Elect, to recruit and train his/her successor.

Further, the President Elect shall have the responsibility to see that this process of selection and training of committee chairs takes place during the year the President Elect serves in that position.

Each year, either a replacement committee chair should be selected and trained, or the incumbent committee chair should agree, to continue for another year, if approved by the President.

Each committee chair should have a job description for his/her position, together with a timeline of what activities / tasks should be completed, for his/her committee.

AP27: DUES:



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AP27.01 Dues for club membership are \$150 per year paid in one installment.

- There is also a discount for family members. A family member is an active member residing with one or two other active members of this club in the same household. There shall be no membership distinction made between family members. This discount is effective as long as it is provided by Kiwanis International and the PNW District.
- Members may pay for other members.

AP27.02 A family member is an active member residing with one or two other active members of this club in the same household. There shall be no membership distinction made between family members.

AP27.03 Former SLP members receive a \$42 dues reduction in the first two full administrative years of membership following the first partial year of membership.

AP27.04 Effective with the 2013/14 administrative year dues for continuing members are prescribed in the following table.

DUES TABLE

Membership Category	One Payment on/after Sept 1st
Regular	\$150
Senior	\$150
Former SLP (first 2 yrs)	\$108
Family 2nd member	\$125
Family 3 rd member	\$116

Note: Members wishing installment payments must make one credit card payment to the club, then pay off personal credit card account in installments.

AP27.05 05 Dues for new members during their first partial administrative year of membership for October through March are prorated as provided in the following table (includes all membership types). Dues for April through September will be at the Kiwanis International *New Member Fee* rate.

New Member Dues Table

Approval Month	One Payment
October	\$150
November	\$137
December	\$124



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January	\$111
February	\$ 98
March	\$ 85
April	\$ 80
May	\$ 80
June	\$ 80
July	\$ 80
August	\$ 80
September	\$ 80

*Amended by the Board of Directors, 2/24/15 and approved by club membership 3/23/15.
Discount for early payment provision removed and approved by the Board 7/28/15.*

AP27.06 Dues may be paid with cash, check or credit card.

AP27.07 Revenue from sources other than those defined in this article may be raised as determined by the Board of Directors and approved by a two-thirds (2/3) vote of members present at any regular meeting of this club, provided written notice shall have been given the members at least two (2) weeks prior to the meeting.

AP27.08 Funds assigned to the Olympia Kiwanis Foundation shall remain segregated thereafter from the administrative funds of this club and used only for the charitable, educational, religious, and philanthropic activities of the club.

AP28: COMMERCIAL MATERIALS AND ADVERTISING:

AP28.01 In general terms the use of commercial materials by a private, for profit organization is not allowed at any Kiwanis activity. The major exception to this general policy concerns the use of commercial materials in connection with the sponsorship in whole or in part of any Kiwanis activity. The specific policies defining these general policies are as follows:

- a. We will not have commercial presentations by private, for profit organizations at club meetings.
- b. Neither the Club nor the Foundation will allow the use of advertising or display materials at general club meetings for a member or any for-profit organization, with the following exceptions:

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- ✦ If an organization or individual is a guest speaker or some other type of presenter, the name of a representative person and the organization may be used in the meeting announcement and by way of introduction at the event.
 - ✦ If the organization or individual is a guest speaker or some other type of presenter, that person or organization is allowed to distribute one piece of display material per attendee at the meeting.
 - ✦ The use of the individual or organization's name and other advertising as part of a power point, slide show or some other formal prepared presentation is permitted.
- c. The Club and Foundation may solicit sponsorships to support a specific event or activity in accordance with a plan for the event or activity that (a) defines the types of sponsorships and incentives to be provided and (b) is approved by the Board of Directors of the Club or Foundation.
- d. A sponsor may be any organization or individual, whether a member or not, that is offered the opportunity to provide cash or in-kind products or services as a supporter of a single event in exchange for incentives offered by the Kiwanis committee organizing the event. The organizing committee may group sponsors in terms of the value of the contributions (i.e., gold, silver, bronze) and offer more incentives for bigger donations, but the amount of the donation by any group bears no specific relationship to the incentive(s) provided.
- e. To provide sponsors with greater visibility and thus to encourage greater participation by sponsors, the Club and/or Foundation will prepare and display free standing signs at regular club luncheon meetings and other club events that list all current sponsors. The names of the private or public organizations to be listed shall be subject to the approval by the Board of Directors. While any member may recommend a sponsor for listing, the Treasurer shall periodically review the list and make such recommendations as necessary to include all current sponsors and remove any that are no longer current.
- f. Political candidates or advocates of a ballot issue, when invited as guest speakers, may distribute one piece of display material per attendee.
- g. The distribution of advertising or display material of any kind for candidates or ballot issues is not permitted unless specifically related to the program for the meeting.



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AP29: BACKGROUND CHECKS AND CONTACTS WHEN WORKING WITH CHILDREN:

AP29.01: The Club requires a background check and a statement of “eligibility” for all members who have regular contact with minors through their membership in and on behalf of, the Olympia Kiwanis Club.

AP29.02: The background check must be completed and an individual deemed “eligible” to volunteer with minors before the individual may begin the volunteer work.

AP29.03: The background check process will be conducted by the Secretary, who shall compile and maintain a list of all “eligible” members.

AP 29.04: Members who wish to participate in activities with minors must complete and sign a *Consent to Background Check* form.

AP 29.05: Each record will be considered individually and members will be denied “eligible” status only if the offense is substantially related to contact with minors.

AP 29.06: Members may appeal a “non-eligible” determination to the Club Executive Committee, whose decision shall be final.

AP 29.07: Members will not ask minors to become “friends” on Facebook or other social media. Members may accept a “friends” request from minors, but should not interact with them more than once every other week by this media, except for contacts for club business, via social media.

AP29.08: Two Adult Rule. While volunteering on behalf of Kiwanis, members should never be alone with one child. There should always be two adults present whether with one or more children. If, because of extenuating circumstances, a member finds themselves alone with one or more children, the member will stay in public areas and establish contact with other Club members AS SOON AS POSSIBLE.

AP29.09 In all cases, there will be at least one adult female over 21 years of age for every 10 minor females present, and there will be at least one adult male over 21 years of age for every 10 minor males present.

AP29.10: Eligible members must renew their CONSENT TO BACKGROUND CHECK every 24 months.

Revised November 25, 2013



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CONSENT TO BACKGROUND CHECK

I understand that a consumer report (background screen report) and/or an investigative consumer report (reference checks and/or interviews) that may include information from public or private sources regarding my character, driving records, criminal history, court records (both civil and criminal), qualification and experience, work habits, and/or other information relevant to my volunteer service may be obtained in connection with my application as a volunteer with the Kiwanis Club of Olympia and the Olympia Kiwanis Foundation.

I understand that, if I am approved for volunteer service by the Kiwanis Club of Olympia and the Olympia Kiwanis Foundation, this background check authorization will be kept on file and may be used at any time during my service to procure further information when, in the judgment of Kiwanis Club of Olympia and the Olympia Kiwanis Foundation, such may be necessary.

I hereby release and discharge to the extent permitted by law, Kiwanis Club of Olympia and the Olympia Kiwanis Foundation, it's employees, any individual or agency obtaining information for Kiwanis Club of Olympia and the Olympia Kiwanis Foundation, and any personal or professional reference, from any and all claims, damages, losses, liabilities, costs, or other expenses arising from the retrieving, reporting, and/or disclosure of information in connection with this background investigation.

I understand that I am volunteering my services and declare in no way shall I be considered an employee or subcontractor or independent contractor of Kiwanis Club of Olympia and the Olympia Kiwanis Foundation.

By signing below, I, _____, have read, understand, and consent to the above. I further authorize that a photographic copy or a telephonic facsimile of this document shall be valid for purposes present and future. My signature certifies that all information I have provided in connection with this background check is true, accurate, and complete to the best of my knowledge.

Print Name - LAST, First, Middle _____ Social Security Number _____

Date of Birth - mm/dd/yyyy _____ Drivers License Number _____ DL State _____

Any other names I have been known by:

Current Address: _____

Previous Addresses (Last 10 years) _____

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Signature _____

Date _____

AP30: KIWANIS BUDGET DEVELOPMENT PROCEDURE:

AP30:01 In August of each year, the:

- President-Elect and Club Treasurer begin development of initial OK Club and OK Foundation budgets for the upcoming year based on actual experience of the previous 12 months. Incorporate known changes for the upcoming year (usually new programs, dropped programs or change of program emphasis) and input from all Committee Chairs.
- Finance Committee reviews and makes recommendations.
- Board of Directors receives and considers initial draft of budgets.

AP30:02 In September

- President-Elect and Treasurer incorporate all input.
- Finance Committee (FC) reviews and makes recommendations.
- Board of Directors considers and adopts budgets.

AP30:03 In April.

- President and Treasurer review actual financial Year To Date data with special attention to results from Harbor Days and poinsettia fundraisers, and develop necessary mid-year changes to the budgets.
- Finance Committee reviews and makes recommendations.
- Board of Directors adopts changes to the budget.

AP30:04 At any point in the year, the budgets can be modified by actions as generally outlined in AP30:03 when significant needs arise.

AP31: INDEMNIFICATION OF DIRECTORS, OFFICERS, EMPLOYEES AND AGENTS

AP31.01. Right of Indemnification.

- a. This section and the following sections relating to indemnification shall apply only to the extent that the corporation, the Kiwanis Club of Olympia, has specifically provided funds for such indemnification in its annual budget, or in an amendment to its budget approved by a two-thirds majority of the members present at a meeting at which at least fifty-one percent of the members were present; and only upon a finding by the corporation in advance of such determination, as provided by law, that such indemnitee has met the standards of conduct required for indemnification by the corporation as set forth in RCW 23B.08.510. However, nothing in this section shall restrict the duty of the corporation to provide indemnification to an indemnitee who is thus qualified, up to the maximum amount



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provided for that purpose through one or more policies of insurance as provided in this Article.

- b. Each person who is threatened to be made a party to or is otherwise involved (including, without limitation, as a witness) in any actual or threatened action, suit, or proceeding, whether civil, criminal, administrative or investigative (hereinafter referred to as "proceeding"), by reason of the fact that he or she is or was a Director or officer of the corporation, the Kiwanis Club of Olympia (hereinafter referred to as "corporation"), or, that being or having been such a Director or officer or employee of the corporation, he or she is or was serving at the request of the corporation as a Director, officer, employee or agent of another corporation or of a partnership, joint venture, trust or other enterprise, including service with respect to employee benefit plans (hereinafter referred to as "indemnitee"), whether the basis of the proceeding is alleged action in an official capacity as such a Director, officer, employee or agent or in any other capacity while serving as such a Director, officer, employee or agent, shall be indemnified and held harmless by the corporation to the full extent permitted by applicable law as then in effect, against all expense, liability and loss (including attorney's fees, judgments, fines, ERISA excise taxes or penalties and amounts to be paid in settlement) actually and reasonably incurred or suffered by such person in connection therewith, and such indemnification shall continue as to an indemnitee who has ceased to be a Director, officer, employee or agent and shall inure to the benefit of the indemnitee's heirs, executors and administrators; provided, however, no indemnification shall be provided to any such indemnitee if the corporation is prohibited by the Washington Business Corporation Act or other applicable law as then in effect from paying such indemnification; and provided further, that except as provided in Section AP31.02 of this Policy with respect to proceedings seeking solely to enforce rights to indemnification, the corporation shall indemnify any such indemnitee in connection with a proceeding (or part thereof) initiated by such person only if such proceeding (or part thereof) was authorized by the Board of Directors.
- c. The right of indemnification conferred in this AP31.01 shall be a contract right, subject to availability of budgeted funds for that purpose as provided in this Policy, and shall include the right to be paid by the corporation the expenses incurred in defending any such proceeding in advance of its final disposition (hereinafter referred to as an "advancement of expenses"). Any advancement of expenses shall be made only upon delivery to the corporation of an undertaking, by or on behalf of such indemnitee, to repay all amounts so advanced if it shall ultimately be determined by final judicial decision from which there is no further right to appeal that such indemnitee is not entitled to be indemnified under this Section 1 and upon delivery to the corporation of a written affirmation (hereinafter referred to as "affirmation") by the indemnitee of his or her good



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faith belief that such indemnitee has met the standard of conduct necessary for indemnification by the corporation pursuant to this article.

AP31.02. Right of Indemnitee to Bring Suit. If a claim for which indemnity is required under Section AP31.01 of this Policy is not paid in full by the corporation within 60 days after a written claim has been received by the corporation, except in the case of a claim for expenses incurred in defending a proceeding in advance of its final deposition, in which case the applicable period shall be twenty (20) days, the indemnitee may at any time thereafter bring suit against the corporation to recover the unpaid amount of the claim. If successful in whole or in part, in any such suit or in a suit brought by the corporation to recover an advancement of expenses pursuant to the terms of an undertaking, the indemnitee shall be entitled to be paid also the expense of prosecuting such suit. The indemnitee shall be presumed to be entitled to indemnification under this Policy upon submission of a written claim (and, in an action brought to enforce a claim for an advancement of expenses, where the required undertaking and affirmation or determination have been tendered to or made by the corporation), and thereafter the corporation shall have the burden of proof to overcome the presumption that the indemnitee is so entitled.

AP31.03. Non-exclusivity of Rights. The right to indemnification and the advancement of expenses conferred in this Policy shall not be exclusive or any other right which any person may have or hereafter acquire under any statute, or provision of the Articles of Incorporation or Bylaws of the corporation.

AP31.04. Insurance, Contracts and Funding. The corporation may maintain insurance, at its expense, to protect itself and any Director, officer, employee or agent of the corporation or who, while a Director, officer, employee or agent of the corporation, is or was serving at the request of the corporation as a Director, officer, partner, trustee, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust, employee benefit plan or other enterprise, against any expense, liability or loss asserted against or incurred by the individual in that capacity or arising from the individual's status as a Director, officer, employee or agent, whether or not the corporation would have the power to indemnify such person against such expense, liability or loss under the Washington Business Corporation Act, as it has been made applicable to nonprofit corporations.

AP31.05. Indemnification of Employees and Agents of the Corporation. The corporation may, by action of its Board of Directors from time to time, grant rights to indemnification and advancement of expenses to employees and agents of the corporation with the same scope and effect and subject to the same limitations as the provisions of this Policy with respect to the



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indemnification and advancement of expenses of Directors and officers of the corporation or pursuant to rights granted by the Washington Business Corporations Act, as made applicable to nonprofit corporations.

AP31.06. This Policy shall not be construed to permit indemnification of any person on account of any act, omission, occurrence or claim that existed or arose prior to the effective date of this Policy.

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