Capital District, Kiwanis International
Board of Trustees Meeting
November 13, 2021 - Agenda Point
Policy Change for Divisional Fund

Background

Historically, to provide funds for divisional initiatives, Lieutenant Governors have requested club donations to a divisional fund. As divisions are not legal entities, there is no mechanism for Lieutenant Governor or divisional funds to be held by divisions. Currently, many of the individual Lieutenant Governors are personally collecting and holding the funds, with no oversight on expenses. Additionally, there have been questions on these funds being required or that clubs could be penalized for not submitting these funds. This policy seeks to address the fund oversight and confirms the voluntary status of the funds.

Required Board Action

Motion to be made:

The Capital District Kiwanis Board of Trustees approves the following change to Section 3, Subsection C. of the District Policy Statements

d. **Lieutenant Governor/Divisional fund.** Divisions may use a divisional account to support out of pocket administrative expenses of the Lieutenant Governor beyond the funds already provided by the District and divisional support items for the division.

1. The Lieutenant Governor-designate should prepare a budget for consideration and agreement to the divisional leadership at the first Divisional Council Meeting of each administrative year.
2. The Lt. Governor may suggest a recommended club contribution amount per member and clubs in the division may provide a voluntary donation to the fund, However, clubs cannot be penalized for not contributing to the fund.
3. Funds cannot be held by an individual. Since divisions are not separate legal entities, it is not possible to have a divisional bank account. One club in the division must agree to hold funds through a line item in their club budget.
4. An annual report of funds collected and spent must be completely by the treasurer of the club holding the fund and reported to all clubs in the division.
5. In lieu of a fund, divisions may make ad-hoc collections for the purpose of providing funding as a division for a specific event or cause (i.e. Division Teenager of the Year award, divisional refreshments for an event, etc.). However, again, all requests to clubs are suggestions only and no club can be compelled to contribute.

Rationale

This policy sets guidelines for divisional funds to ensure that the donated, optional funds are being used appropriately. It also confirms that the clubs in the division may contribute on an optional basis and not required to contribute.

Proposed by: Bylaws and Policies Committee

Effective Date: Immediately

Operational Impact

Clubs will be requested to hold the funds.

Financial Impact

None.

Respectfully submitted,

Serena Bell, Chairperson
Bylaws and Policies Committee