

# Kiwanis Club of Brantford Approved Policies

Updated September 8, 2016

Content ( CTRL-click on desired policy)

Alcohol Service at Kiwanis Sponsored Events and Events with Official Kiwanis Participation .....	3
Project Approval and Monitoring by the Board of Directors.....	5
Awards .....	6
Meetings of the Board of Directors .....	9
Canadian Anti Spam Legislation.....	11
Club Communications .....	12
Corporate Membership .....	13
Criminal History Background Checks .....	15
Club Delegates to the International and District Conventions .....	24
Membership Dues and Meal Fees .....	26
Duties of the President-elect and Vice President .....	28
Duties of the Board of Directors .....	30
Electronic Communication Devices at Club Meetings .....	33
Role of the Executive Committee .....	34
In Memoriam Tributes .....	37
New Member Induction Ceremony .....	38
Invocation at Club Meetings and Events .....	40
Parental Leave for Kiwanis Members .....	41
Privacy.....	42
Speakers Program .....	49
Signing Authorities.....	51
Service Leadership Programs – Financial Support.....	53
Service Leadership Members – Meal Costs at Kiwanis Meetings.....	55
Training for Board Members and Committee Chairs.....	56
Supervision of Youth .....	58
Fees and Dues Paid by New Members.....	61



<b>Policy Title</b>	Alcohol Service at Kiwanis Sponsored Events and Events with Official Kiwanis Participation
Approved	<b>June 4, 2003</b>
<b>Updated</b>	

**Purpose:**

To clearly define responsibility of all members of the Kiwanis Club of Brantford with respect to their civil liability in the handling and dispensing of alcoholic beverages at:

1. Kiwanis functions
2. Other functions with official Kiwanis participation

**Regulations:**

Implementation of this policy is the responsibility of the Board of Directors of the Kiwanis Club of Brantford including ensuring that it is reviewed with every member of a committee handling or dispensing alcoholic beverages at a Kiwanis function or other functions with official Kiwanis participation.

Guidelines of the Liquor Control Board of Ontario must be adhered to.

Special Occasion Permits must be obtained for all events where liquor is to be served.

There must be a Smart Serve bartender on duty, at least one for every 100 patrons. Those tending bar are not to consume alcohol while on duty.

Marketing practices that encourage increased consumption is not allowed.

A maximum of two (2) drinks may be purchased at any one time.

Unused tickets may be redeemed for cash on demand at any time during the event. Ticket money must be refunded to any patron who is "cut off".

There will be no "last call" for the bar.

There must be an adequate supply of non-alcoholic beverages available.

All drinks must be served in paper, plastic, or glass cups. All bottles must be retained within the licensed bar area. Wine and/or champagne may be left on tables in their bottle for any "formal sit-down dinner/banquet" for the duration of the meal only and must be removed prior to the commencement of any other activity.

All licensed events, including a free bar, must have a Smart Serve trained bartender. Alcohol cannot be left available for self-serving.

Hours of operation of the bar must be posted.

The bar must close not less than thirty (30) minutes prior to the closing of an event, but not later than 12:30 a.m.

~~If the event is being held in the City of Brantford, the Club is required to carry a minimum of one million dollars (\$1,000,000) in liability insurance. The policy must state that the city is added as a named insured in relation to this particular event.~~

~~The insurance certificate must be provided at least two (2) weeks prior to the event.~~

It is the Club's responsibility to ensure guests at the event are properly supervised and to ensure no one consumes alcohol in unauthorized locations or leaves the facility in an intoxicated state.

The Club must promote safe transportation options for all participants. This means having a plan in place to ensure that guests who become intoxicated can be taken home safely.

***NOTE - the sponsor can be held liable for someone leaving an event in an intoxicated state. Exposure to alcohol-related liability is largely the responsibility of every member of the club.***

<b>Policy Title</b>	Project Approval and Monitoring by the Board of Directors
<b>Approval Date</b>	March 13, 2014
<b>Updated</b>	

**Background:**

The by-laws of the Kiwanis Club of Brantford specify the structure of the board of directors. The board is the governing authority of the club and is responsible for directing, influencing and monitoring the club’s business.

Governance is the way the board exercises its authority, control and direction for the club. The board carries out its governance role by developing and monitoring policies. It organizes the work of the club through committees, to achieve the stated goals for the year.

**Policy:**

All service and fundraising projects shall be presented to the board of directors by the committee chair or their designate for approval prior to the commencement of the project. The presentation will provide details regarding the “who, what, when, where, why and how” questions related to the project.

All committee chairs will submit reports to the board of directors regarding the activity of their committee. Reports will be submitted monthly or on an “as needed” basis

depending on the nature of the work of the committee. Submissions will be made in a timely manner for review at the board of directors' meetings held monthly.

Service Committee reports will minimally include the number of individuals served, the service hours of the committee members and funds spent compared to budget.

Fundraising Committee reports for will minimally include the service hours of the committee members and the amount of funds raised compared to budget.

<b>Policy Title</b>	Awards
<b>Approval Date</b>	<b>November 13, 2014</b>
<b>Updated</b>	

**Purpose:**

There are various awards available to recognize members for outstanding service to their community and the children of the world. The Club President and the Board of Directors should maximize opportunities to acknowledge members for their contributions and special service as Kiwanis volunteers.

**Established Awards:**

**The Mel Osborne Fellowship**

The Kiwanis Foundation of Canada established an award to honour one of its founders, Mel Osborne. The prestigious Mel Osborne Fellowship is awarded to Kiwanians and non-Kiwanis members who have contributed to the growth and work of Kiwanis. Their service and dedication can be honoured in varying levels based on the established donation amounts to the Kiwanis Foundation of Canada.

**The Mel Osborne Community Leader Award**

Clubs may apply for a Mel Osborne Leader Award, to be presented to a non-Kiwanis member in recognition of outstanding service to the community for a donation in the

established amount. The Community Leader Award is available to every Canadian club once each year.

### **Legion of Honour Awards**

Kiwanis International's Legion of Honour award recognizes Kiwanians with 25 or more years of service. Appropriate certificates and lapel pins are available for presentation to those eligible for a nominal cost at the Kiwanis International Family Store. To be eligible, a Kiwanian must have achieved 25 years of Kiwanis Club membership. The 25 years do not have to be consecutive and can be accumulated in more than one club. After 25 years of service, a member is eligible to receive an additional award every five years after that (30, 35, 40 years etc.)

### **Time Limited Awards**

Other awards may be established by Kiwanis International, the Eastern Canada and Caribbean District the Division or Club for presentation on a time limited basis

### **Policy:**

The Awards Committee of the Kiwanis Club of Brantford will be established annually. It will consist of the President, Immediate Past President and a member of the club selected by the President who is knowledgeable about the contributions made by the members as well as the volunteer contributions made by community leaders.

If awards are available related to a time limited project, the member of the club taking the lead for the project will also be a member of the Awards Committee.

Committee recommendations for Mel Osborne Awards, Mel Osborne Community Leader Awards and Time Limited Awards will be approved by the Board of Directors. The awards shall be presented to the recipient in the same administrative year as the corresponding donation was made.

The Club Secretary will manage the Legion of Honours Awards. For budget purposes, the secretary will determine the number of awards to be presented in the administrative year. Costs related to the awards will be included in the administration portion of the annual budget. The secretary will order the awards accordingly for presentation at the time of the member's

anniversary in the club or at a special event within the year.



<b>Policy Title</b>	Meetings of the Board of Directors
<b>Approval Date</b>	October 8, 2015
<b>Updated</b>	

**Purpose:**

To provide an overview of the basic requirements for meetings of the Board of Directors of the Kiwanis Club of Brantford in order to achieve productive outcomes.

**Policy**

All documents related to the meetings of the Board of Directors will be sent to Board Members electronically.

At the first meeting of the administrative year,

1. the Board of Directors will determine and approve a date and time schedule of monthly board meetings. The schedule will cover the period November of the current administrative year through to and including the October meeting of the next administrative year. The approved schedule will be distributed to all Board Members and will serve as the official "Notice of Meetings." If a meeting date needs to be changed, the details must be approved by the Board and the Secretary must provide a minimum of two weeks notice to all members that includes the date, time and location of the meeting.
2. **the Board of Directors shall appoint six members of its elected Board to be the Members and Directors of the Kiwanis Club of Brantford Charitable Corporation. The appointees shall be the current Immediate Past President, President Elect, Treasurer, Secretary and the two members of the Board. One member from the directors with one year remaining in their term and one member from the directors with two years remaining in their term.**

If a situation arises that is deemed to be an emergency by the Executive, the President or Vice President may call an emergency meeting of the Board with less than two weeks notice. A quorum of the board must be present to pass a motion.

Committee reports are to be submitted by the Committee Chairs to the Club Secretary no later than the fifth day of the following month covered by the report. The management of “late” reports will be at the discretion of the Chair.

The Secretary will forward a “Call for Agenda Items” to all Board Members at least ten days in advance of regularly schedule meetings.

The agenda and committee reports will be sent to the Board Members at least five days prior to the meeting.

Board meeting minutes will be posted electronically in the Board Meeting Minutes folder located in the “Documents” section in Portalbuzz.

<b>Policy Title</b>	Canadian Anti Spam Legislation
<b>Approval Date</b>	June 7, 2015
<b>Updated</b>	

### **Purpose**

E-mail spam, also known as junk e-mail, is an unsolicited electronic message.

Canada's Anti-Spam Legislation (CASL) came into effect July 1, 2014. It is in place to protect Canadians while ensuring that businesses and organizations can continue to compete in the global marketplace.

Service clubs that use electronic channels to externally promote or market their organization, products or services are affected by Canada's anti-spam law.

It is the duty of the club's board of directors to be aware of the federal legislation and monitor the activity of the club committees to ensure the Kiwanis Club of Brantford is in full compliance with the law at all times.

### **Policy**

The Board of Directors of the Kiwanis Club of Brantford and its committees will comply with the CASL.

All committees of the club using an electronic marketing plan to promote a club activity will present the plan to the Board of Directors a minimum of two months in advance of implementation through the monthly committee reporting system to the board. The board must provide approval of the plan and notification to the committee prior to implementation. If the board has an issue or concern with the plan, the president will seek clarification from, or provide direction to the committee chair to ensure compliance..

The legislation and implementation requirements are located at the official government of Canada website [www.fightspam.gc.ca](http://www.fightspam.gc.ca).

<b>Policy Title</b>	Club Communications
<b>Approval Date</b>	<b>D R A F T</b>
<b>Updated</b>	

**Purpose**

The purpose of the policy is to ensure that members are fully informed regarding the activities, updates, opportunities and responsibilities related to Kiwanis membership.

The Communication Policy of the Kiwanis Club of Brantford outlines the process for sharing Kiwanis related information to the members from Kiwanis International, the Eastern Canada and Caribbean District, Division 5 and the Club President and Club Committee Chairs.

The policy defines who will forward the information, when the information is to be delivered and the communication channels to be used to deliver the information.

**Policy**

Communication is essential for sharing Kiwanis information and educating members. Communications will be timely, appropriate and related to Kiwanis business.

The Club Secretary shares all communications with the members as directed by the instructions received from Kiwanis International, the District Secretary Treasurer and the Lieutenant Governor. The Secretary will also share information from the Club President as directed. In addition, information may also be posted in the Club Newsletter.

The Secretary shares information electronically, in a timely manner, no later than one week after receipt.

Club Committee Chairs may judiciously share information electronically with the membership in a timely manner or post the information in the club bulletin.

Announcements at club meetings are made as reminders only and not as official notification of projects, meetings or events.

<b>Policy Title</b>	Corporate Membership
<b>Approval Date</b>	April 10, 2014
<b>Updated</b>	January 8, 2017

**Purpose:**

A corporate membership allows the Kiwanis Club of Brantford to add local businesses or organizations as a member, appointing one of their employees to be the “designate” representative. If the designated employee changes jobs or is transferred to a new location, the corporate member will appoint a new designate without being charged a new member fee.

**Benefits:**

Businesses and organizations benefit from membership in the Kiwanis Club of Brantford. The club continually provides its members with personal growth and development opportunities including leadership training, project management, team building, public speaking as well as, committee chair and board of directors experience. These skills are transferable skills to the work place.

The business/organization increases its local profile and becomes known in the community as a caring, concerned corporate citizen through membership in Kiwanis.

The community benefits from the donation of the employee’s time and talents to Kiwanis service and fundraising projects and administration

**Process:**

The regular Membership Application Form is used for corporate members. It includes a “Corporate Membership” section. The business/organization chooses one employee as the designate to be its representative in the in the club. The membership application is in the name of the business/organization and lists the designate’ s contact information.

The corporate member is entitled to one vote on Kiwanis matters by the designated member, the same as an individual member.

The designate assumes the responsibilities related to membership in the same way as an individual member. If the designate is going to be absent from Kiwanis for three months or

more, a secondary employee may be appointed by the business/organization for the interim period that the designate will be absent. That individual assumes all responsibilities during the designate' s absence except for elected office or appointed positions.

If the designate leaves the company or wishes to cease involvement in the club as the designate, the business/organization will name a new designate. In this situation, no "new member add fee" is collected.

When a replacement designate is appointed by the business/organization, they assume all membership duties and responsibilities with the exception of any elected office position or appointed position held by the previous employee. The elected office position or appointed position vacancy would be managed by the Board of Directors using the normal process.

The business is requested to advise the Secretary of the Kiwanis Club within two weeks of the appointment of a new designate.

If the designate is not able to attend a weekly meeting, a business/organization representative may attend.

More than one employee of the corporate member is welcome to attend any meeting of the Kiwanis Club of Brantford. Meal costs would be paid accordingly.

Corporate member dues are the same as individual member dues.

Corporate members have the option to pay a \$50.00 annual advertising fee. The advertising fee provides the following:

- **Corporate Member Meeting Presentations:** Once every 12 months, Corporate Members are provided with the opportunity to highlight the impact their business' community service involvement is having on the local community at a club meeting
- **Weekly Bulletin Recognition:** Corporate Members will be entitled to list their name, logo and link address to their company website a minimum of once per month in the weekly bulletin
- **Annual Bulletin Recognition:** Once a year, Corporate Members will be entitled to a one-page bulletin advertisement
- **Kiwanis Club of Brantford Website and Facebook:** Corporate Members will be entitled to an eighth of a page ongoing advertisement including their link address to their company website

The advertising amount is to be reviewed annually by the Membership Committee at the same time the Membership Chair submits the budget to the Club Treasurer for the next administrative year.

<b>Policy Title</b>	<b>Criminal History Background Checks</b>
<b>Approval Date</b>	<b>September 2014</b>
<b>Updated</b>	<b>January 9, 2015</b>

## **Policy**

To ensure the highest standards of leadership and to demonstrate due diligence on the part of the Board of Directors, the Kiwanis Club of Brantford requires a Criminal History Background Check (CHBC) for members elected to or appointed to the following club positions: vice president, president-elect, president, secretary, treasurer and those assigned the responsibility of handling funds owned by the club.

In addition, to protect the safety and well being of the children, youth and vulnerable adults who are members of the Service Leadership Programs (SLPs) sponsored by the Kiwanis club of Brantford and to demonstrate due diligence on the part of the club's Board of Directors, the Kiwanis Club of Brantford requires a CHBC for all members or non-Kiwanian volunteers working on behalf of the club, having direct programming contact with members of the SLPs that include K-Kids, Builders Clubs, Key Clubs, Circle K, and Aktion Clubs.

The final responsibility for the implementation and management of this policy belongs to the members of the Kiwanis Club of Brantford Board of Directors.

In accordance with the direction from Kiwanis International, this policy will be fully reviewed on an annual basis at a club meeting to be held in the month of March. The policy will be distributed electronically to every member for review prior to that meeting.

The club secretary will maintain a list of members who are required to have a Criminal History Background Check (CHBC) in accordance with this policy.

The club president will ensure that new members receive and review the policy as part of their orientation to the club.

Identified members and non-Kiwanian volunteers are responsible for obtaining their own CHBC and presenting the original copy to the club secretary for filing.

The organizing bodies of programs and activities supported by members of the Kiwanis Club of Brantford such as Strong Start, The Children's Safety Village of Brant and Key Leader have their own policies related to Criminal History Background Checks.

Members of the Kiwanis Club of Brantford who volunteer for those programs/projects will follow the CHBC policies of the organizing body.

## **Monitoring History Background Checks**

To ensure that required CHBCs remain current and without interruption, the following procedure will be implemented.

At the September meeting of the Board of Directors of the Kiwanis Club of Brantford, the president-designate will present a complete list of members required to have a CHBC on file for the coming administrative year. The list will include the dates when the current CHBC will expire for each individual.

For the purpose of this policy, CHBCs expire two years from the date of issue.

The **incoming president** will be responsible for ensuring that the executive members of the club obtain a CHBC and that it has been forwarded to the club secretary for review at the September board meeting. Throughout the administrative year, the president will be responsible for monitoring the expiration dates on the list of CHBCs of the executive members and will follow up with any executive member in a timely manner, in the event that their CHBC on file is due to expire within the year.

The **incoming SLP chairs** will be responsible for ensuring that the Kiwanis members and non-Kiwanian volunteers who will have direct programming contact with SLP members in the upcoming year obtain a CHBC and that it has been forwarded to the club secretary for review at the September board meeting. Throughout the administrative year, each SLP chair will be responsible for monitoring the expiration dates on the list of their committee members and will follow up with the committee member in a timely manner, if the CHBC on file is due to expire during the year.

The **incoming fundraising chairs** will be responsible for identifying those members on the committee who throughout the year will be handling any funds owned by the club for the purpose of accounting and/or banking. The incoming chair will be responsible for ensuring that those members obtain a CHBC and that it has been forwarded to the club secretary for review at the September board meeting. Throughout the administrative year, the chair will be responsible for monitoring the expiration dates on the list of CHBCs of the committee members and will follow up with committee member in a timely manner if their CHBC on file is due to expire during the administrative year.

The club president, SLP chairs and fundraising chairs will be responsible for ensuring that the CHBC policy is followed for any Kiwanian or non-Kiwanian volunteer who joins or participates in the committee at any time throughout the administrative year.



**NOTE:** In the event that the CHBC for a member or non-Kiwanian volunteer expires and a new one has not been submitted by the individual, they must immediately withdraw from all activities, duties and responsibilities associated with the position for which the CHBC was required until all requirements of this policy have been satisfied.

### **Requirement for Criminal History Background Check**

To be an eligible candidate for the positions of vice-president, president-elect and president, a CHBC is required before elections are held. For club appointees such as the club secretary and club treasurer, a CHBC is required before assuming the position.

For Kiwanians and non-Kiwanian volunteers of the Kiwanis Club of Brantford having direct programming contact and/or provide transportation for members of an SLP, a CHBC is required prior to arrival at SLP meetings or events. (**Cross Reference – Kiwanis Club of Brantford Youth Protection Policy**)

For Kiwanians assigned the responsibility of handling funds owned by the Kiwanis Club of Brantford for the purpose of accounting and/or banking, a CHBC is required prior to the member's participation in the collection, handling and management of any club funds.

The club recognizes only the CHBC outlined in this policy as valid. Background checks must be completed by the police services of the community in which the Kiwanian or non-Kiwanian volunteer resides.

### **Criminal History Background Checks**

The Kiwanis Club of Brantford will consider a CHBC valid for ~~two~~ **three** years from the date of issue.

The Brantford Police Services completes different background checks for the various types of volunteer activities in the community. The Brantford Police Services recommends that a CHBC be obtained specifically for the various volunteer activities of the Kiwanis Club of Brantford. A CHBC obtained by Kiwanians and non-Kiwanian volunteers for other organizations or employers will not be accepted.

Members, non-Kiwanis volunteers of the Kiwanis Club of Brantford of Brantford who reside outside the city of Brantford are required to obtain a CHBC from the police services of the municipality in which they reside.

The Kiwanis Club of Brantford will reimburse Kiwanians and non-Kiwanian volunteers for costs related to a CHBC for individuals requiring a check in accordance with this policy. To be reimbursed, a signed reimbursement request must be submitted to the Club Treasurer.

For the purpose of this policy, CHBCs will be classified into one of four categories – Category 1, 2, 3 or 4

### **Category 1**

A CHBC that reports a “clear check” does not need any further review and will be filed by the club secretary accordingly.

### **Category 2**

A CHBC that reports a conviction of a minor offence under Category 2 will be reviewed by the club president, president-elect and club secretary. The president will then meet with the individual who has submitted the CHBC, to review the circumstances and make the final decision whether or not the information reported precludes the individual from participation in the position to which they have been elected or assigned. In most cases, it is unlikely that a Category 2 conviction will preclude the individual from participation.

Offences in Category 2 include:

- minor traffic violations
- other minor convictions on the report to be reviewed on a case-by-case basis

### **Category 3**

A CHBC that reports a conviction of a more serious nature under Category 3 will be reviewed by the club president, president-elect and club secretary. The president will meet with the individual who has submitted the CHBC to review the circumstances and make the final decision whether or not the information reported in the CHBC precludes the individual from participation in the position to which they have been elected or assigned either on a permanent or temporary basis. For example, it may be decided that an individual who was recently convicted of impaired driving and has had their licence suspended, be temporarily precluded from activities for an additional year after their suspended licence has been reinstated.

Offences in Category 3 include:

- impaired driving
- consumption of or simple possession of narcotics
- other serious convictions on the report to be reviewed on a case-by-case basis.

### **Category 4**

A CHBC that reports a conviction under Category 4 will be reviewed by the club president, president-elect and club secretary. A Category 4 CHBC automatically and permanently precludes the individual from becoming a member of the club’s executive,

attendance at any SLP meetings or events, or handling funds owned by the club. The president will meet with the individual to advise them of the situation

Offences in Category 4 include:

- a conviction or registration of a violent and/or sexual nature involving any type of abuse of a child or adult
- threatening or intimidating behaviour
- an offence related to theft
- sexual violence
- physical assault
- violent crimes
- exploitation, molestation or seduction of a child
- possession of child pornography or child internet crimes
- dealing in drugs

The president, president-elect and secretary will review the CHBC to determine whether or not the report is a Category 4 offence. The decision of the majority is final. If the review group decides that further assistance is required to make a decision regarding the category of a CHBC, they will contact the District Office for information regarding available resources. E-mail address [district@kiwanisec.com](mailto:district@kiwanisec.com).

**NOTE:** Any conviction legally reversed or overturned by the proper authorities shall not be considered when evaluating the background check.

### **Privacy and Confidentiality**

The Kiwanis Club of Brantford will strictly adhere to the club's Privacy Policy regarding the receipt, management and storage of CHBC documents.

CHBCs shall be reviewed only by the club president, president and club secretary. In the event that a member appeals a decision to the board of directors regarding a CHBC, the document may be shared with the board members only with the permission of the appellant. If the appellant does not provide permission to share the document, the original decision will be upheld.

A Category 4 report is final and cannot be appealed to the board of directors.

In the event that it is the CHBC of the club president, president-elect or club secretary that requires a review, that individual will withdraw from the process. Only under these circumstances will the vice president be involved in the review of a CHBC.

Since the CHBCs obtained by Kiwanians and non-Kiwanian volunteers are obtained only for use by the Kiwanis Club of Brantford, only original copies will be accepted. Documents that have been altered in any way will not be accepted.

All documents will be stored in a locked cabinet in the secured storage space maintained by the Kiwanis Club of Brantford in accordance with club's privacy policy and will be destroyed in accordance with the club's information retention policy.

There will be no electronic storage of CHBCs.

### **Additional Questions and Answers to Support the Criminal History Background Check Policy**

#### **Q. What is involved in a Criminal Background History Check?**

**A.** Members of the Kiwanis Club of Brantford and non-Kiwanis volunteers in designated positions are required to have a CBHC completed before assuming the assigned duties. There are two parts to a CBHC. The first is *Consent to Disclosure of Personal Information* and the second is the *Vulnerable Sector Screening*.

Note: Police Services have the authority to exclude information, collected outside the Vulnerable Sector Search, from the police clearance certificate that may not be relevant to the volunteer position in question.

#### **Q. Who are vulnerable persons?**

**A.** Vulnerable persons refer to persons who, because of their age, a disability or other circumstances, whether temporary or permanent are in a position of dependence on others or are otherwise at greater risk than the general population of being harmed by persons in a position of authority or trust.

#### **Q. What information is issued?**

**A.** In response to an application for a CHBC, a **Police Clearance Certificate** and a **Vulnerable Sector Screening Certificate** are issued. The certificates are official documents prepared by police and/or the RCMP to detail any criminal records that the applicant may or may not have. Criminal records may include arrest, conviction, and possibly criminal proceedings.

**Note:** In the City of Brantford, applicants will receive a Police Clearance Certificate that includes the Vulnerable Sector Screening information.

#### **Q. Where do I go for a Criminal Background History Check?**

**A.** For the purpose of the Kiwanis Club of Brantford policy, Kiwanians and non-Kiwanian volunteers must obtain their CHBC in the city/county where they reside. The following police stations are found within the geographical area of the Kiwanis Club of Brantford. Kiwanians living outside Brantford or Brant County should contact their local police service for information.

<p><b>Brantford Police Services</b> 344 Elgin St, Brantford 519-756-7050</p>	<p><b>OPP Brant County</b> 28 Mechanic St., Paris 519-442-2242</p>
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**NOTE:** The letter attached to this policy must accompany all applications to the Brantford Police Services for a Criminal History Background Check..

**Q. Are Criminal Background History Checks through a third-party provider such as a Canada Post Kiosk acceptable?**

**A.** No. The only acceptable place to obtain a valid CBHC including a Vulnerable Sector Screening is at the local police station where you live.

**Q. Where are the forms obtained for the Criminal Background History Check?**

**A.** The following forms/reference information can be found on the websites of the local police departments

- Consent to Disclosure of Personal Information
- Request for Vulnerable Sector Screening Check
- Quick Reference Chart for Police Check Requirements
- Acceptable Pieces of Identification

The Brantford Police Services site is [www.brantfordpolice.ca/police-records](http://www.brantfordpolice.ca/police-records)

*The Ontario Provincial Police Paris Detachment information is located on the provincial site at [www.opp.ca](http://www.opp.ca)*

**Q. What identification is required to obtain a Criminal History Background Check?**

**A.** Two pieces of identification are required along with the completed Consent to Disclosure of Personal Information and Request for Vulnerable Sector Check forms. Acceptable forms of identification include: Driver's License, Government Employment Card, Age of Majority Card, Military Employment Card, Canadian Citizenship Card, Status Card, Passport, Permanent Resident Card, Firearms Acquisition Card, Birth Certificate, Baptismal Certificate, Hunting License, Outdoors Card, Canadian Blood Donor Card, and Immigration Papers. **Note:** Health Cards and Social Insurance Number (SIN) Cards are NOT acceptable forms of identification.

**Q. How long does it take to process a Criminal Background History Check?**

A. A CHBC can take between 14 and 120 days to process. At anytime local police services may experience delays due to a backlog in processing CHBCs. There may also be times when you are required to provide fingerprints which will increase the process time. It is advised that volunteers obtain a CBHC before the August/September peak period to ensure your volunteer requirements.

**Q. Why might it take so long?**

A. Due to recent changes in the CBHC process, requirements of a more extensive security in a query of the sexual offender database is necessary.

**Q. When are fingerprints required?**

A. Fingerprints will only be necessary if a volunteer is put through a vulnerable sector screening process, and if their gender and birth date match those of someone on the sex offender registry. If applicants are required to submit fingerprints, they will be notified by their local police. There a \$25 fee and an extension of the time in which you will receive your CHBC.

**Q. Is it a requirement to answer the section related to obtaining information about an individual's background related to mental health?**

A. No. An individual is not required to fill out the section that would allow the Ontario Provincial Police to collect information under the Mental Health Act. The Kiwanis Club of Brantford does not have the authorization to request or collect information under the Mental Health Act for volunteers.

**Q. How much does a CBHC cost?**

A. As of 2014, the fee average cost is \$25 depending on the jurisdiction

**Q. Do I need a Criminal Background Check every year?**

A. According to the policy of the Kiwanis Club of Brantford, a CBHC is required every two years.



**Kiwanis Club of Brantford  
P.O. Box 23056  
Brantford, Ontario  
N3T 6K4  
519-753-7442**

To: Brantford Police Services  
From: Secretary of the Kiwanis Club of Brantford  
Attention: Chief of Police Geoffrey Nelson  
Re: Criminal History Background Checks  
Date: \_\_\_\_\_

The Kiwanis Club of Brantford is a not-for-profit service club incorporated under the laws of the Province of Ontario to raise funds and provide services in Brantford and the county of Brant. The club is administered by an 18-member volunteer Board of Directors. The club members are frequently assisted by non-Kiwanian volunteers to carry out projects and raise funds for the community.

To ensure the highest standards of leadership and to demonstrate due diligence on the part of the Board of Directors, the Kiwanis Club of Brantford requires a Criminal History Background Check (CHBC) for members elected to or appointed to the following club positions: vice president, president-elect, president, secretary, treasurer and those assigned the responsibility of handling and banking funds owned by the club.

In addition, to protect the safety and well being of the children, youth and vulnerable adults who are members of the Service Leadership Programs (SLPs) sponsored by the Kiwanis club of Brantford and to demonstrate due diligence on the part of the club's Board of Directors, the Kiwanis Club of Brantford requires a CHBC for all members or non-Kiwanian volunteers working on behalf of the club, having direct programming contact with members of the SLPs that include K-Kids, Builders Clubs, Key Clubs, Circle K, and Aktion Clubs.

As the authorized representative for the Kiwanis Club of Brantford that has some responsibility for the well-being of one or more children or vulnerable persons as defined in section 6.3 (1) of the Criminal Records Act (Act), I hereby request that the Brantford Police Services conduct a search for the following individual pursuant to section 6.3 of the Act:

**Name of individual:** \_\_\_\_\_

**Address:** \_\_\_\_\_

- **Police Check:** \_\_\_\_\_
- **Pardon Sex Offender/Vulnerable Sector:** \_\_\_\_\_
- **Data Base Check:** \_\_\_\_\_

<b>Policy Title</b>	Club Delegates to the International and District Conventions
<b>Approval Date</b>	March 13, 2014
<b>Updated</b>	

**Purpose:**

The Kiwanis International conventions and the Eastern Canada and Caribbean District conventions provide the opportunity for Kiwanis clubs to participate in the elections of officers and voting on by-law amendments. If the club is not represented, the club’s opportunity to have a voice in the governance of the organization is forfeited.

Kiwanians who attend conventions participate in quality workshops, seminars, and training sessions related to every aspect of the Kiwanis organization. Attendees obtain new ideas and relevant information for their clubs from the numerous exhibitors at every convention. Most importantly, conventions provide the opportunity to meet and exchange ideas with Kiwanians from around the world.

**Policy:**

The Kiwanis Club of Brantford shall endeavour to send the maximum number of delegates to Kiwanis International and Eastern Canada and Caribbean District Conventions.

The club is entitled to send two delegates to the international convention and three delegates to the district convention. Members who are delegates-at-large to a convention are in addition to the allowed number of delegates for the club. There is no restriction on the number of members who may attend a convention from one club.

Club dues shall include financial support for delegates attending the international and district conventions. An amount will be included in the annual club budget to subsidize delegate expenses. Registration fees and costs related to travel and accommodation will be taken into consideration depending on the location of the conventions.

Expenses for non-delegates attending a convention shall not be subsidized. Expenses for partners attending a convention shall not be covered.



### **Selection of Delegates:**

The Kiwanis Club of Brantford delegates to the Kiwanis International convention shall be the President and Vice President. If one of the designates is unable to attend, the opportunity will be offered to the President-elect. Additional vacancies by those identified but unable to attend will be managed by the Board of Directors.

The Kiwanis Club of Brantford delegates to the Eastern Canada and Caribbean District convention shall be the President, President-elect, and either the Club Secretary or Club Treasurer who will rotate their attendance on an annual basis. If one of the designates is unable to attend, the opportunity will be offered to the Vice President. Additional vacancies by those identified but unable to attend will be managed by the Board of Directors.

The Board of Directors shall confirm the delegates to the International and District convention at the March board meeting.

The Club President will arrange to have **The Convention Delegate** (Appendix) district education module shared electronically with the membership in a timely manner prior to the first of the two annual conventions.

<b>Policy Title</b>	<b>Membership Dues and Meal Fees</b>
<b>Approval Date</b>	<b>October 8, 2015</b>
<b>Updated</b>	

**Background:**

Members pay dues to support the operation and services provided by Kiwanis International, the Eastern Canada and Caribbean District and the administration of the Kiwanis Club of Brantford. In addition, an amount per member is paid by the club to the Lieutenant Governor fund to assist with expenses incurred by the Lieutenant Governor of Division 5.

Dues are payable no later than October 31<sup>st</sup>,

Kiwanis International dues are voted on by the House of Delegates at international Conventions

District dues are voted on by the House of Delegates at District convention

The Lieutenant Governor Fund amount is voted on by the club representatives at the Division 5 Council Meetings

The Club Administration dues are calculated based on expenses outlined in the administration section of the club's annual budget.

Members pay meal fees to cover the cost of meals at the weekly meeting of the club.

**Policy**

- **Membership Dues**

Membership dues for the Kiwanis Club of Brantford are stated in the bylaws.

The dues are determined on an annual basis through the approval of the club administration budget. It is calculated by totaling the cost of Kiwanis International dues, District dues, the LG Governor Fund plus the variable projected administrative expenses of the club.

Membership dues are to be paid in full by October 31<sup>st</sup> to the Treasurer of the club.

- **Meal Fees**

The club also collects fees from members to pay the cost of meals served at the weekly club meeting. Meal fees are not a component of the club dues structure

Meal fees are the cost of meals, taxes and gratuities charged by the food service provider.

Members have three options to pay meal fees:

1. A lump sum payment for the cost of 52 meals for 52 weeks due October 31<sup>st</sup>. This option is reviewed by the Board of Directors on an annual basis as part of the administrative budget process and may result in a reduction in the total cost of weekly meals for the year.
2. Quarterly payments by post dated cheques payable on the following dates: **November 1<sup>st</sup>, February 1<sup>st</sup>, May 1<sup>st</sup> and August 1<sup>st</sup>**
3. Payment for meals at the time of attendance at a meeting. For convenience, meals may be charged monthly with payment due immediately upon receipt of a e monthly invoice from the Treasurer.

<b>Policy Title</b>	Duties of the President-elect and Vice President
<b>Approval Date</b>	<b>DRAFT</b>
<b>Updated</b>	

**Purpose**

The Club President requires assistance from the President-elect and Vice President) to effectively manage the operation of the club and support the activities of the committees.

The practice of including the President-Elect and Vice President in club management creates training and mentoring opportunities.

**Policy:**

In the absence of the President, the President-elect will assume the duties of the President. The Vice President will assume the duties if both the President and President-elect are absent.

The President Elect will be the lead member of the Executive responsible for overseeing the activities of the **Fundraising Committees** and the **Administration Committees**.

The Vice President will be the lead member of the Executive responsible for overseeing the activities of the **Service Committees**.

In addition to acting as a resource to the Committee Chairs, the President-elect and Vice President will monitor the activity of the committees they oversee by being in regular contact with the chairs, assist with remedial action when necessary and report to the Club Executive regarding the following:

- the preparation and submission of a committee budget to the treasurer in a timely manner as requested before the beginning of the administrative year
- the establishment of committee goals for the year
- the scheduling of committee meetings as needed
- the submission of monthly committee reports to the board as appropriate

- the outcomes of the committee goals

The President will hold quarterly Executive Meetings that include the President, President-elect, Vice President, Secretary and Treasurer. The agenda will include a report from the President-elect and Vice President regarding each of their assigned committees. Committee Chairs will be invited to attend the meeting if their input is required for a specific agenda item.

**NOTE:** Cross Reference - Policy re Training for Board Members and Committee Chairs

<b>Policy Title</b>	Duties of the Board of Directors
<b>Approval Date</b>	April 9, 2015
<b>Updated</b>	

### **Purpose**

The purpose of the board of directors is to ensure that club operations are in compliance with the Kiwanis Club of Brantford's bylaws, to lead club initiatives and to create and uphold the club's identified goals.

The Members of the Board of Directors must be committed to fulfilling their duties, considering they were elected by the members of the club from a nomination list of other candidates.

### **Policy**

The Kiwanis Club of Brantford will be governed by a Board of Directors elected in accordance with the club by-laws.

### **Structure of the Board of Directors**

As stated in the Kiwanis Club of Brantford bylaws and policies, the following positions comprise the club's board of directors:

#### Executive

- President
- President-elect
- Immediate past president
- Vice president
- Treasurer
- Secretary

#### Directors

### **Duties and Responsibilities**

The duties responsibilities of the board of directors are related to administration, decision making and strategic planning. They include:

- Setting an annual budget
- Ensuring the club complies with applicable governmental rules and regulations

- Creating, implementing and monitoring of the club's policies including determining the good status of members
- Reviewing all club reports sent to Kiwanis International and the Eastern Canada and the Caribbean District including the monthly club report
- Bringing matters to the attention of the board on behalf of a member(s)
- Managing discipline matters as outlined in the bylaws
- Ensuring the club is meeting its financial obligations, including the annual review of financial statements in compliance with applicable government legislation by either a standing financial review committee or a qualified accounting firm NOTE: A board member may not be part of the financial review committee.
- Other duties assigned to the board in accordance with the club bylaws and policies.

### **Term of the Positions**

The terms of the positions that comprise the board of directors are outlined in the club bylaws.

Director positions are elected for a two-year term that begins October 1. The two-year terms are staggered allowing for the election of one-half of the director positions annually

### **Board Meetings**

The Board of Directors meets minimally once a month. Additional special meetings may be held at the call of the president, provided at least 48 hours notice is given to all board members of the date, time, place and topic of the meeting.

A quorum must be present to conduct a board meeting

The board may meet and conduct business by any method that allows all participants to simultaneously communicate with each other.

When in doubt, the President will refer to "Robert's Rules of Order" as the guideline to conduct a board meeting.

The board may take no action that conflicts with the best interests of the club and its members. Other than disciplinary measures, an action of the board may be rescinded or amended by two-thirds vote of the club members present and voting, provided at least 14 days notice is given to all club members.

### **Commitment Made of Members Nominated to Serve as a Director of the Board**

Members of the Kiwanis Club of Brantford who accept the nomination to run for the position of director of the board commit to the following:

- Understanding and accepting the time commitment to be a board member
- Respecting confidentiality on issues identified as requiring such, in order to protect the business interests and the reputation of Kiwanis.
- Attending a minimum of 75% of the twelve-monthly scheduled board meetings per year
- Sending regrets to the Secretary if unable to attend a board meeting.
- Reviewing the bylaws and policies that govern the club
- Knowing how to access the Kiwanis International and Eastern Canada and Caribbean District bylaws
- Attending the board of directors training session provided by the incoming president
- Reviewing the committee reports, reference materials and minutes of the previous meeting in advance in order to be fully prepared for every board meeting
- Participating at board meetings by making suggestions, offering opinions, and asking questions to further clarify issues
- Willing to make motions to move forward the business of the board
- Casting an informed vote on motions before the board meetings
- Respecting and accepting the diversity of opinions that may be expressed by fellow board members and further, agreeing that the board will speak with one voice after a motion has been passed



<b>Policy Title</b>	Electronic Communication Devices at Club Meetings
<b>Approval Date</b>	March 13, 2014
<b>Updated</b>	

**Purpose:**

The weekly meetings of the Kiwanis Club of Brantford provide an opportunity for members to:

- receive important updates regarding club activities
- hear from interesting speakers who put time and effort into the preparation of their presentations
- take an enjoyable break from their regular routine
- visit with fellow members and guests during the meal service

A respectful, courteous environment must be maintained in the meeting room to create a welcoming, supportive environment for everyone in attendance

**Policy:**

All personal electronic communication devices shall be turned off or switched to vibrate mode for the duration of the Kiwanis meeting. In the event that it becomes necessary within the meeting to check or send electronic messages, members may do so discreetly. Ideally, they should do this outside of the meeting room.

<b>Policy Title</b>	<b>Role of the Executive Committee</b>
<b>Approval Date</b>	<b>September 10, 2015</b>
<b>Updated</b>	

### Purpose

To define the role and responsibilities of the Executive Committee of the Kiwanis Club of Brantford in relationship to the Board of Directors.

To assist the President-designate plan and prepare for the next administrative year.

### Policy

The Executive Committee of the Kiwanis Club of Brantford is made up of the following positions: President, Immediate Past President, President-elect, Vice President, Secretary and Treasurer.

The responsibilities of the Committee include the following action items

- Developing a rolling strategic plan for approval by the Board of Directors at the first meeting of the administrative year based on:
  - recommendations from the previous year's board
  - the goals established by Kiwanis International
  - the goal established by the Eastern Canada and Caribbean District
  - the criteria of the Distinguished Program
  - the criteria of the Lieutenant Governor's Quarterly Reports
  - items relevant to the club's service and fundraising project
- Monitoring the implementation and outcomes of the strategic plan
- Developing and recommending fundraising and service goals for approval by the Board of Directors
- Arranging for the delivery of a training and planning conference to the members of the Board of Directors and Committee Chairs in August/September prior to the beginning of the administrative year. The President designate assumes the lead for this action item and in accordance with the direction from Kiwanis International the agenda will include the following:

- Overview of the club organization and the specific responsibilities of each elected and appointed leadership position in the club
  - Review and finalization of the goals, actions and timelines for overall club improvement
  - Review of the Kiwanis International, District and Division goals and ensuring they are incorporated into the club's strategic plan
  - Review of the Distinguished Club Criteria for the year
  - Review of the preliminary budget to support the club to accomplish its goals
  - Review of the club bylaws and policies
  - Presentation of a calendar of upcoming club, division, district and Kiwanis International events
- Conducting an annual club analysis
  - Making recommendations to next year's Executive Committee based on the club analysis and evaluations of the service, fundraising and administration outcomes of the current year.
  - Providing support, guidance and oversight to the committee chairs
  - Managing all contractual related issues for any contract staff of the club.
  - Keeping the Board of Directors informed regarding all relevant information and issues that are sent to the attention of the President and/or Secretary from Kiwanis International and the Eastern Canada and Caribbean District

## **Procedures**

The President chairs the Executive Committee from October 1<sup>st</sup> to May 31<sup>st</sup>.

In order to assist the President-elect plan and prepare for the following administrative year, he/she will chair the Executive Committee from June 1<sup>st</sup> to September 30<sup>th</sup>,

The Chair will set the agenda for the Executive meetings which will be scheduled no less than once per quarter.

Minutes of the Executive Committee meetings will be shared in a timely manner with the Board of Directors

The Vice President Designate becomes a member of the Executive Committee immediately upon election.

The President-elect and Vice President are responsible for providing support, guidance and oversight to all committees of the club. Prior to the beginning of the administrative year the

Executive will determine the list of committees to be assigned to the President-elect and Vice President.

<b>Policy Title</b>	In Memoriam Tributes
<b>Approval Date</b>	September 8, 2016
<b>Updated</b>	

**Purpose:**

To ensure that an expression of sympathy is extended to the family of a deceased member of the Kiwanis Club of Brantford at the time of their death that also acknowledges the member's service to their community and "the children of the world" in the name of Kiwanis.

**Policy:**

At the time of the death of a member of the Kiwanis Club of Brantford, the House and Reception Committee will arrange for a floral tribute to be sent to the appropriate funeral home in time for the visitation and/or funeral service. The tribute is to be sent on behalf of the members of the Kiwanis Club of Brantford.

In the event that there is no visitation, a donation will be made to a charity that the family has chosen in memory of their deceased family member. If no charity is indicated, a donation will be made to The Children's Safety Village of Brant.

The cost of the memorial tribute will be approximately \$5.00 per member including taxes and delivery for floral tributes, to be paid from the club's Administration Account - (club membership of 43 = \$215.00.)

In addition, members are encouraged to make their personal expressions of sympathy to the family.

At the time of death of a family member of a Kiwanian, the House and Reception Committee will arrange to send a sympathy card. Kiwanians are encouraged to make their personal expressions of sympathy to the Kiwanis member and their family.

<b>Policy Title</b>	New Member Induction Ceremony
<b>Approval Date</b>	April 9, 2015
<b>Updated</b>	

### **Purpose**

Individuals proposed for membership in Kiwanis become full, active members with all the privileges of membership immediately upon approval by the Board of Directors.

The ceremonial induction of a new member is the most important of all occasions for our Kiwanis Club. It is a “one time” special event to welcome individuals who bring new skills, knowledge, ideas and enthusiasm to the club.

The ceremony must be a memorable and meaningful experience, focused on the new member. It must convey that they are valued and appreciated as a member of The Kiwanis Club of Brantford.

### **Policy**

An induction ceremony will be held for every new member of the Kiwanis Club of Brantford.

The Membership Committee is responsible for organizing the new member induction ceremony in consultation with the Club President.

An induction ceremony for a new member will be scheduled at a regular club meeting no later than three weeks after the new member has been approved for membership by the Board of Directors. If the new member is not available to attend in that time frame, the ceremony will be planned for a meeting date that suits their schedule.

The President will arrange for adequate time on the agenda for a meaningful ceremony, to ensure the induction is the highlight of the meeting and that it is not rushed.

The inductee, their sponsor, the Club President and a presiding Kiwanian chosen by the President, should be present for the ceremony.

The presiding Kiwanian will be the officiant for the induction ceremony.

**NOTE: The ceremony does not have to follow the script found in the Kiwanis International Club Leadership Training Guide however, a well-prepared script must be used.** The script must convey the importance of the event and deliver an appropriate message of welcome to the new member. The Objects of Kiwanis must be included as part of the ceremony.

The sponsor will be called upon to introduce the new member. A prepared script must be used by the sponsor that shares appropriate, relevant information to the club regarding the new member.

~~The President will present a Kiwanis International membership certificate and a Kiwanis Club of Brantford apron to the new member. In accordance with a long-standing tradition of the Kiwanis Club of Brantford, the President will request the new member to wear the apron at meetings of the club. Each member is expected to welcome the new member and sign the apron until all signatures are received. At that time, the new member may remove the apron and keep it as a special remembrance of their induction into the club.~~

***The President will present a Kiwanis International membership certificate and a Kiwanis Club of Brantford 'Meet the Members' card to the new member. In accordance with a long-standing tradition of the Kiwanis Club of Brantford, the President will request the new member to obtain the signature of each member in the club. Each member is expected to welcome the new member and sign the 'Meet the Members' card until all signatures are received. At that time, the new member may submit the card to the President for verification and then keep it as a special remembrance of their induction into the club.***

As the final step in the ceremony, the presiding Kiwanian will request the sponsor to remove his or her Kiwanis pin and attach it to the left lapel or shoulder of the new member as a personal gesture of welcome and sharing.

The presiding Kiwanian will then invite the membership to provide a standing ovation to greet the new member into the Kiwanis.

Inductees are encouraged to invite family members and/or friends to attend their induction ceremony as their guests. As well, corporate member inductees are encouraged to invite their managers or co-workers to attend as their guests.

<b>Policy Title</b>	Invocation at Club Meetings and Events
<b>Approval Date</b>	June 4, 2015
<b>Updated</b>	

### **Purpose**

Kiwanis welcomes people of all faiths, beliefs, and practices. The Kiwanis Club of Brantford strives to create an atmosphere that is welcoming to all members, potential members and guests.

The inclusion of an invocation at club meetings and events is a long-standing tradition in Kiwanis dating back to the founding of the organization in 1915. However, as local populations become more culturally and religiously diverse, the inclusion of a divine invocation at a club meeting or event is no longer appropriate. .

### **Policy**

The development of the agenda for a club meeting or event is the responsibility of the President or acting President.

The President or acting President may choose from one of the following items to open the meeting:

- A moment of reflective silence
- The presentation of one or more of the “Objects of Kiwanis
- A non-religious inspirational story or quote

It is acceptable for the president to exclude this type of item from their agenda.

This policy does not preclude the club from celebrating faith and culturally based practices such as Christmas, Ramadan, Hanukah, Kwanzaa, Pow wow, Diwali, etc.



<b>Policy Title</b>	Parental Leave for Kiwanis Members
<b>Approval Date</b>	January 3, 2008
<b>Updated</b>	

### **Purpose**

1. To accommodate the needs of Kiwanians who become parents
2. To encourage participation by Kiwanians who are new parents
3. To reduce the cost of Kiwanis membership when new parental responsibilities make full participation more difficult

### **Issues**

The Kiwanis International membership model may penalize a club for active members who do not regularly attend

- The club needs predictability in regard to membership attendance for budgeting reasons
- The member should be encouraged to return to active membership as soon as convenient

### **Policy**

1. Any active Kiwanian who becomes a parent can apply for a 1 to 6-month parental leave.
2. A Kiwanian on parental leave need pay only their dues and the chargeable cost for actual meals consumed by themselves and their guests at normal senior or guest rates.
3. Parental leave cannot extend beyond the 7<sup>th</sup> month after the birth or placement of the child, except in special circumstances.
4. Parental leave should not be approved more than one month before the anticipated date of placement or birth of the child

<b>Policy Title</b>	Privacy
<b>Approval Date</b>	October 6, 2005
<b>Updated</b>	

**Policy:**

The Kiwanis Club of Brantford (the “Club”) is committed to protecting individuals’ right to privacy. This Privacy Policy describes how the Club collects, uses and discloses personal information in accordance with the Privacy Policy of the Eastern Canada and Caribbean District (the “District”) and the applicable privacy legislation.

**1. Application**

This Privacy Policy governs how the Club collects personal information from individuals, including those who are existing or potential members of the Club, donors to the Club’s fundraising and other activities, applicants for our various grant, and other programs, and how the Club uses and discloses such personal information in the course of its work.

**2. Definition of Personal Information**

In this Privacy Policy "*personal information*" refers to any information about an identifiable individual, except for information that is typically listed on a business card, including an individual's business title and business contact information.

**3. The Personal Information the Club Collects**

In order to complete the mission, activities and projects of the Club and to develop and maintain relationships with existing and potential members, volunteers, donors, and partnering organizations, the Club collects a broad range of personal information.

**Members** - If you are an existing or potential member of the Club, the following is a list of the types of personal information that the Club typically collects:

- contact and identification information, including name, work and home address, telephone numbers, fax numbers, e-mail addresses, and spouse's name;
- information about your professional, community and other volunteer involvement, including your work contact information, your title, and the type of work you perform;
- information about your involvement with the Club, the clubs in the District, District, and Kiwanis International, including your committee involvement, the meetings, programs and conferences you attend, and other volunteer involvement with the Club, the clubs in the District, District and Kiwanis International;
- donation information, including financial information, which may include credit card information to process payments from you, information about your estate planning or Will if you plan to make a gift to the Club, District or Kiwanis International by your Will, a description of projects of the Club, the clubs in the District, District and Kiwanis International that you have or would like to support financially, through volunteer work and otherwise, a list of work and donations made to date; and
- tax receipt information, including all information that we require to complete and send tax receipts to you.

**Applicants** - If you are applying to be a recipient of any grant, funding, scholarship, or exchange program that is sponsored by the Club, the clubs in the District, District, or Kiwanis International, alone or in conjunction with any other group or organization, the following is a list of the types of personal information that the Club may collect in considering your application (please note that the information will vary greatly depending upon the application in question):

- contact and identification information about the applicant, including name, telephone numbers, fax number, home and work address, e-mail addresses, and proof of identification;
- if the application includes a review of financial need, the information reviewed could include family information, employment and salary information, family assets, income, and debts;
- if the application includes a request for a certain item or equipment, a description of the current status of the individual and details of why the item is needed, which may include a request for medical information;
- if it is a scholarship or exchange program, a student's background, school activities and marks, volunteer and other community work, and extra-curricular activities;
- personal references and personal statements.

**Donors and volunteers**— If you support any of the Club, the clubs in the District, District, or Kiwanis International programs, projects, activities or fundraisers, we may collect the following information about you:

- contact and identification information, including name, work and home address, telephone numbers, e-mail addresses, and fax numbers;
- work and schedule information, including a review of your work and other related experience to determine your suitability for volunteer work, when and where you work to determine when you will be able to volunteer, a record of when and where you did volunteer for us, and a summary of work completed;
- donation information, including financial information, which may include credit card information to process payments from you, information about your estate planning or Will if you plan to make a gift to the Club, the clubs in the District, District or Kiwanis

International by your Will, a description of projects of the Club, the clubs in the District, District and Kiwanis International that you have or would like to support financially, through volunteer work and otherwise and a list of donations made to date; and

- tax receipt information, including all information that we require to complete and send tax receipts to you.

#### **4. The Purpose of Collecting Personal Information**

**Members.** If you are a new or existing member of the Club, the Club may use your personal information for the following purposes, including:

- to develop, maintain, and manage relations with you and the Club, the clubs in the District, District and Kiwanis International, including providing you information about the Club, the clubs in the District, District and Kiwanis International, and about related activities, programs, promotions, fundraisers, and conferences;
- to monitor, analyze, develop, change, and promote the work, programs, projects, growth, websites, and profile of the Club, the clubs in the District, District and Kiwanis International;
- to collect any amount owing by you to the Club, the clubs in the District, District and Kiwanis International, including membership fees and donations;
- to enable the Club, the clubs in the District, District and Kiwanis International to create and change marketing and development strategies;
- to protect the Club, the clubs in the District, District and Kiwanis International against error, fraud, theft, or damage to the their property;
- to comply with applicable laws and regulatory requirements; and
- any other reasonable purpose to which you consent.

**Applicants** - If you are applying to be a recipient of any grant, funding, scholarship, or exchange program that is sponsored by the Club, clubs in the District, District or Kiwanis International, alone or in conjunction with another organization, the Club may use your personal information for the following purposes, including (please note that the information will vary greatly depending on the application in question):

- to review your application and determine whether you qualify for the project in question;
- to contact you, or any person you make reference to in your application, to verify or obtain additional information;
- to determine your financial need, if applicable;
- to determine your scholastic, community, and other achievements, if applicable;
- to determine your medical or other need, if applicable;
- to choose the successful applicants for the project in question;
- to determine whether the funding given was used for the purpose for which it was intended, and whether the project is fulfilling its objectives;
- to follow up with the applicant about the application form and application process, to analyze, review and improve the project in question;
- to monitor, analyze, develop, change and promote the work, programs, projects, growth, and profile of the Club, the clubs in the District, District and Kiwanis International;
- to protect the Club, the clubs in the District, District and Kiwanis International against error, fraud, theft, or damage to the their property;

- to comply with applicable laws and regulatory requirements; and
- any other reasonable purpose to which you consent.

**Donors and Volunteers.** If you are a donor or volunteer, personal information obtained by the Club may be used for the following purposes, including:

- to confirm your identity;
- to collect any amounts owing by you to the Club, the clubs in the District, District or Kiwanis International;
- to recognize your financial or volunteer contributions to the Club, the clubs in the District, District or Kiwanis International;
- to follow up with you about your experience with the Club or an event or project of the Club, the clubs in the District, District or Kiwanis International, or any related work, and to review and improve the activity in question;
- to advise you about the ongoing activities, programs, promotions, and fundraising activities of the Club, the clubs in the District, District and Kiwanis International, and request your support for such activity;
- to monitor, analyze, develop, change and promote the work, programs, projects, growth, website, and profile of the Club, the clubs in the District, District and Kiwanis International;
- to protect the Club, the clubs in the District, District and Kiwanis International against error, fraud, theft, or damage to their property;
- to comply with applicable laws and regulatory requirements; and
- any other reasonable purpose to which you consent.

## **5. Use of Disclosure of Personal Information**

The Club only uses and discloses your personal information for the purposes described in this Privacy Policy, and for any additional purposes for which the Club has obtained your consent (which consent may be express or implied). The Club does not sell its membership or donor lists to third parties.

## **6. Who Has Access to Your Personal Information?**

The Club may share personal information with its members, employees, volunteers, other clubs in the District, District, Kiwanis International, our accountant and other advisors, third party service providers, fundraising and community partners (which can be found on our web site or by request from our office.), and other parties who require such information to permit the Club, the clubs in the District, District and Kiwanis International, and who assist the Club, the clubs in the District, District and Kiwanis International with developing, maintaining and managing work and relationships with its members, volunteers, donors, project participants, and fundraising and community partners. When the Club is required to disclose your personal information to any of the parties listed above, the Club strives to limit access to your personal information strictly on a 'need to know basis'.

The Club does not sell its membership or donor lists.

In addition, personal information may be disclosed or transferred to a third party in the event of a change in the organization or structure of the Club, the clubs in the District, District or Kiwanis International, or some other form of restructuring, combination, merger, or joint venture.

## **7. Consent**

Each time the Club collects personal information from you, the Club endeavors to inform you of the purposes of the collection so that you have the required information and knowledge to give your consent regarding how the Club intends to use and disclose the personal information that is collected. Further, this privacy policy outlines to you the main purposes for which the Club commonly uses and discloses the personal information that you submit, so you should review this Privacy Policy carefully to ensure that you agree to the purposes, uses and disclosures that are listed above. Subject to the Club's legal and contractual obligations, you may change or withdraw your consent to the Club's use and disclosure of your personal information at any time by sending a request in writing to the Club's Privacy Officer, using the contact information set out below. In some circumstances, a change in or withdrawal of consent by you may limit the Club, the clubs in the District, District or Kiwanis International's ability to provide services or other benefits to you and in such case you shall be notified.

## **8. Protecting Personal Information**

The Club takes all reasonable precautions to ensure that all personal information that the Club obtains is kept safe from loss, improper modification, or unauthorized access or disclosure. To accomplish this objective, the Club endeavors to maintain physical, technical, and procedural safeguards that are appropriate to the sensitivity of the personal information in question.

The safeguards that the Club has instituted to protect your personal information includes: premises security, limiting disclosure to what is necessary in the circumstances, proper destruction procedures, and technological safeguards, such as security software, firewalls, internal password procedures, and other security measures.

## **9. Retention of Personal Information**

The Club retains personal information for so long as is required to fulfill the purposes that you have consented to, and otherwise as is required to fulfill the Club's contractual and legal obligations. You may make a request to have the Club dispose of your personal information in its possession by making a request in writing to the Club's Privacy Officer, using the contact information set out below. If for any reason the Club is unable to do so, the Club will advise you in writing and will outline the reasons why such information must be retained.

## **10. Access to Your Personal Information**

You may request access to the personal information that the Club retains about you at any time by sending a written request to the Club's Privacy Officer, using the contact information set out

below. Upon receipt of your request, the Club may ask you to submit documentation to confirm your identity and your right to access. The Club is entitled and may charge you a reasonable fee to access or obtain a copy of your personal information, however, in such case, you will be advised of such fee in advance.

Your right to access the personal information that the Club retains about you is not absolute. In some circumstances, the applicable law, or regulatory requirements, may allow or require the Club to refuse to provide some or all of the personal information that the Club retains. In addition, the personal information may have been destroyed, erased, or made anonymous in accordance with the Club's record retention obligations and practices. If the Club refuses your request for access, the Club will advise you in writing and outline why all or part of your request has been denied.

## **11. Accuracy of Your Personal Information**

The Club strives to keep its records as accurate and complete as possible to be able to provide the highest quality of work and services and communicate effectively with its members, volunteers, donors, and other parties that it works with in the community. Please advise the Club in writing of any changes to your personal information to ensure that the Club's records are accurate. Also, please advise the Club if you have any special instructions regarding how we communicate with you. Once you advise the Club of changes to your personal information, the records will be corrected to remove any outdated or incorrect information. The Club may ask you to provide documentation to support your request for a correction. If the Club does not agree with your request, your request shall be added to your file and a letter will be sent to you outlining why your request has been denied.

## **12. The Club's Website**

You can visit the Club's website at [www.brantfordkiwanis.org](http://www.brantfordkiwanis.org) , without disclosing your identity. The Club's web server may collect information related to your visit to the website, including the IP address and domain used to access the site, the type and version of your browser, the website you came from to access the site, the page you entered and exited at, any website page that is viewed by that IP address, and what country you are from. The Club may use this information to monitor the Club's website performance (including the number of visits, average time spent, and page views), modifying the website, and change the information and other services provided.

## **13. The Club's Privacy Officer**

The Club has appointed the Club Secretary as its Privacy Officer to ensure that proper personal information procedures and policies are in place, and to oversee compliance with this Privacy Policy. If you have any questions about this Privacy Policy or any comments or concerns relating to the Club's treatment of your personal information, please contact the Club's Privacy Officer in writing using the contact information listed below. If you are not satisfied with how your issues are addressed, you may contact the Office of the Privacy Commissioner of Canada at [www.privcom.gc.ca](http://www.privcom.gc.ca) or 1-800-282-1376 (**or the relevant appellate body in your jurisdiction**).

To request the contact information for the Club's Privacy Officer (Club Secretary) use one of the following methods:

Club Office Telephone: (519) 753-7442  
Club Office Fax: (519) 753-5336  
Club Office Email: [Kiwanis@bfree.on.ca](mailto:Kiwanis@bfree.on.ca) to request current contact information for the  
Club Secretary

#### **14. Revisions and Interpretations**

The Club may from time to time make changes to this Privacy Policy. The Club will post any revised versions of this Privacy Policy on its website at [www.brantfordkiwanis.org](http://www.brantfordkiwanis.org) .

This Privacy Policy does not create or confer upon any individual rights, or impose upon the Club any obligations outside of, or in addition to, any rights or obligations imposed by the applicable privacy legislation. Should there be any inconsistency between this Privacy Policy and the applicable privacy legislation, the applicable privacy law shall be paramount, and this Privacy Policy shall be interpreted, to give effect to, and comply with, such privacy law.



<b>Policy Title</b>	Speakers Program
<b>Approval Date</b>	October 8, 2015
<b>Updated</b>	

### **Purpose**

The Speakers Program at meetings of the Kiwanis Club of Brantford provides a special benefit to membership in the club. The presentations offer interesting information and facts on a wide variety of topics. The topics are varied and informative. They promote interesting discussion and enhance the overall experience of Kiwanis membership.

### **Policy**

The Kiwanis Club of Brantford will have an organized, well planned Speakers Program for designated meetings every month.

Guest speakers should have the ability to speak confidently in public and be knowledgeable about their subject.

Topics must be of interest to the majority of the membership.

A wide variety of speakers and topics are to be included in the Speakers Program schedule for the year.

Speakers who are employees or owners of “for profit” businesses may be invited to speak to the club to share their knowledge and expertise on a subject related to the business. However, the speaker may not advertise or promote their business in the presentation or at the meeting.

Speakers from “not for profit” organizations may be invited to speak to the club to raise awareness regarding a social condition or share information regarding a local project. However, the speaker may not make a request for a donation in the presentation. Donation requests must be made through the policy established by the club.

If a program topic inherently possesses differing values or philosophies among the general population, consideration must be given to inviting two speakers to represent the differing points of view on the topic. Each speaker must be given equal time on the program.

Meal costs for the guest speaker are paid by the club. The speaker is responsible for the payment of meals for any guests they invite to the meeting.

The Program Committee will be responsible for preparing a schedule of members to introduce and thank the speakers. New members who are interested, will be given priority to participate in the schedule as a means of involving them in the club.

### **Candidates for Political Office**

Candidates for public office may be invited to participate in a speaker's program but only as members of a panel that includes the nominees for the same position in an election. Individual candidates may not address the club.

### **Special Speakers**

An invitation is extended to the Lieutenant Governor of Division 5 to be the program speaker within the first two months of the administrative year. The Lieutenant Governor, as the District Governor's representative, will be asked to share the established goals of the district for the year, explain how the club is expected to participate in helping to meet those goals and provide updates on special projects or events at the international, district and division level.

If the President of Kiwanis International or the Governor of the Eastern Canada and The Caribbean District are invited to attend a club meeting or event, they must be offered the opportunity to be the program speaker. If both the Governor and International President attend the same meeting or event, the International President would be invited to be the key note speaker and be introduced by the Governor. This does not preclude the Governor from also being invited to speak.

<b>Policy Title</b>	Signing Authorities
<b>Approval Date</b>	October 8, 2015
<b>Updated</b>	

**Purpose**

The Board of Directors is responsible for the governance and management of the organization. The Board of Directors must implement and monitor the necessary checks and balances to ensure that the resources and business practices of the club are well managed.

**Policy**

That fiduciary responsibility of the Board of Directors includes:

- Designating the Authority to Sign Cheques
- Designating the Authority to Approve Expenditures
- Designating the Authority to Execute Documents

**Designating the Authority to Sign Cheques**

All cheques issued from the service or administration accounts of the club must be signed by two of the following signatories on record with the appropriate bank(s): Treasurer, President, President-elect, Secretary

**NOTE:** All expenses must be paid by cheque and verified with receipts. The pre signing of cheques for future use is not permitted.

**Designating the Authority to Approve Expenditures**

The Club Treasurer is authorized to pay expenditures in accordance with the approved budget only when requested do so in writing by the chair of the committee requesting that the payment be made

Requests for emergency administrative expenses are to be approved by the board. However, if board approval is not practical, in order to manage the emergency appropriately, the Treasurer in consultation with the President and/or President-elect, may pay the emergency expense. This may be done only if the funds are available within the current budget and are not designated for any other purpose. The nature of the emergency and the amount of the expenditure are to be reported at the next board meeting.

### **Designating the Authority to Execute Documents**

Any document that binds the Kiwanis Club to a contract or agreement must be presented to the Board of Directors for approval. The final document must be signed by the Secretary and one of the following signatories: President, President-elect, Vice President.

<b>Policy Title</b>	Service Leadership Programs – Financial Support
<b>Approval Date</b>	March 2014
<b>Updated</b>	

### Purpose

Kiwanis International empowers people at every stage of life to become competent, capable and compassionate leaders by helping them learn to help others. Through our Service Leadership Programs, Kiwanis enables our sponsored youth and adult leaders to serve their communities, opening doors for them to change the world.

### The Service Leadership Programs (SLP)

#### **1, Kiwanis Kids**

Three programs for students between the ages of 6 and 12: K-Kids, Bring Up Grades (BUG), and Terrific Kids.

#### **2. Builders Club**

A leadership program for elementary school students in grades 6, 7 and 8.

#### **3. Key Club International**

The largest high school service leadership organization in the world.

#### **4. Circle K International**

A global service organization for university students.

#### **5. Aktion Club**

The only community-service club for adults living with disabilities.

Kiwanis Clubs have the privilege of serving and guiding SLP clubs as well as the responsibility to assist them with financial support for ongoing administration costs.

### Policy

The Kiwanis Club of Brantford will pay the annual Eastern Canada and Caribbean District and Kiwanis International dues for all its sponsored SLP Clubs

Additionally, the Club will support **XX** delegates from each club to attend their respective District Convention. The club will pay **one third** of the following costs:

- convention registration
- travel by the most economical, practical means of transportation
- a maximum of three nights accommodation at the convention hotel

### **Note**

The high schools of the Key Clubs sponsored by the Kiwanis Club of Brantford do not allow fundraising projects outside of those sanctioned by the staff and Student Council. As a result, our Key Clubs are not able to participate in the structure recommended by the District Key Club Board of Trustees to fund attendance at conventions - one third paid by the sponsoring Kiwanis Club, one third paid by the administrative funds raised by the Key Club and one third paid by the student. This Kiwanis Club policy is to be reviewed if the school(s) policy change. 2/14

<b>Policy Title</b>	Service Leadership Members – Meal Costs at Kiwanis Meetings
<b>Approval Date</b>	March 13, 2014
<b>Updated</b>	

**Purpose**

Kiwanis Clubs are encouraged to take an active, inclusive approach to involving Service Leadership Program (SLP) Members in Kiwanis meetings and to budget for the related costs accordingly.

**Policy**

To help foster the interest of SLP members in the Kiwanis organization and encourage their attendance at Kiwanis meetings, the Kiwanis Club of Brantford will annually pay the meal cost for SLP members once in the Kiwanis administrative year. SLP members are welcome to attend meetings of the Kiwanis Club of Brantford any time after that and pay their meal costs except as noted below. The club will pay meal costs on behalf of SLP school or agency advisors any time they accompany SLP members to a regular meeting of the Kiwanis Club of Brantford.

Additionally, if SLP members are requested to attend a meeting of the Kiwanis club of Brantford for a specific purpose such as a program presentation, meal costs will be paid for up to three members of the SLP club.

This policy does not apply to special event meetings such as a Kiwanis Club anniversary where meal prices may be significantly higher than the cost of the weekly luncheon. This would not preclude the board from approving the payment of meals for SLP members at special event meetings.

The Kiwanis Club Advisors responsible for each SLP Club will monitor the attendance of SLP members at Kiwanis meetings.

Meal costs related to this policy may be paid from the administrative or service account.

<b>Policy Title</b>	<b>Training for Board Members and Committee Chairs</b>
<b>Approval Date</b>	<b>March 13, 2014</b>
<b>Updated</b>	

**Purpose**

Personal growth and development are important benefits Kiwanis offers to its members and potential members. Those who experience success in club activities achieve greater satisfaction from their membership in Kiwanis.

Kiwanians who agree to accept leadership positions in the club must be supported through mentoring and training to be successful.

**Policy**

The President Designate\*, President-elect Designate and Vice President Designate will work as a team to develop and arrange the delivery of an Orientation and Training Session for all members of the incoming Board of Directors and Executive and an Orientation and Training Session for all the incoming Committee Chairs.

The sessions shall be held between August 1<sup>st</sup> and September 1<sup>st</sup>.

The President Designate shall provide a minimum of one month's advance notice regarding the date of the Orientation and Training Sessions in order to provide sufficient time for the participants to schedule accordingly.

The training agenda for the Board of Directors shall include the role of the board member, expectations regarding attendance and participation at board meetings, the District Governors' goals for the upcoming year, the Club President's goals for the coming year and a page by page review of the Club By-laws and Policy Manual.

The training agenda for the Committee Members shall include the role of the committee chair, recruitment of committee members, setting a budget for the committee, the District Governor Designate' s goals for the coming year, the Club President Designate' s goal for the coming year, establishing committee goals and a page by page review of the Club By-laws and Policy Manual.



The Club President will promote the importance of mentoring new club leaders and the use of the **Mentoring Your Successor** tool (Appendix 2)

**\*NOTE:** The term “designate” is attached to position titles from the time of the spring elections until the first day of the new administrative year commencing October 1<sup>st</sup>. The term designate becomes redundant on October 1<sup>st</sup> and is not used again until the elections the following year.

<b>Policy Title</b>	Supervision of Youth
<b>Approval Date</b>	<b>November 13, 2014</b>
<b>Updated</b>	

**Purpose:**

To ensure the highest standards of appropriateness to protect both the Kiwanis member and participating youth in Kiwanis programming and to demonstrate due diligence on the part of the Board of Directors of the Kiwanis Club of Brantford, the following policy has been established.

**NOTE:** The policy regarding Criminal Background Checks must be reviewed in conjunction with this policy.

**Definitions**

Members of the Kiwanis Club of Brantford may be requested to act as chaperones at a Kiwanis event such as a Key Club convention or Key Leader Program or to provide transportation for youth.

**Youth:** A youth is defined as any person under the age of 18 years.

**Chaperone:** A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in loco parentis, twenty-one (21) years of age or older, that has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event.

**Overnight Stays**

While attending a Kiwanis event that requires overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is required and must include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a sleeping room or other sleeping quarter (e.g., tent) with his/her own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarter with a youth. In the event that sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

**Transportation**

Members of the Kiwanis Club of Brantford transporting youth in a vehicle shall do so only if there is a second adult in the vehicle. In hardship circumstances when all options have been exhausted and no other adult is available, the “rule of threes,” must be followed which states that there must be at least three people in the vehicle at all times. All transportation decisions are to be made in accordance with school policies.

### **Medications**

The possession of prescription and non-prescription medications by youth at a Kiwanis event is permitted only by the written permission of the parent/guardian.

### **Use of Alcoholic Beverages and Tobacco**

While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from consumption of alcoholic beverages and/or use of tobacco products during any portion of the event.

### **Reporting**

If a member of the Kiwanis Club of Brantford observes troubling behaviour involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, he/she must immediately contact the appropriate personnel at the event as well as provide notification to law enforcement personnel as appropriate. All municipal, provincial and federal laws regarding reporting must be followed.

### **Personal Information**

All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission to treat forms, etc. must be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The Kiwanis group or committee responsible shall maintain the records for a minimum of three years or longer as may be required by applicable provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable provincial laws and regulations.

### **Youth and Social Media**

For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), members of the Kiwanis Club of Brantford will not initiate any such connections with youth. If a youth requests such a connection from

a Kiwanian, he/she will use their best judgment in responding. If there is any doubt regarding the appropriateness of responding the members must refrain. Kiwanians should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. Kiwanians will refrain from interactions that can be seen as excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, permission must be obtained from any and all individuals (or parents for minors) that appear in that media. It could be illegal to do otherwise and possible put a child at risk.

### **Behavioural or Health Issues**

Kiwanians are often seen by a young person as an adult to trust with personal and/or sensitive information. Members of the Kiwanis Club of Brantford will refrain from counselling youth. If appropriate, school personnel should be contacted.

### **Conflicts with Other Rules**

Whenever these guidelines conflict with local school policies or municipal, provincial, or federal laws, the highest applicable standards for conduct shall prevail.

<b>Policy Title</b>	<b>Fees and Dues Paid by New Members</b>
<b>Approval Date</b>	<b>January 2018</b>
<b>Updated</b>	

**Purpose:**

The policy provides direction regarding the requirement for a new member to pay fees and dues.

**Policy**

Individuals applying for membership are required to pay a New Member Add Fee in accordance with the Club Bylaws, at the time they submit their application for membership to the club.

If the application for membership is not approved by the Board of Directors, the Treasurer will return the funds to the individual immediately.

Membership dues for a new member become payable on October 1<sup>st</sup> following the date the new member joined the club.

Example: if a new member joins the club on December 1<sup>st</sup>, no dues are payable until the beginning of the next administrative year which commences October 1<sup>st</sup>.