



MEMBERSHIP HANDBOOK

Kiwanis is a global organization of volunteers, dedicated to improving the world, one child and one community at a time.

woosterkiwanis.org

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OBJECTIVES OF KIWANIS

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

Our primary objective is a commitment to make children PRIORITY ONE, which means that all of our efforts are directed at improving the lives of young people in the community. We do this through a variety of programs and partnerships, including Safety Town for local children entering Kindergarten and literacy programs at our local schools.

The Kiwanis motto is "**We Build**" and the fruits of our labor are clearly visible throughout the community. From the Kiwanis Playground at Christmas Run Park, the Laura B. Frick Kiwanis Playground at Freedlander Park, the Salvation Army playground, the observation deck at the Barnes Preserve and picnic pavilions throughout the city, the Wooster Kiwanis Club has certainly made its mark on our town.

WE BUILD... LEADERSHIP

WE BUILD... LITERACY

WE BUILD... HEALTHY FOUNDATIONS

WE BUILD... COMMUNITY

WE BUILD... with SERVICE

#KIDSNEEDKIWANIS

2024 – 2025

CLUB OFFICERS

President	Christy VanSickle
President-elect	James Dewald
Vice President	-
Immediate Past President	Corey Spitler
Treasurer	Don Ackerman
Secretary	Jean Schludecker
Assistant Secretary	Diana Cooper
Historian	-

BOARD OF DIRECTORS

Adrian Besancon	Peter Roberts
Mike Bogner	Megan Spaid
Naomi Eberly	Amy Tietz (Satellite)
Barb Friedhoff	Mark Wiest
John Pyle	-

MEMBERSHIP TYPES & COSTS

MEMBERSHIP TYPE	DUES	MEALS
Individual	\$480	Included
Corporate	\$480	Included
Young Professional (up to age 40)	\$250	Included
Senior Member	\$125	\$11 per meal
Second & Third Family Member	\$60	\$11 per meal
Leave of Absence	\$125	\$11 per meal
Satellite Club	\$125	\$11 per meal

MEETING LOCATION & TIME

Regular Meetings	Every Tuesday at Noon @ The Connection Conference & Event Center 1034 Country Club Dr, Wooster, OH
Board Meetings	Third Thursday of Every month at Noon @ Wayne Metro Housing Authority 345 N. Market St, Wooster, OH
Division Meetings	Third Tuesday of Every month at 7pm @ Norton Community Center 4060 Columbia Woods Dr, Norton, OH

COMMITTEE STRUCTURE AND PURPOSE

To best serve our community we must pull on our individual talents to create an effective team. Committees are needed to outline the flow of assignments for any given event, project, and fundraiser. In addition specific committees help with our club operations, growth and mission.

AAUW/KIWANIS USED BOOK SALE

COMMUNITY SERVICE

FUNDRAISING

HOUSE

MEMBERSHIP

PROGRAMS

PUBLIC RELATIONS & COMMUNICATIONS

SATELLITE CLUB

YOUNG CHILDREN PRIORITY ONE

YOUTH LEADERSHIP & ACHIEVEMENT AWARDS SUB-COMMITTEE

USED BOOK SALE

Co-sponsored by the American Association of University Women (AAUW) and the Kiwanis Club of Wooster. The drop-off center will be open every Saturday from 10:00 AM to noon. The entrance to the drop-off center is located on the side alley on Thomen Ct. (behind 214 N Bever St. in Wooster). Book donors are reminded to stay in their cars and allow volunteers to remove donations. Large drop-offs, such as moving or estate clearances, can be made by appointment. The sale will open on the last Tuesday of September with a Preview sale, and close on Saturday at the Wayne County Fairgrounds campus (Buss Hall). Hours are 4:00 PM to 8:00 PM on Tuesday, 9:00 AM to 8:00 PM, Wednesday through Friday and 9:00 AM to 2:00 PM on Saturday. Friday is half-off day and Saturday is \$5.00 per shopping bag day. All proceeds go to AAUW's fund to provide scholarships to women whose education has been interrupted and to Kiwanis for use in their many projects to benefit Wooster youth.

COMMUNITY SERVICE

This committee serves to keep us actively involved in our community through a variety of service opportunities. They are tasked with maintaining communications with the city and county administrators and others to determine and educate our club on our local needs. They serve as the funnel for volunteer partnerships with other community organizations and as a team to review fund requests from outside of the club. This committee coordinates volunteer efforts that support other community agencies. Goal: To maintain strong community service in addition to our major project and recruit members to support projects with skills, time, and finances.

FUNDRAISING

This committee is responsible for leading the charge of our fundraising efforts to support the service activities of our Club. The committee supports the efforts of our individual fundraising committees, focusing on each event as it approaches to provide assistance to the event chairs. Fundraising is necessary to support our service programs and our Sponsored Leadership Programs.

HOUSE

The house committee keeps the meetings organized, sets up and collects materials for each meeting, and coordinates a weekly greeter and invocation leader. They are also responsible for collecting data for reporting to the treasurer and secretary. The goal of this committee is to create a positive atmosphere for our weekly meetings and assist the leadership team.

MEMBERSHIP

Recruiting members maintains our club's ability to provide valuable service to our community. The goal of the membership committee is to increase our overall membership by the end of the 2018 term, to hold regular new member orientations, and to encourage active involvement of new members.

PROGRAMS

The purpose of this committee is to plan programs of interest to our current members as well as programs that would attract new members. Each week with the exception of the first week of the month which will be committee day, this group shall coordinate a speaker or event for approximately 20 minutes. The goal this year is to use monthly programming to entice guests to join our luncheons by targeting at least one speaker or program per month either from outside Wooster, or who are known community leaders, or with extraordinary entertainment value and to encourage active involvement of new members.

PR & COMMUNICATIONS

The goals of the Public Relations and Communications committee are: to increase our marketing presence for all events and fundraisers; to work with the local media to highlight Kiwanis events; to communicate with the public and members through website, social media and our electronic newsletter, the Ki-Woo.

SATELLITE CLUB

This group will uphold the objectives of Kiwanis during their monthly meeting at Wayne County Schools Career Center. Participants are encouraged to attend Wooster Kiwanis events, projects, and fundraisers. This group as a committee will support the efforts of the Key Clubs. The goal of this committee is to continue to expand membership of the satellite club and actively participate in fundraising and service projects.

YOUNG CHILDREN PRIORITY ONE

The mission of our club is serving the children of our community--this committee is the heart of this mission. This committee will be the catalyst for such events as Safety Town, Bike Rodeo, Celebration of the Young Child, School Programs, and Literacy events. This committee's role will be to mobilize our club and create energy and enthusiasm as we serve together meeting the needs of young children in our community. The committee goal is to expand young children activities in relation to literacy, safety, and health. This committee is tasked with keeping the club informed and engaged in the monthly planned activities that benefit the young children of our community.

YOUTH LEADERSHIP & ACHIEVEMENT AWARDS SUB-COMMITTEE

This sub-committee is responsible for administering the Kiwanis Achievement Awards-recognizing secondary school students for a commitment to service and leadership.

MAJOR PROJECTS

FUNDRAISING	
Pancake Day	March/ April Before Easter
Strawberry Social	June
Meal That Matters	June
Wayne County Fair Grandstand Clean Up	September
AAUW/Kiwanis Used Book Sale	Year round collection / September Sale

SERVICE	
Highway Cleanup	Year round
Mose Hole Classic	December
Winter Wonderland	December
Week of the Young Child	March
Bicycle Rodeo	June
Safety Town	August
Literacy & Book Give-Aways	Year round

COMMUNITY SUPPORT	
Salvation Army Bell Ringing	November/December
Prayer Breakfast	March/April
Wayne County Fair 4-H Support	September

Project Committees will assist the project chair in development of a time line and maintaining accurate records. The committee will file all final fundraising reports.

WOOSTER KIWANIS BYLAWS

By-Laws are in Draft status until approved by the club and Kiwanis International.

ARTICLE 1. NAME AND OBJECTS

1.1 This organization is the Kiwanis Club of Wooster noon which is a member of Kiwanis International and exists only by charter granted by Kiwanis International.

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

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

ARTICLE 2. MEMBERS

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

2.2 Members in good standing are entitled to all rights and privileges of the club. To be in good

standing, members are obligated to pay the dues and fees provided in club policy and comply with any other criteria provided in club policy.

2.3 Members not in good standing may be suspended or removed by no less than a majority vote of the board. At least fourteen (14) days previous notice of such pending action must be provided to the member. The member will have the right to appear to present his/her case to the board on or before the meeting at which action will be determined.

2.4 A member may resign by submitting written notice to the club. Any member who resigns or has been removed from club membership forfeits all interest in any club funds or property and all rights to use any Kiwanis marks.

ARTICLE 3. OPERATIONS

3.1 The administrative and fiscal year of this club is the same as Kiwanis International, which is October 1-September 30.

3.2 The board will determine the frequency, day, time, and place of regular club meetings, no less than once each month. Special club meetings may be called, and scheduled meetings may be cancelled or rescheduled, by a majority vote of the board or club members, provided at least 48 hours previous notice is given. Subject to laws of local jurisdiction, club members may meet and conduct business by any method that allows all participants to simultaneously communicate with each other or as otherwise allowed by law. Participation constitutes attendance. Normal club meeting rules apply. If any votes taken verbally are unclear, they should be taken by roll call.

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

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

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

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

Guidelines for Programs

1. The Kiwanis Club of Wooster does not support any political party, candidate, or levy, but encourages members to exercise their right to vote.
2. No incumbent political figure, or announced candidate, can speak to the club within three (3) months prior to the election.
3. No entity funded totally, or in part, by a levy can speak to the club within three (3) months of a levy being on the ballot, without equal time offered to the opposition at the same meeting.
4. No issue on the ballot can be presented to the club within three (3) months prior to the election, without equal time offered to the opposition at the same meeting.
5. Kiwanis is not a religious organization – our members may come from all faiths and beliefs, yet we come together united in a desire to serve children and our community. While “spirituality” is a component of Kiwanis, there is no one official religion of Kiwanis.
6. While requests for funds may be made, they should not comprise the bulk of the program/presentation. Speakers from for-profit organizations can speak of issues that deal with their industry and the community. Products and services may be mentioned, but promotion of them should not comprise the bulk of the presentation.

Candidates may appear at a public event held by Kiwanis on their own initiative, but they are not permitted to distribute campaign related literature, address the gathering, or in any way promote themselves, or an issue.

ARTICLE 4. OFFICERS AND DIRECTORS

4.1 The officers will be a president, immediate past president, president-elect, treasurer, and secretary. The officers may also include one or more vice-president(s), if so defined in club policy. This club will also have a minimum of three (3) directors as stated in club policy. No

offices may be held by the same person except those of secretary and treasurer, and no person shall simultaneously serve as an officer and a director. This club may also have such other offices as may be required by the laws of local jurisdiction. The names, terms, and duties of such offices, as well as the processes for elections and filling of vacancies, will be included in relevant provisions of the club's bylaws and/or policies.

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

- The president acts as the club's executive officer; presides at all meetings of the members and the board; and regularly reports to both groups.
- The secretary keeps the club's records; promptly reports membership changes to Kiwanis International; keeps minutes of club and board meetings; files required reports (if any) with local, national, and other government authorities; and regularly reports to the members and board.
- The treasurer handles and accounts for all club funds on authority of the board; maintains club financial records; and regularly reports to the members and board.
- The president-elect, immediate past president, and vice president (if any) have duties as usually pertain to the office or as may be assigned by the president or board.

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

ARTICLE 5. ELECTIONS AND VACANCIES

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

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

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

club policy, with each term beginning October 1 after election.

5.4 Vacancies will be filled as follows:

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

ARTICLE 6. BOARD OF DIRECTORS

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

6.2 The board has the following responsibilities:

- Provide general management of the club not otherwise delegated to the membership in these bylaws or club policy.
- Assure the club complies with applicable governmental rules and regulations.
- Determine the good-standing status of members in accordance with club policy.
- Perform other duties as provided in these bylaws and club policy.

6.3 A majority of the members of the entire board constitutes a quorum, and a majority vote of the board members present and voting is required for all business unless otherwise provided in these bylaws or club policy.

6.4 The board will meet regularly at a designated place and time that it determines. The board may hold special meetings at the call of the president or a majority vote of the board, provided at least forty-eight (48) hours previous notice is given to board members of the date, time, place, and topic(s). Subject to laws of local jurisdiction, the board may meet and conduct business by any method that allows all participants to simultaneously communicate with each

other or as otherwise allowed by law. Participation constitutes attendance. Normal board meeting rules apply. If any votes taken verbally are unclear, they should be taken by roll call.

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

ARTICLE 7. DISCIPLINE

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

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

7.2

- a. If a written allegation of "conduct unbecoming a member of the Kiwanis family" is made against a member of a Kiwanis club, the club president shall immediately request from Kiwanis International a copy of the detailed procedures to be followed by clubs and shall appoint a special investigator to investigate the matter (or, if the club president is accused, the immediate past president shall act).
- b. The Board shall consider the investigation report and determine whether to hold a hearing on the matter. The President shall notify the accused member of the investigation results and whether the Board intends to pursue the allegation(s). If a hearing is held, the board shall then meet and report its decision, whether the member did or did not engage in "conduct unbecoming" and, based on that decision, the appropriate disciplinary action, if any, as follows: informal counseling, a verbal reprimand, written reprimand, suspension from office or club membership, or removal from office or club membership. The determination-of the discipline should be based on the seriousness of the unbecoming conduct. All disciplinary actions shall be documented in club records.
- c. If either the accused member or the investigator believes that some part of the

investigation process was faulty or the determination was incorrect, either party has the right to appeal in writing the board's decision(s) to the club membership. The appeal shall be heard at a special meeting of the club members in good standing. The decision of the club membership to uphold, reverse or change the board's decisions(s) shall be final.

- d. If, at any point during the "conduct unbecoming" process, possible criminal wrongdoing is discovered, the matter shall be reported to the proper authorities.
- e. All materials, facts, and information related to the investigation, determination, and appeal (if any) shall be kept confidential at all times by any parties or persons involved in any part of the process.
- f. The club shall retain all official records on the matter (allegation report, investigation report, hearing record, board report, and appeal record if any) in a confidential file as long as required by applicable law, and shall send a copy to the Executive Director of Kiwanis International, to be retained in a confidential file.

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

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

ARTICLE 8 . FUNDS AND ACCOUNTING

8.1 Monies received for club service activities, regardless of source, may be used only for

service activities. Separate accounting records must be maintained for service funds and administrative funds.

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

8.3 The club's financial records will be examined annually by either (a) a qualified accounting firm not affiliated with any club member; or (b) a standing financial review committee, as provided in club policy. The club's accounting records will be available for inspection by the accounting firm or the committee and, upon request, by the president or board. A written report of the annual financial examination shall be submitted to the board.

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

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

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

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

ARTICLE 9. AUTHORITIES

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

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

- First-Kiwanis International bylaws;
- Second-Kiwanis International policies and procedures;

- Third-Federation bylaws (if any)
- Fourth-District bylaws (if any)
- Fifth - Robert's Rules of Order Newly Revised (latest edition)

ARTICLE 10. BYLAWS AND POLICIES

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

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

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

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

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

Mandatory Club Policies'

As stated in the club bylaws (Sec. 10.4): "The club membership shall consider and adopt the mandatory club policies required by Kiwanis International, which complete provisions stated in the bylaws. Adoption shall be by two-thirds (2/3) vote of the club members present and

voting, provided at least fourteen (14) days previous notice is given to the club members." Policies A- F must be considered, completed, and adopted by the club and submitted to Kiwanis International for approval with the club's bylaws.

A. CLUBS DUES AND FEES

Notes: Use this policy to state the current amount of dues and other fees (if any) for your club.

- The dues and new member enrollment fee amounts should include the current Kiwanis International dues and fees, district dues and fees (and federation dues and fees, if any).
- If new members are alumni of Service Leadership Programs, clubs should not charge them for Kiwanis International dues for two years after joining the club. (See Bylaws Section 8.5 regarding how club dues and fees are set.

Members will pay the following financial obligations to the club:

- Currency: U.S. Dollar
- Annual dues amount
- New member enrollment fee--amount: \$25.00
- Other amount, if any: Item: Ohio District Family Membership

B. MEMBERS IN GOOD STANDING

Note: Per Bylaws Section 2.2, this policy provides uniform definition of 'member in good standing' for all members of the same club. A member is not considered in good standing with the club if he/she is more than 9 months in arrears on dues or fees owed by that member.

C. OFFICERS AND DIRECTORS

1. This club has 1 offices of vice-president.
2. This club has 9 directors including 1 representative from the satellite club.
3. A vacancy in the office of president shall be filled by the president-elect

D. OFFICERS AND DIRECTORS TERMS

Note: Per Bylaws Section 5.3, choose the appropriate number of years as the term for each officer or set of officers.

Officers and directors terms are as follows:

1. President, president-elect, immediate past president 1 year

2. Secretary: 1 year
3. Treasurer: 1 year
4. Vice-president: 1 year
5. All directors: 2 year

E. OFFICERS AND DIRECTORS ELECTION PROCESS

Note: Per Bylaws Article 5, each club must adopt a written process for nomination and election of club officers and directors. The following process states the basic requirements for nominations and elections.

The election process for this club is as follows:

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

F. ANNUAL FINANCIAL REVIEW

To perform its annual financial examination as stated in Bylaws Section 8.3, this club:

Has a standing financial review committee composed of two or more qualified* club members, excluding any board members. Selection of the members will be determined by vote of the club board terms shall be for one year each, October 1 - September 30. It is recommended that no person serve more than three (3) consecutive terms.

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

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

G. CLUB MEETING INFORMATION

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

1. This club: meets weekly Every Tuesday at Noon
2. Club satellite meeting: meets at a minimum once monthly in the morning.

Adoption by Club PENDING

Approval by Kiwanis International PENDING

INTERNAL CONTROL PROCEDURES

CASH DISBURSEMENTS

- a. Purpose – disbursements made only for properly approved expenditures
- b. Role of Board
 - i. Periodically review and approve procedures
 - ii. Authorized list of check signers – President, Treasurer, Secretary
 - iii. Review and approve monthly treasurer’s report
 - iv. Approve all expenditures in excess of \$300 not specifically budgeted
- c. Role of committee/event chairs
 - i. Obtain consent of committee for budgets and major expenditures
 - ii. Approve payments that fall within the budget limits
 - iii. Provide written authorization to treasurer for all disbursements – either in form of check request or other suitable format (e.g. approved invoice, receipt, etc.)
- d. Role of treasurer
 - i. Prepare check on timely manner after receipt of written authorization
 - ii. Have checks signed by two authorized signers
 - iii. See that checks are mailed or delivered promptly to recipient
 - iv. Make certain accounts are not overdrawn
 - v. Prepare monthly report for board that includes
 - Treasurer’s Report
 - Committee Budget Report
 - Payment of mealsChair of House Committee or designate should maintain log of attendance and total meals served that includes:
 1. Members
 2. Paid guests
 3. Seniors
 4. Non-paying guests such as speakers, prospective member, etc.House Committee gives Treasurer report of guests and seniors.

CASH RECEIPTS

- a. Purpose – make certain that all cash received by Club is deposited into bank account and recorded correctly.
- b. Role of Board
 - i. Periodically review and approve procedures
 - ii. Review and approve monthly treasurer's report and reports by event chairs
- c. Role of event chairs and persons collecting cash
 - i. When collecting miscellaneous cash amounts (happy dollars, table baskets, etc.)
 - ii. If possible, two people (one being the treasurer or secretary) should count the cash collected as soon after collection as possible
 - iii. Responsible person should document an event report, in duplicate, showing date, purpose of cash received, and amount
 - iv. Event chair will utilize the standard event recap report provided by the treasurer. Report will include:
 - Revenue collected by event chair and turned over to treasurer
 - Any cash maintained to use for event supplies
 - Expenses with receipts or other documentation
 - List of all members who volunteered
 - Notes for next year

Cash and one copy of report goes to treasurer

Second copy of report retained by responsible person

Major events such as Pancake Day and Strawberry Day

- Cash should be controlled, preferably by system of pre-numbered tickets, accounted for by two people
- Should keep written log or report of tickets and who received them
- Log should show, by club member, tickets issued, cash received, tickets returned and remaining balance, if any
- After event has passed, report any outstanding amounts to event chair who will follow up and/or report to board or sub-committee of board
- Cash received at event should be controlled by two people and reconciled to tickets issued and outstanding, when possible
- Cash should be deposited promptly
- Should receive bank stamped receipt for all deposits
- Two members to drop off money at night deposit

- Event chair should prepare report to treasurer and board showing amount of revenue, expenses, and net amount raised by event

e. Dues

- i. Secretary has responsibility of maintaining master list of members
- ii. Treasurer should do quarterly billing
- iii. If possible, billing should be computerized
- iv. Treasurer counts receipts and prepares detailed deposit ticket (showing deposits by member) – treasurer gets copy of deposit ticket and has another officer review and sign off
- v. Write-offs of accounts must be approved by board
- vi. Secretary should periodically report to board with the following information by active, senior and total members and treasurer to give periodic reports on the following
 - Amounts outstanding
 - Amounts written off

f. Meals

- i. Person in charge of collecting for guests/seniors should give any cash, if collected, along with report of guests and seniors to treasurer
- ii. Report should include meals for non-paying guests such as speakers, dignitaries, and prospective members

OTHER MATTERS

- a. Board may appoint committees to perform some of its functions
- b. Annually, there should be an examination of books and accounting records and reports by members knowledgeable in accounting/finance
- c. Annual tax information return (form 990) should be prepared and filed on a timely basis
- d. If prepared by someone other than treasurer, preparation can be in place of examination described in 3.B. above
- e. Board (or committee of or representative of board) should review return with preparer
- f. Treasurer should reconcile bank accounts in a timely manner and reconciliations knowledgeable person should periodically review reconciliation
- g. Monthly financial reports to the board should contain conventional financial statements and detail of expenditures
- h. Receipts and expenditures should be classified as either “Service” or “General Fund”
 - i. “Service” includes fundraisers and expenditures on community, outreach,

charitable purposes, etc.

- ii. “General Fund” includes dues to Kiwanis affiliates, administration, and other costs to operate the club
 - iii. To simplify the accounting, the treasurer should maintain separate bank accounts for “Service” and “General Fund”
 - iv. The board must approve all transfers between the “General Fund” and “Service” accounts
- i. Investments – the board should determine if excess funds exist and how they should be invested

TRAVEL EXPENSE REIMBURSEMENT

The purpose of this policy is to establish procedures for authorizing travel and reimbursement of expenses for Kiwanis officers and volunteers attending conferences, training, meetings, and other official business. Reasonable expenses are eligible for reimbursement incurred while on Kiwanis business. While attending approved functions, the burden of responsibility for sound judgment in expending Kiwanis funds rests on the attending volunteers. Excessive spending will not be covered by Kiwanis. Travel should always be arranged to serve the best interest of Kiwanis. Volunteers should use the most direct route and the most economical transportation, taking into consideration travel time, absence from regular work schedule, and other reasonable expenses incurred while on travel status. Travel reimbursement expenses along with dated receipts attached must be submitted to and authorized by the appropriate Committee Chair, President, and/or Treasurer.

REIMBURSABLE EXPENSES

- a. Mileage at standard mileage reimbursement rate, when using personal vehicle per IRS community service rate
- b. Actual and reasonable meals, including reasonable tips (15%)
- c. Toll charges, parking fees, ferry fees, bridge, road, and tunnel fees
- d. Baggage transfer and handling, including reasonable tips
- e. Lodging
- f. Registration fees, if the purpose of the travel is attendance at conferences or official meetings
- g. Taxis, including reasonable tips
- h. Transportation for meals/lodging (when the traveler's location is such that suitable meals and/or lodging cannot be obtained within a reasonable proximity of the traveler's location)

NON-REIMBURSABLE EXPENSES

- a. Alcoholic beverages (these may not be included on any receipts)

- b. Commuting between an employee's residence and assigned work location
- c. Late check-out and room guaranteed charges
- d. Laundry or dry cleaning if on travel status less than 7 consecutive days
- e. Parking tickets or other traffic fines
- f. Spouse/family travel expenses unless specific approval is provided
- g. Tobacco products
- h. Towing personal automobile
- i. Travel insurance
- j. Personal gift items
- k. Traveler's checks
- l. Room service will not be reimbursed

TRAVEL REIMBURSEMENT LIMITATIONS

a. Air Travel

Coach class or discounted class airfare shall be used in the interest of economy. Special airfare costs for disabled persons are reimbursed for the actual cost of airfare that is the most accessible to their needs. In the event that a member voluntarily resigns from Kiwanis within 30 days of the planned travel event, and has purchased non-refundable/non-transferable tickets, the member will be expected to reimburse the club for the cost of the airline tickets.

b. Lodging Allowances

Each volunteer is to request the lowest available rate when making reservations. Because certain hotels offer special reduced rates during training sessions and conferences, members should request these rates when making a reservation.

c. Spouses/Dependents/Guests

Any travel with a spouse, dependent, and/or guest's expenses are considered non-reimbursable.

d. Personal Convenience

When travelers interrupt travel or deviate from the direct route for personal convenience or personal leave, they may be reimbursed only at the rate for uninterrupted travel by the most direct route. When travelers must use premium transportation, such as first class, for health or other medical reasons, those reasons must be affirmed in a doctor's certificate indicating how long the medical condition is expected to last. If permanent or indefinite, the doctor's certification is renewed and revalidated each year.

e. Alcohol

Kiwanis will not reimburse ANY expenses for alcoholic beverages.

EXPENSE REIMBURSEMENT PROCEDURE

It is very important that volunteers keep track of their reimbursable expenses and safeguard all receipts needed to support their claims for reimbursement. Receipts are required to be filed for all expenses when available, such as registration, hotel, and travel. In the event a receipt is lost, a facsimile receipt must be made which lists details of the charged expense.

BACKGROUND CHECKS

Kiwanis advisors to any sponsored Service Leadership Program are required to have a criminal background check conducted and verified by Kiwanis International. By offering a standard, comprehensive background check for all Kiwanis advisors through Kiwanis International, we can be confident that all Kiwanis clubs are protecting those we serve—and protecting all Kiwanis members.

FREQUENTLY ASKED QUESTIONS

Q: Who is required to have clear criminal history background checks?

A: Whomever is reported as the designated Kiwanis advisor to any sponsored Service Leadership Program club. Kiwanis International's SLPs are K-Kids, Builders Club, Key Club, Circle K, and Aktion Club.

Q: Why are Kiwanis advisors required to get a background check?

A: There is no more important responsibility than the safety and well-being of those we serve—from the children in youth programs to adults with disabilities. Required background checks help ensure that Kiwanians meet the highest standards by identifying past behavior that may disqualify a person from working closely with those we serve. Background checks are an important step in which Kiwanis can ensure that our members and those we serve are protected.

Q: How long are the results of a background check valid?

A: Kiwanis advisors' background checks will be valid for two years.

Q: What kind of background check is needed?

Kiwanis advisors must obtain a criminal history background check that is processed through Kiwanis International. Kiwanis International's current provider is Safe Hiring Solutions.

Q: What is the cost of a background check? And who is responsible for paying?

A: The cost is US\$25 for advisors in the United States and the Caribbean. Kiwanis International

is still negotiating pricing for Canada and Europe. The cost of the background check can be paid by the individual, club or district.

Q: What about other advisors?

A: Faculty and facility advisors need to meet the background check expectations for their school, organization or agency, but are not subject to Kiwanis policies.

Q: What are the reporting requirements for background checks?

A: For the Kiwanis club, there are no reporting requirements for background checks. A Kiwanis club's secretary does need to report who is serving as the Kiwanis advisor for each of the club's SLP clubs on the Secretary Dashboard of the Kiwanis Online Reporting system. Once a background check is completed, it will be reflected in the Kiwanis Dashboard.

Q: Is a background check from another provider acceptable?

No. Kiwanis International does not accept background checks for Kiwanis advisors from any entity other than Kiwanis International's provider.

Q: Will the Kiwanis advisor or Kiwanis club be directly notified when the background check is complete?

A: No. Due to the volume of information being received and processed, it is not possible to notify individuals directly when results are received. However, it will be noted on the Kiwanis Secretary Dashboard of the Kiwanis online reporting system.

Q: What happens to a club that either neglects to or refuses to have a background check performed on the appropriate club member?

A: Currently, there are no direct consequences for a club. However, Kiwanis International provides club liability insurance—so an incident following failure to comply with this policy could subsequently affect Kiwanis' premium for such coverage.

Q: If the Kiwanis advisor does not get a background check, will the club's financial protection through Kiwanis International liability insurance be affected?

A: No, currently the club's coverage is not directly affected. However, long-term costs of such coverage for the organization could rise if claims result from a club's failure to conduct a background check.

Q: What causes a criminal history background check to be considered “not clear”?

A: A criminal history background check is considered “not clear” if it indicates: a felony or misdemeanor involving moral turpitude; a felony or conviction or registration of a violent and/or sexual nature, involving any type of abuse of a child, involving threatening or intimidating behavior, or otherwise of a physical nature; or a felony related to larceny or theft. Kiwanis International criteria outlined in Kiwanis International procedure 197 should be used to determine if a check is “clear”.

Q: Why have we chosen Safe Hiring Solutions?

A: Safe Hiring Solutions has been well vetted as the provider of Kiwanis International's background checks. In fact, Safe Hiring Solutions is the chosen background check provider for thousands of other volunteer organizations. The company’s background check screening includes Social Security verification, a county criminal record search and in-depth searches of the national criminal database and national sex offender registry. [Click here for more information about Safe Hiring Solutions.](#)

Q: Are discounts available for individuals needing renewals of background checks?

A: Discounts are not available for any background checks. The same steps are required each time a background check occurs, so no less work is required from the provider. This thoroughness is important: Since a full background check is completed each time, complete and current information is collected each time.

Q: If the Kiwanis advisor has a background check through the school system or the sponsoring organization, why is he or she still required to complete one through Kiwanis International?

A: Kiwanis International cannot rely on other organizations' background checks for a few reasons:

All background checks are different. (For example, some only check a person’s current address, some only go back one year, some only check for certain offenses, etc.). With background checks conducted by Kiwanis International’s provider, we have the confidence of results that come from the same check for all Kiwanis advisors. All members will be held to the same standard check.

Liability issues dictate that Kiwanis International cannot rely on other organizations' checks in

the event of an incident or allegation.

If a Kiwanis advisor only completed a background check through the school or sponsoring organization, Kiwanis International would not be notified if the background check expired—and the advisor would then be out of compliance.

By having the same check for all advisors, Kiwanis can ensure all advisors are up to date with their background checks.

Q: How does a Kiwanis advisor get a background check?

A: The Kiwanis club secretary will update the Kiwanis advisors (including their correct email addresses) for each of the SLPs on the secretary dashboard. Kiwanis International will then email advisors who need a background check to provide instructions and the web link for completing the background check process.