

NOTE:

This is a "template" for a Kiwanis Club Policy and Procedure Manual. The manual was developed for the Marietta Golden K Kiwanis Club and may have some provisions that will need to be deleted or changed for your club. If you discover any errors in the manual, or you have any suggestions or questions, please contact C.W. Marlow, (cwmarlow@mindspring.com - 770-428-0747). Delete this paragraph prior to use.

POLICIES AND PROCEDURES - CLUB

100
GENERAL POLICIES

101. INTRODUCTION

The policy statements contained in this manual are supplemental to the Bylaws of the _____ Kiwanis Club, the Georgia District, Kiwanis International, and the most recent edition of Kiwanis International *Administrative Manual for Kiwanis Leaders*. This manual contains all policies approved by the _____ Kiwanis Club Board of Directors. Any prior action of the Board not contained in this policy manual is no longer the current policy of the _____ Kiwanis Club.

These policies remain in effect until revised by a succeeding Board of Directors. The Bylaws contained herein are the current Bylaws of the _____ Kiwanis Club.

105. PREFACE

1. DEFINITION:

A policy is a basic principle by which the Board of Directors guides the affairs of the _____ Kiwanis Club.

A procedure is an established method or manner by which the bylaws and Policies of the _____ Kiwanis Club are implemented.

2. PURPOSE OF THE _____ KIWNAIS CLUB.

The purposes and objectives of the _____ Kiwanis Club are to promote service, friendship and understanding among persons in the community, and to support Division _____, the Georgia District, and Kiwanis International.

3. PURPOSE: The purpose of any Policy or Procedure Manual adopted for the _____ Kiwanis Club will be to:

- a. Make for more efficient operation of the Club,
- b. Furnish operational guidelines to Club officers, directors, committee chairs, and members,
- c. Be the Standard Operating Procedure for the Club on all matters which it covers, and

- d. To accumulate in one document all current Club policies. Any prior policies not contained in this manual on its adoption are not effective as the policy of the Club until subsequently adopted.

4. SCOPE AND LIMITATIONS:

- a. Policies and procedures must be in conformity with the Constitution, Bylaws and Policies of Kiwanis International, the Bylaws of the District, and the Club.
- b. A policy or procedure may be adopted by a majority of a quorum of the Club Board of Directors and , once adopted, will remain in effect until amended or repealed by the same or a subsequent Club Board of Directors.
- c. Rescinded or modified policies and procedures will be retained in a file with the Club Secretary for seven years from date of rescission or modification for reference purposes.
- d. Changes to existing policies and procedures will be assigned the same identification number (Section), and will indicate in parentheses at the end of the paragraph the date of the Board meeting at which the paragraph was adopted or altered.
- e. New policy or procedure subjects will be assigned a new number to avoid conflicts with old or rescinded policies.
- f. All policies or procedures will reflect the Board meeting when the policy was adopted by the Board of Directors and the minutes will establish clearly what policy was adopted.
- g. A copy of the Policy and Procedures Manual will be given to each Officer and Director at the President's Officer, Director, Chair Training.

110. SERVICE PROJECT - DEFINITION

A service project is an activity, consistent with the Objects, objectives and policies of Kiwanis International, devised or planned by a Kiwanis Club or a Club committee and performed by Club members for the benefit of others.

115. ALCOHOLIC BEVERAGES

Alcoholic beverages will neither be served nor consumed at any official function or meeting of a Kiwanis club unless the CLUB Board of Directors will have given approval for the serving and consuming of alcoholic beverages at official functions or meetings. (Official function defined as follows: (1) An official function is one for which attendance is granted under the Official Attendance Rules. (2) An official function begins when the presiding officer calls the meeting to order and is concluded also by his/her order.)

120. COMMUNITY SERVICE ACTIVITIES

One of the Objects of Kiwanis International is “To Provide, through Kiwanis clubs, a practical means to form enduring friendships, render altruistic service and to build better communities.” In applying this Object of Kiwanis, Kiwanis Clubs have developed and engaged in various community service activities. The following principles are recognized as reflecting the opinion of Kiwanis regarding community service activities.

Each Kiwanis Club has absolute autonomy in the selection of its community service activities. There is no desire to regulate or prescribe community service activities to be engaged in by each Kiwanis Club, provided the activity is legal and does not adversely reflect upon Kiwanis and its objectives.

Kiwanis International offers objectives adopted by each administration, which are interpretations in activity of the Objects of Kiwanis, as the basis of a program of community service, but no club is expected or required to confine its community service work to those objectives.

For the guidance of Kiwanis Clubs, the rules listed below are suggested for use in selecting community service activities.

1. No Kiwanis Club should make a practice of endorsing projects, no matter how meritorious, unless the club members are willing and prepared to assume their full share of the responsibility for the accomplishment of that which it endorses.
2. Where a Chamber of Commerce or Board of Trade exists, a Kiwanis Club should not assume its functions, but Kiwanians should be members of, and active in, such organizations as representative citizens interested in the general welfare of their community. Every effort should be made to avoid duplication of effort in community service activities.
3. In selecting its community service activities, a Kiwanis Club should cooperate with existing organizations rather than create new agencies, unless existing organizations are unable to accomplish the purpose and objectives.
4. As a general principle, no Kiwanis Club administration, without the approving vote of the club’s membership, should accept a community service obligation which shall extend longer than the end of the club administration in which the activity is adopted. Such a principle should

not preclude, however, the adoption of a similar objective, or the same objective, by succeeding administrations.

5. In its community service activities, a Kiwanis Club is most successful in seeking out community needs, arousing the citizens to their responsibility and furnishing leadership for the enterprise. While Kiwanis is primarily interested in the service which it can render, clubs should not overlook the value of appropriate publicity and public relations.
6. Community service activities requiring Kiwanis members' personal involvement and time are more in accord with Kiwanis service ideals than activities requiring only monetary contribution.
7. The Georgia District shall not require clubs to contribute funds to any specific organization or agency.

125. ENDORSEMENTS

Listed below are Guidelines for responding to inquiries from Kiwanis clubs and/or any of the K-Family clubs which have been contacted by organizations outside of Kiwanis requesting aid in sponsoring their programs.

1. Clubs should avoid officially endorsing the policies and programs of outside organizations.
2. Inviting a speaker to appear before the club is not to be considered as an endorsement, since the Kiwanis tradition is to use the club meeting program as an "open forum" for the presentation of all aspects of an issue and all points of view.
3. Utilization of a specific piece of material for the furtherance of a Kiwanis Club's own program is considered endorsement of the organization producing such a supplementary aid or product. This emphasizes the importance of careful selection.
4. The development of a public meeting and the utilization of a speaker from a specific outside organization should be handled so that it will not constitute endorsement in the eyes of the community. If the meeting is billed under the name of the organization with Kiwanis sponsorship, endorsement is certainly implied.
5. Endorsement of Other Enterprises--
 - a. A Kiwanis Club will not give its endorsement to any movement, which it is not actively supporting.
 - b. A Kiwanis Club will not accept membership in an organization under the name of Kiwanis International.

- c. A Kiwanis Club should not consider any Club member relationship to any organization whose work is not wholly related to some recognized objective or policy of Kiwanis International.
- d. A Kiwanis Club shall not consider a membership relationship in any organization whose purposes are not thoroughly worthy, whose program is not clearly and definitely defined and whose leadership is not active.
- e. A Kiwanis Club shall not be related to any other organization except through the action of the Board of Directors.

130. POLITICIANS

The club will allow any politician the opportunity to introduce himself or herself, and to speak for two (2) minutes during the year in which he or she is a candidate for a political office. If a politician is not running for office in the present year, he or she may be invited to be the club program or program that will be non-political, and of interest to the members.

135. MEMBERSHIP

1. CHARTER MEMBER

A charter member is one who becomes a member of the club on or before the date the charter was presented. See Exhibit ___ for a list of charter members.

2. ACTIVE MEMBER

A member who is not a Senior or Honorary member.

3. HONORARY MEMBER

a. Any person who has performed some distinguished public service may be elected by the Boards of Directors as an honorary member for a period of one (1) year and thereafter may be reelected annually;

b. An honorary member shall not pay either a membership induction fee or annual club dues (meal cost will be in accordance with club policy), and shall be entitled to all privileges of club membership, except those of voting and holding office.

c. The club will pay for the subscriptions for the Kiwanis Magazine and the Georgia Kiwanian for the honorary member.

d. An honorary member shall not be obligated to attend meetings.

4. SENIOR MEMBERS

a. Any active member of the Marietta Golden K Kiwanis Club who shall have been an active member in good standing of one (1) or more Kiwanis clubs for not

less than ten (10) years, and who is unable to meet attendance requirements because of health, business, or other extenuating circumstances, may be elected a senior upon making written application.

b. The Board of Directors shall review the list of senior members not less than once a year and shall have authority for such reason as seems adequate to terminate any such senior member, or to reinstate any member to active membership.

c. A senior member must pay annual membership dues and shall be entitled to all privileges of the club.

5. LIFE MEMBER - KIWANIS INTERNATIONAL

Any Kiwanian holding active or senior membership may be granted Kiwanis International life member status on a one-time payment of a fee of fifteen (15) times the annual International dues as then prescribed in the Constitution.

Upon a Kiwanian's attaining the status of life member, the member's club is thereby relieved of any further dues obligation to Kiwanis International for that member. The financial obligations to said member's local club and district, the subscription to the Kiwanis magazine, and premium payable to defray the cost of insurance prescribed in the Kiwanis Bylaws shall remain payable.

6. LEGION OF HONOR

The Legion of Honor shall include all persons who have been members of one or more Kiwanis clubs for twenty-five (25) years or more. Such years of membership need not be consecutive.

Each five-year period of membership service, beginning with twenty-five (25) years, should be recognized by presentation of an appropriate certificate and lapel pin to the Legion of Honor member.

Within the framework of the Legion of Honor plan, recognition shall be given each five-year period of membership service beginning with an appropriate certificate and lapel pin to the Legion of Honor member.

7. LEAVE OF ABSENCE

Upon written request, and by a vote of two-thirds (2/3) vote of the Board of Directors, a member may be granted a leave of absence for a period of not less than thirty (30) days but not exceeding six (6) months for conditions as follows:

- a. When confining illness will prevent attendance.
- b. When special and/or temporary business conditions, professional assignments, or travel will prevent regular attendance;
- c. When military service removes a member beyond his/her own club area.

1ST. \$3,500.
2ND. \$2,000.
3RD. \$1,000.
4TH. \$1,000.

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2ND. \$2,000.
3RD. \$1,000.
4TH. \$1,000.

\$1,000 Scholarships to Key Club and Circle K.

The Foundation is governed by a Board of Directors, consisting of 9 (nine) members who are elected to the position by the Georgia District House of Delegates.

160. GEORGIA DISTRICT FOUNDATION

The Georgia District Foundation's purpose is to act as a pass through for receiving contributions and disbursing monies for special projects. An example would be a disaster, where individuals and clubs wished to make contributions. Georgia Memorial Foundation is not structured to handle this type of charitable contributions, as their purpose is to support young people. There is no conflict between the Georgia Memorial Foundation and the Georgia District Foundation.

165. GEORGIA DISTRICT SPONSORED PROJECTS

165. (1) BUCK-N-EAR

Buck-N-Ear is a sanctioned Major Emphasis Project for all Georgia Kiwanis Clubs. By using their ears, Georgia Kiwanians help deaf children at the Auditory Education Center (AEC). For every ear in the club, the club donates a dollar (\$2.00 per person). Your donation helps pay for AEC's listening sessions for children and helps maintain good hearing management for AEC children – vital parts of the audio-verbal approach. Buck-N-Ear is a fast simple way to help Georgia's deaf children and to help them succeed in our hearing world.

165. (2) CHILDREN'S MIRACLE NETWORK

The Children's Miracle Network Telethon (CMNT) is a nationwide fund raising program formed to support local children's hospitals. These hospitals are designed for the special needs those infants and young children experience. For example, these hospitals have special burn units, pediatric disease treatment centers and other services designed for young children. One trip to a children's hospital will convince you that your money is being well spent to help create a special environment of love and attention for infants and children. Requested contribution is \$2.00 per member.

165. (3) HUGH O'BRIAN YOUTH FOUNDATION

Hugh O'Brian Youth Foundation (HOBY) conducts annual Leadership Training Workshops for 10th graders chosen to represent their schools and communities at both the state and international level. HOBY's selection process begins each with the National Association of Secondary School Principals sends the HOBY nomination materials to all public and private high schools in the United States. Every 10th grader is eligible and encouraged to apply. There is no cost to the student, school, or parent. All schools have the opportunity to select their outstanding sophomore leaders to attend a three-day "HOBY experience" which is held in each state every spring. No funding comes from a government source or the United Way. All HOBY programs are funded entirely by the private sector. The requested contribution is \$2.00 per member or \$165.00, whichever is greater.

165. (4) TOMORROW'S LEADERS

One of the most important efforts in which Kiwanis participates is its sponsored youth programs, K-Kids in elementary schools, Builders Clubs in middle schools, Key Clubs in high school and Circle K Clubs in colleges and universities. THIS PROGRAM IS BY FAR THE MOST SUCCESSFUL YOUTH PROGRAM OF ANY CIVIC OR SERVICE ORGANIZATION IN THE UNITED STATES.

Tomorrow's Leaders allows Kiwanis Clubs and individuals to make direct financial donations to a fund that is divided between the Georgia Districts of Key Club and Circle K Clubs. The requested donation is (See the DISTRICT SPONSORED PROJECTS CONTRIBUTION WORKBOOK)

165. (5) GEORGIA PINES

Georgia Parent Infant Network for Educational Services (GA PINES), is a home-based program for the families of sensory impaired infants and young children:

- hearing impaired
- visually impaired
- multihandicapped sensory impaired
- deaf/blind

The GA PINES Program provides a variety of services for sensory-impaired children from birth to five years of age. Through this statewide program, parents learn how to assist their child in developing to his/her greatest potential.

201. ANNUAL MEETING

The annual meeting of this club will be held at a regular meeting no earlier than the first meeting in April and no later than the second week in May. The membership shall be given at least two (2) weeks notice of the date and place of the annual meeting. One-third (1/3) of the active, senior, and privileged members of the club shall constitute a quorum.

205. NOMINATION AND ELECTION OF CLUB OFFICERS AND DIRECTORS

See Article XII of the Club Bylaws for the nomination and election club officers and directors.

210. DIVISION FIFTEEN

The Fifteenth Division shall be governed by a Division Agreement. The Division Agreement will be presented to the Club President at the Club Officer Training. The President will present the Division Agreement to the Board of Directors for approval at the October Board of Directors meeting. The President will insure that each officer and director will have received a copy of the Division Agreement by October 1.

The President and Secretary will represent the club on the Division Counsel, and will make every effort to attend all Council Meetings.

300

BUDGET AND FINANCE

301. ACCOUNTING PROCEDURES

Accounting records shall be maintained and accounting procedures will be followed in accordance with generally accepted accounting principles. The club will control its finances through an adequate budget system, and financial matters will be conducted on sound conservative principals, and in accordance with the bylaws, and policies and procedures of Kiwanis International. It will be the Board of Director's responsibility to insure that the club remains financially secure.

305. ADMINISTRATIVE ACCOUNT

Funds for the Administrative Account are generated through dues and fund raising events (including drawings) where ONLY members of the club participate in the funding raising. Club members may bring guests to the fund raising event, but the member must purchase the ticket.

All club administrative expenses are paid from the Administrative Account. The club may transfer monies from the Administrative Account to the Service/Foundation Account.

310. SERVICE / FOUNDATION ACCOUNT

Monies received by Kiwanis clubs from fund-raising projects in which the public participates or from members or others for service activities sponsored by the club shall be segregated from the administrative funds of the club and shall be used only for the charitable, educational religious, and eleemosynary activities of the club.

Expenses incurred in the fund-raising projects may be charged to the Service/Foundation account.

315. BUDGET COMMITTEE

1. The Budget Committee will be appointed by the President-elect by August 1. A budget for the next fiscal year shall be prepared by the Budget Committee. The Budget committee will submit a proposed budget for the Administrative Account, and one for the Service Account. The Budget Committee will request budget requests from each of the committee chairs, at the President's Officer, Director, Committee Chair Training.
2. The proposed budget will be submitted to the incoming members of the Board of Directors by September 18th.
3. The Committee should make every effort to offer a budget that will maintain an unappropriated reserve in an amount equal to \$/% for the Administrative Account, and an unappropriated reserve in an amount equal to \$ for the Service Account.
4. The Committee will budget for the Georgia District supported charities in the Service budget.
5. The new Board of Directors will approve the budget prior to October 1.
6. The books of the club shall be audited annually. The President will appoint an Audit Committee by September 1. The Audit Committee will audit the books as soon as possible after October 10th, but no later than November 1. The Audit Committee will make a report to the Board of Directors at the November Board of Directors meeting.

320. PAYMENT PROCEDURE

All checks of the club shall be signed by at least two persons authorized by the current Board of Trustees. All payments from the club's checking accounts will only be made after the Treasurer has received a completed Request For Payment form(see Exhibit _____). All unbudgeted requests of less than \$ and all budgeted requests of over \$ will be authorized by the President. All unbudgeted requests of over \$ will be approved by the Board of Directors.

325. BOARD OF DIRECTORS AUTHORIZATION

The new Board of Directors will, prior to October 1, approve a budget for the coming fiscal year.

The new Board of Directors will, prior to October 1, approve the persons who will be authorized to sign checks drawn on the club's checking accounts.

330. TRAVEL FUNDS

The Administrative Account budget will carry a line item for Conference and Convention expenses as follows:

Conferences - Fall and Mid-Winter

Conventions - District and International

Each delegate may request an advance up to the full amount of the expense reimbursement.

(Suggest that the policy contain the following:)

Method of reimbursement

Responsibility of delegate at the conventions, to include attendance at official convention functions, including the District Caucus on Sunday afternoon at the International convention. The senior officer delegate should make a report to the Board of Directors on any action at the Georgia District Convention and International Convention that will affect the club. The senior officer delegate should make a presentation to the Board of Directors, prior to the conventions, of all proposed bylaw changes and any resolutions that will affect the club, and ask for Board guidance in voting on the proposed changes.

335. MEMBERSHIP DUES AND FEES

1. Annual per member dues will be \$ payable monthly, quarterly, semi-annually, or annually.

400

AWARDS AND RECOGNITION

401. GEORGIA KIWANIS MEMORIAL FOUNDATION AWARD

The District Foundation has developed a banner patch available to clubs, based on their annual or accumulated contribution to the Foundation. Complete information on this patch can be found on the club score sheet form.

405. KIWANIS INTERNATIONAL FOUNDATION

The International Foundation awards clubs who contribute (see Secretary Manual)

410. OUTSTANDING KIWANIAN AWARD

In recognition of the effort put forth by members of the Georgia District, Special District recognition known as the "Outstanding Kiwanian" award may be granted.

The criteria for achieving this recognition includes during any six-month period:

1. Personal sponsorship of one new member into a Kiwanis Club;
2. Perfect attendance, including makeup credits;
3. Participation in two (2) Interclub meetings;
4. Active participation in a club committee; and
5. Being a member in good standing of a Georgia Kiwanis Club.

The Club Secretary shall certify that the nominated member has achieved all the listed criteria during the administrative year for which the award is requested. The nomination, along with payment in the amount of \$3.50 per award, will be forwarded to the District Office.

The recipient will receive a special name badge recognizing that Kiwanian as an Outstanding Kiwanian along with a certificate signed by the District Governor, Division Lt. Governor and Club President.

415. OUTSTANDING KIWANIS LEADERSHIP MEDALLION

500

CONVENTIONS , CONFERENCES AND RALLIES

501. Members are encouraged to attend the conventions, conferences and rallies listed below.

501. (1) CONFERENCES

Fall and Mid-Winter Conferences
All officers, directors, and committee chairs.

501. (2) CONVENTIONS

1. International Convention
President-elect

2. Georgia District Convention
President, President-elect, Secretary, Treasurer

501. (3) Rally

All officers, directors and a number of members needed to have ten (10) percent of the membership present.

600

DUTIES AND RESPONSIBILITIES OF OFFICERS AND DIRECTORS

601. PRESIDENT

1. Qualifications

- a. Possess the esteem and confidence of the club members and the ability to assume the leadership of the club,
- b. Be prepared to give the time and effort necessary to lead and carry on the work and activities of the club,
- c. Have served well as a board member, club officer and as chairman of one or more of the club committees and
- d. Have a working knowledge of the Objects and of Kiwanis International and the club bylaws.
- e. Have received the Distinguished Kiwanian Certificate

2. Responsibilities

- a. Effectively use the *Club President's Guidebook*-- locating task to be performed each month, club checklist, specifics on club committees, responsibilities of club officers, and reference material.
- b. Identify those actions necessary for the club to meet the expectations of the Division, District and Kiwanis International.
- c. Have a year-long membership recruitment and retention program with monthly and quarterly goals.
- d. Develop an Action Plan for the year of his or her Presidency.
- e. Have an understanding with all committee chairs as to the responsibilities of the committee, including a job description, and require Action Plans of all committees and periodically review the Plans for achievement.
- f. Attend the Fall and Mid-Winter Conference.
- g. Promote attendance of members at Governor's visit to the Division (Rally), District Conferences and Convention, and Kiwanis International Convention.
- h. With a committee, identify and develop leadership within the club.
- i. Ensure that all reports, including monthly, semiannual, and annual reports, are filed on time.
- j. Conduct or cause to be conducted meaningful member installation services.
- k. With the assistance of the President-elect, schedule the Officers and Directors installation.
- l. Ensure that all members receive an effective orientation program within sixty (60) days of joining club.
- m. Assign all new members to one or more committees and notify them of the assignment so they become actively involved in club activities.
- n. Cooperate with the lieutenant governor, district governor, and district and International Officers on all Kiwanis matters, and handle all correspondence and communications promptly.
- o. Orient the president-elect regarding duties as the club's next chief executive officer.
- p. Ensure the club's full participation in service initiatives, including the Young Children: Priority One program.
- q. Support and encourage Kiwanis International Worldwide Service Project.
- r. Attend and participate in Division Fifteen Council meetings
- s. Be familiar with the club bylaws.

3. Club Meetings

- a. Prepare an agenda prior to meeting.
- b. Start and end meetings on time.
- c. Encourage fun during the meeting.

4. Board of Directors Meetings
 - a. Prepare an agenda prior to the meeting.
 - b. Keep the meeting focused
 - c. Be familiar with parliamentary procedures (Robert's Rules of Order), and follow these rules.
5. Insure that the year-end Annual Reports are submitted.

605. PRESIDENT-ELECT

1. Within one week after the annual meeting, convene the new Board of Directors and elect the Secretary.
2. Attend the Kiwanis International Convention and the District Convention.
3. Attend the Club Officer Training conducted by the Lt. Governor-elect.
4. Conduct a club and community analysis.
5. Conduct the President's Officer, Director, and Committee Chair training after the District Convention and prior to September 1.
6. Suggest proposed goals and objectives for the year, to be agreed on at the President's Officer, Director, and Committee Chair training.
7. By August 10, appoint club committee chairs and members.
8. Be actively involved in the preparation of the annual club budget and ensure that the proposed budget is delivered to the officers and directors by September 20th, and approved by October 1. Also, approve the persons who will be authorized to sign checks at this meeting.
9. Work toward receiving the Distinguished Kiwanian Certificate.
10. In the absence of the President, preside at the weekly club meeting or at the monthly Board of Directors meeting.
11. Introduce the interclubs, visiting Kiwanians, and guests at the weekly club meeting.
12. Prepare himself or herself to assume the responsibilities of the office of President.
13. Accept any projects or responsibilities assigned by the President.

610. VICE PRESIDENT

1. Observe the President and President-elect in their duties and responsibilities in preparation for serving as President-elect and President.
2. In the absence of the President and President-elect, preside at the weekly club meeting or at the monthly Board of Directors meeting.
3. Attend the Fall, Mid-Winter Conferences.
4. Work toward receiving the Distinguished Kiwanian Certificate.
5. Attend the Georgia District Convention.
6. Attend the Presidents-elect Club Officer, Director, Committee Training.
7. Keep up with the status of the members who are ill, and give a sunshine report at the weekly club meeting.
8. Coordinate the "Buddy" system for members supporting members.
9. Accept any responsibilities or projects assigned by the President.

615. SECRETARY

1. Attend the Club Officer Training conducted by the Lt. Governor-elect
2. Attend the Club Officer, Director, Committee training conducted by the President-elect.
3. Keep the club records and minutes, including membership and attendance.
4. At all times, make available for inspection by the President, Board of Directors, or any authorized auditors, the club records.
5. Keep minutes of the meetings of the Club and Board.
6. Submit the District Monthly Report and the Outstanding Scoresheet to the District Secretary and the Division 15 Lt. Governor by the 10th of each month.
7. Submit the Annual Report by October 15th, following the end of the fiscal year.
8. Submit to the proper officers, committees, or members all communications received from Kiwanis International or the District.
9. Promptly reply to correspondence and submit all official reports required by Kiwanis International or the District.
10. Submit reports to the club at such times as the President or Board may require.
11. Perform such other duties and responsibilities as usually pertain to such office, or as may be assigned by the President or Board of Directors.

620. TREASURER

WEEKLY:

Collect monies from any project (e.g. Happy Dollars, IDD, Dues, Fund Raiser (Kroger Scrip, Golf, etc.), Weekly Drawing, etc.

Count the money, fill out deposit slips and make bank deposit. This must be separated by Service and Administrative accounts. The accounts are determined by the budget. Keep records of all transactions.

Write any checks that need to be written, write a cover letter if required. Mail or hand deliver to Kiwanian member at next meeting. Keep a copy and give a copy to President and Secretary of any correspondence. Have each club member requesting a check to fill out a green sheet Request for Club Funds form. File all records of transactions.

Enter all deposits (receipts) and checks (expenses) into the computer. Our club uses the computer programs developed specifically for Kiwanis clubs. Make regular back-up copies of date file.

MONTHLY:

Run the computer program to generate the monthly and cumulative treasurer's report for the Monthly Board Meeting. Review the report and understand all line items on the report. Keep master copy in a file.

Give the Treasurer's report at Monthly Board Meetings. Summarize report and answer any board member's questions.

Reconcile the bank statements for each account. Keep bank statements on file.

QUARTERLY:

The “assistant treasurer”, Bill Davidson, collects and keeps records of all dues. He has agreed to continue with this for 2000-2001. The treasurer makes deposits.

SEMI-ANNUALLY:

Pay Kiwanis International and Georgia District dues.

ANNUALLY:

Give records to audit committee for annual audit.

Give records to accounting firm to prepare club’s Form 990-EZ tax form.

Enter annual budget into the computer program at beginning of new Kiwanis year.

620. DIRECTORS

1. Attend President's Club Officer, Director and Committee Chair training meeting.
2. Understand and approve the budget.
3. Monthly, review the club finances to insure financial responsibility.
4. Understand the restrictions and the administration of the ADMINISTRATION and **SERVICE** checking accounts.
5. Understand the club goals. Be informed on the progress of the accomplishment of the club goals.
6. Attend Club Board of Directors meetings.
7. Attend Club Meetings.
8. Approve new members.
9. Monitor new members for six months.
10. Insure that all District, Division, and International reports are submitted on time.
11. Support the Division Rally.
12. Be familiar with the Division Agreement.

13. Be familiar with the Club Bylaws.
14. Have basic understanding of Kiwanis International, Georgia District, Your Division.
15. Support Kiwanis International goal to eliminate IDD.
16. Understand the Risk Management Program for Kiwanis.
17. Attend Kiwanis training programs, conferences and conventions.

625. COMMITTEE RESPONSIBILITIES

1. Understand the club's goals as they pertain to your committee.
2. Understand the committee's responsibilities.
3. Assemble a note book with the following sections:
 - Committee job description
 - Committee membership
 - Committee goals
 - Committee action plan with time lines
 - Committee budget
 - Committee minutes
4. Have a committee organizational meeting
 - Review committee responsibilities.
 - Formulate committee goals.
 - Formulate an Action Plan and time line for accomplishing goals.
 - Define individual committee member's responsibilities.
 - Determine Expense request.
5. Submit the committee's budget request to the budget committee by the time requested.
6. Hold Committee meetings as needed.
7. Involve committee members.
8. Report committee accomplishments to club members and Board of Directors.
 - Newsletter
 - Verbally
9. Give the next year's Chair a report on the year, suggestions for the next year's committee actions for the coming year, and the Committee Notebook, by August 15th.

630. COMMITTEE JOB DESCRIPTIONS

CLUB MEETINGS: (Sometimes called the House Committee)

The committee will meet and accomplish the following prior to September 10th:

Set the committee goals for the coming year

Prepare an Action Plan for the coming year with time lines

Prepare a requested budget

Submit the requested budget to the Finance Chair prior to September 15.

Responsible for setting up the club meeting room with the necessary equipment and supplies needed for the conduct of the club meeting. These include, but are not limited to, the following which may or may not pertain to your club: head table with PA system, table for information, i.e., sign-in sheets, guest registration, bulletin, announcements, seating for members, bulletin board, refreshments, United States Flag, club banner, club honors banner, club bell, gavel, member's badges, speaker's gift. Responsible for storing all of the above after the close of the meeting. At the Division Rally, responsible for transporting, setting up and returning the club banner.

Attend the President's Club Officer, Director, Committee Chair training meeting.

Keep minutes of each meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

MEMBERSHIP GROWTH

The committee will meet and accomplish the following prior to September 10th:

Set the committee goals for the coming year

Prepare an Action Plan for the coming year with time lines

Prepare a requested budget

Submit the requested budget to the Finance Chair prior to September 15.

Make a recommendation to the President for a goal for new members by August 15th.

Encourage members to bring in new members on a timely basis. Consider a thermometer chart, displayed at every meeting, to remind members of the goal and progress.

Consider a Special Guest Day to encourage members to bring prospective members to club weekly meetings.

Consider new member applications and act on in committee meetings. Recommend new member applications that have been approved by the committee to the Board of Directors. Induct new members. Conduct an orientation class quarterly for new members (open to all members)

Monitor club attendance and contact members who miss three meetings in a row.

Attend the President's Club Officer, Director, Committee Chair training meeting.

Keep minutes of each meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

YOUTH SERVICES

The committee will meet and accomplish the following prior to September 10th:

Set the committee goals for the coming year

Prepare an Action Plan for the coming year with time lines

Prepare a requested budget

Submit the requested budget to the Finance Chair prior to September 15.

Responsible for projects or services which help children and youth. Work primarily with children ages five to fifteen.

Responsible for determining ways the committee and club can help boys and girls adjust to their environment and become adapted to the social, economic, and moral demands they encounter. Develop reading programs for elementary schools. Investigate conducting a Terrific Kids program in one or more schools. Encourage businesses to support schools through the purchase of equipment.

Develop a reading program for at least one elementary school. Sponsor Boy/Girl Scouts, Explore Scouts, Little League, Swim Teams, United Youth, etc.

Keep minutes of each meeting.

Attend the President's Club Officer, Director, Committee Chair training meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

YOUNG CHILDREN: PRIORITY ONE

The committee will meet and accomplish the following prior to September 10th:

Set the committee goals for the coming year

Prepare an Action Plan for the coming year with time lines

Prepare a requested budget

Submit the requested budget to the Finance Chair prior to September 15.

For children ages birth to five years old.

Keep minutes of each meeting.

Attend the President's Club Officer, Director, Committee Chair training meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

COMMUNITY SERVICES

The committee will meet and accomplish the following prior to September 10th:

Set the committee goals for the coming year

Prepare an Action Plan for the coming year with time lines

Prepare a requested budget

Submit the requested budget to the Finance Chair prior to September 15.

Study the needs of the community and develop programs to meet the needs. Projects can include the following: Thanksgiving and Christmas baskets, ring Salvation Army bells, meals on wheels, library book sales, and providing flags on holidays.

Keep minutes of each meeting.

Attend the President's Club Officer, Director, Committee Chair training meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

NOMINATING

The committee will meet and accomplish the following prior to September 10th:

Set the committee goals for the coming year

Prepare an Action Plan for the coming year with time lines

Prepare a requested budget

Submit the requested budget to the Finance Chair prior to September 15.

Each committee member should familiarize himself/herself with the club by laws that govern the election of officers and directors.

Meet in October to identify potential candidates for the number of directors and the vice president positions to be filled at the annual meeting, usually in April.

Meet monthly to review the identified candidates for their administrative, organizational, and leadership abilities. Also review the candidates' involvement and support for the club.

Three weeks prior to the Annual Meeting, select nominations for the officers and directors positions. See Club By Laws, Article XI, Section 5, for Annual Meeting Dates.

Attend the President's Club Officer, Director, Committee Chair training meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

HUMAN AND SPIRITUAL VALUES

The committee will meet and accomplish the following prior to September 10th:

Set the committee goals for the coming year

Prepare an Action Plan for the coming year with time lines

Prepare a requested budget

Submit the requested budget to the Finance Chair prior to September 15.

Provide for the invocation at each meeting. Prior to the beginning of each month, give the President the names of the members who will give the invocation at each meeting in the coming month. Assist in giving human and spiritual values to members of club and community. Plan and conduct the Prayer Breakfast.

Attend the President's Club Officer, Director, Committee Chair training meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

SPONSORED YOUTH

The committee will meet and accomplish the following prior to September 10th:

Set the committee goals for the coming year

Prepare an Action Plan for the coming year with time lines

Prepare a requested budget

Submit the requested budget to the Finance Chair prior to September 15.

Responsible for any Circle K, Key Club, Builders Club and K Kids Club which the club sponsors. Responsibilities include:

Determining if additional clubs can be sponsored.

Attending meetings of the sponsored youth club.

Giving guidance to the sponsored youth in areas of leadership, organization, administration, goal setting, action plans, community service, conducting of meetings, membership growth, sponsored youth club's district and international organization, finances, Kiwanis values.

Encouraging sponsored youth to attend youth sponsored district training, conventions, and international conventions.

Encouraging sponsored youth visitation to Kiwanis club meeting.

Encouraging Kiwanis members to attend sponsored youth meeting.

Encouraging sponsored youth attendance at Division Rallies.

Supporting the sponsored youth club financially.

Responsible for determining that International dues are paid by the Sponsored Youth Club. Should have students collect and pay the dues.

Attend the President's Club Officer, Director, Committee Chair training meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

CHARITABLE CONTRIBUTION

The committee will meet and accomplish the following prior to September 10th:

- Set the committee goals for the coming year

- Prepare an Action Plan for the coming year with time lines

- Prepare a requested budget

- Submit the requested budget to the Finance Chair prior to September 15.

Responsible for reviewing all requests for charitable contributions and making recommendations to the Board of Directors for contributions. No contributions should be made which have not been recommended by this committee.

In reviewing the request, the committee will require that the request:

- Be in writing

- Include complete description of the purpose of the organization, including financial information.

Attend the President's Club Officer, Director, Committee Chair training meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

INTER-CLUB

The committee will meet and accomplish the following prior to September 10th:

Set the committee goals for the coming year

Prepare an Action Plan for the coming year with time lines

Prepare a requested budget

Submit the requested budget to the Finance Chair prior to September 15.

Responsible for scheduling inter-club meeting with other clubs, each club in the division each six months, sponsored youth clubs, District training, Division Rallies, International Convention, and District Convention. Meet Governor's requirements for Score Sheet values.

Make a report each month to the club secretary on inter-club activity.

Report to the District Inter-club Chair each month.

Attend the President's Club Officer, Director, Committee Chair training meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

FUND RAISING

The committee will meet and accomplish the following prior to September 10th:

Set the committee goals for the coming year

Prepare an Action Plan for the coming year with time lines

Prepare a requested budget

Submit the requested budget to the Finance Chair prior to September 15.

Responsible for coordinating the fund- raising functions of the club. There may be subcommittees of this committee with responsibilities for different fund-raising projects.

Collected funds must be keep separate from Administrative funds.

Attend the President's Club Officer, Director, Committee Chair training meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

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FINANCE

The committee will meet and accomplish the following prior to September 10th:

- Set the committee goals for the coming year

- Prepare an Action Plan for the coming year with time lines

- Prepare a requested budget

- Submit the requested budget to the Finance Chair prior to September

Contact all committee chairs and request a proposed budget by September 15.

Requests for budget must be in detail as to the expenditures requested.

Draw up a recommended budget to be presented to the Board of Directors prior to September 30.

Review expenditures at least quarterly and verify differences between income and expenditures.

After the close of the books for the fiscal year, audit the club's books, and make a report to the Club Board of Directors no later than November 20th.

Attend the President's Club Officer, Director, Committee Chair training meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

PROGRAMS

The committee will meet and accomplish the following prior to September 10th:

- Set the committee goals for the coming year

- Prepare an Action Plan for the coming year with time lines

- Prepare a requested budget

- Submit the requested budget to the Finance Chair prior to September 15.

Responsible for arranging for a program for each of the meetings when there is not a special club meeting.

Programs should be in place at least four weeks in advance in order to allow publishing in the club bulletin.

Notify the speaker of the time allotment for his or her program. Insure that the speaker understands that they are to end their presentation at least three minutes prior to adjournment time in order to allow the speaker to be thanked and the President time to wrap up the meeting.

Responsible for the introduction and thanking the speaker.

Attend the President's Club Officer, Director, Committee Chair training meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

CLUB BULLETIN

The committee will meet and accomplish the following prior to September 10th:

Set the committee goals for the coming year

Prepare an Action Plan for the coming year with time lines

Prepare a requested budget

Submit the requested budget to the Finance Chair prior to September 15.

Responsible for publishing a weekly bulletin which will contain the following (but not limited to):

Present week's speaker.

Calendar of upcoming events.

Sunshine report.

Club activity.

Birthdays

Wedding Anniversaries

Other

Prepare programs for all special events. Information to be provided by President.

Promote awareness of club activities through sending information to local newspapers, District office, and Kiwanis International.

Enter the District Bulletin Contest.

Attend the President's Club Officer, Director, Committee Chair training meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

PHOTOGRAPHER

The committee will meet and accomplish the following prior to September 10th:

Set the committee goals for the coming year

Prepare an Action Plan for the coming year with time lines

Prepare a requested budget

Submit the requested budget to the Finance Chair prior to September 15

Provide a photographer for speakers, new members, awards received, club activities.

Maintain a club scrapbook to include pictures and articles of interest from club bulletin, local newspapers, Georgia Kiwanian, Kiwanis International magazine, copies of club weekly bulletins, and any other club publicity.

Attend the President's Club Officer, Director, Committee Chair training meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

PUBLICITY

The committee will meet and accomplish the following prior to September 10th:

Set the committee goals for the coming year

Prepare an Action Plan for the coming year with time lines

Prepare a requested budget

Submit the requested budget to the Finance Chair prior to September 15

Promote awareness of the club activities through sending information to local newspapers, District office, Kiwanis International, and any other news media.

Attend the President's Club Officer, Director, Committee Chair training meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

MEMBERSHIP MONITORING

The committee will meet and accomplish the following prior to September 10th:

Set the committee goals for the coming year

Prepare an Action Plan for the coming year with time lines

Prepare a requested budget

Submit the requested budget to the Finance Chair prior to September 15.

Monitor club attendance and contact members who miss three meetings in a row.

Conduct new member orientation at least quarterly.

Inform members of funeral services.

Attend the President's Club Officer, Director, Committee Chair training meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

IODINE DEFICIENCY DISORDER (IDD)

The committee will meet and accomplish the following prior to September 10th:

Set the committee goals for the coming year

Prepare an Action Plan for the coming year with time lines

Prepare a requested budget

Submit the requested budget to the Finance Chair prior to September 15.

Determine the Georgia District and Division 15 IDD goal.

Recommend a club goal at the Club Officer, Director, Committee Chair meeting.

Develop an action plan to reach the club goal.

Educate the members regarding the nature of Iodine Deficiency Disorder.

Attend the President's Club Officer, Director, Committee Chair training meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

LIABILITY COORDINATOR

The committee will meet and accomplish the following prior to September 10th:

Set the committee goals for the coming year

Prepare an Action Plan for the coming year with time lines

Prepare a requested budget

Submit the requested budget to the Finance Chair prior to September 15.

Obtain from Kiwanis International the current Liability Publication, and Insurance Coverage.

Review the club activities for liability exposure.

If any exposure is identified, make a report to the President and the Board of Directors.

If any event occurs which could create liability for the club, contact Kiwanis International for guidance.

Attend the President's Club Officer, Director, Committee Chair training meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

SUNSHINE

The committee will meet and accomplish the following prior to September 10th:

Set the committee goals for the coming year

Prepare an Action Plan for the coming year with time lines

Prepare a budget

Submit the requested budget to the Finance Chair prior to September 15

Responsible for identifying members who are ill, or have family illness, and making a report to the club.

Send cards, notes, and flowers when appropriate.

Attend the President's Club Officer, Director, Committee Chair training meeting.

By August 10th, the Committee Chair will prepare a report detailing the past year's activity of the club and recommendations for the next year's committee, and submit the report to the next year's chair by August 10th.

A club will need to adapt the manual to your policies and procedures and specifically in the following areas:

Page 5 - Need list of charter members

Page 11 - 315.3 - This section calls for the club to set a policy for a desired reserve for the Administrative and Service/Foundation accounts.

Page 11 - 320 - Policy on disbursement of checks.

Page 12 - 330 - Policy on travel funds for delegates.

Page 12 - 335 - Dues.

The committee job descriptions will be different for every club