

Kiwanis Club of Evansville – Green River Indiana, Inc.

Standard Policies and Procedures

(Adopted February 7, 2020)

The club membership of the Kiwanis Club of Evansville – Green River Indiana, Inc. (the “Club”) has considered and adopted the following policies, as required by Kiwanis International, by at least two-third (2/3) vote of the Club members present and voting, and with at least fourteen (14) days previous notice given to Club members.

I. CLUB DUES AND FEES

- a. All dues shall be paid in United States Dollars.
- b. Members will pay the following financial obligations to the Club:
 - i. Annual dues amount: \$130.00.
 - ii. New member enrollment fee amount: \$130.00, as prorated below in subparagraph iii (the Club will absorb, and pay on a new member’s behalf, any ‘new member’ or ‘initiation’ fees charged by Kiwanis International or Indiana District of Kiwanis)
 - iii. Annual dues amounts for new members are pro-rated over the course of the year from October 1st to September 30th (a “**Kiwanis Year**”); the “dues schedule” for the year is as follows:
 1. July through October - \$130
 2. November through December - \$120
 3. January through March - \$100
 4. April through June - \$90
 - iv. Dues for new members joining in July through September of a Kiwanis Year will cover the balance of the current Kiwanis Year and all of the following Kiwanis Year.
- c. If new members are alumni of Service Leadership Programs (K-Kids, Bringing Up Grades, Builder’s Club, Key Club, Key Leader, Circle K, or Aktion Club), there will be no charge for Kiwanis International dues for two (2) years after joining the Club.

II. MEMBERS IN GOOD STANDING

- a. A member is not considered in good standing with the club if he/she:
 - i. Is more than 4 months -or- \$130.00 in arrears on dues or fees owed by that member.
 - ii. Other requirement(s): None.

III. OFFICERS AND DIRECTORS

- a. This Club has one (1) office of Vice-President.
- b. This Club shall have between three (3) and thirteen (13) at-large Directors.
- c. A vacancy in the office of President shall be filled by the President-Elect.

- d. A vacancy in the office of President-Elect, Vice-President, Treasurer or Director shall be filled by the Club at a regular meeting, upon fourteen (14) days' notice of nomination or nominations by the Board of Directors.
- e. A vacancy in the office of Secretary shall be filled by the Board of Directors.
- f. Upon the direction of the President and/or Board of Directors of the Club, the President of the Green River Kiwanis Foundation (or another individual nominated by the President of the Green River Kiwanis Foundation), may also serve as an at-large, ex-officio member of the Club's Board of Directors. Such ex-officio member shall be a non-voting member of the Club's Board of Directors.

IV. OFFICERS AND DIRECTORS TERMS

- a. Officers and Directors terms are as follows:
 - i. President, President-Elect, and Immediate Past President: one (1) Kiwanis Year.
 - ii. Secretary: one (1) Kiwanis Year.
 - iii. Treasurer: one (1) Kiwanis Year.
 - iv. Vice-President: one (1) Kiwanis Year.
 - v. Ex-Officio Green River Kiwanis Foundation President/Representative: one (1) Kiwanis Year.
 - vi. At-large Directors: In order to provide continuity to the Board of Directors, the at-large Directors shall serve three (3) year terms with one-third (1/3) of the at-large Directors being appointed each Kiwanis Year. Starting with the 2016-17 Kiwanis Year, one-third (1/3) of the Directors shall be appointed to a one (1) year term, one-third (1/3) of the Directors shall be appointed to a two (2) year term, and one-third (1/3) of the Directors shall be appointed to a three (3) year term. Thereafter, each at-large Director shall be appointed to serve a term of three (3) years.

V. OFFICERS AND DIRECTORS ELECTION PROCESS

- a. The election process for this Club is as follows:
 - i. The Club Secretary will be elected by the membership.
 - ii. Volunteers will be appointed to prepare the ballot, count the votes, and certify the results.
 - iii. Nominations may be made in advance or from the floor during the annual meeting, with the consent of those nominated.
 - iv. Cumulative voting is not allowed. Absentee ballots are not allowed. Proxy ballots are not allowed.
 - v. 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.

- vi. 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.
- vii. The Club Secretary will certify the election results to Kiwanis International (and to the district and federation, if any).
- b. Electronic balloting is permitted for Club elections.
 - i. Secure website balloting is recommended to ensure privacy and accuracy.
 - ii. The Club shall use the KiwanisOne Club Management System or consult Kiwanis International for guidelines.
- c. Incoming Officers and Directors are referred to as “-designate” (examples: President-Elect-designate, Secretary-designate, etc.).

VI. ANNUAL FINANCIAL REVIEW

- a. To perform its annual financial examination as stated in the Section 8.3 of the Club’s Amended and Restated Code of By-Laws, this Club has a standing Financial Review Committee composed of two (2) or more qualified Club members, excluding any members of the Board of Directors. Selection of the members will be determined by vote of the Board of Directors.
 - i. Committee members’ terms shall be for one (1) (Kiwanis) [Y]ear each.
 - ii. It is recommended that Committee members shall have staggered terms and no person shall serve more than three (3) consecutive terms.
 - iii. For purposes of this Article, “qualified Club members” are those in good standing with the Club who have financial or accounting experience.
- b. The annual financial review shall include, but not be limited to, bank reconciliations, income, disbursements, budgets, balance sheets and income and expense statements for both the administrative and service (i.e., “project”) accounts, budgets, and any other financial records or reports of the Club.

VII. CLUB MEETING INFORMATION

- a. This Club meets weekly, every Wednesday at 7:30 AM (CST) at the American Red Cross facility at 29 S. Stockwell Road, Evansville, Indiana.
- b. If the Club’s meeting information changes, the Secretary is directed to report the change to Kiwanis International.
- c. Meeting Cancellation: The Club will not meet at its regularly scheduled time only if the city of Evansville is in a state of emergency.

VIII. BOARD OF DIRECTORS MEETING INFORMATION

- a. The Club’s Board of Directors meets on the first Friday of each month at 7:00 AM (CST) at Crossroads Christian Church at 10800 Lincoln Ave, Newburgh, Indiana 47630.
- b. The date and time of each Board meeting may be changed upon one week’s prior written notice to Board of Directors.

IX. ADDITIONAL DUTIES OF OFFICERS AND DIRECTORS

- a. In addition to the duties defined in the Club’s Amended and Restate Code of By-Laws, each Club office shall have the following additional duties:
 - i. President: None.
 - ii. President-Elect: The President-Elect shall be the chair of the Nominating Committee and coordinate the identification and development of new board members and officers.
 - iii. Immediate Past President: None.
 - iv. Vice-President: The Vice-President shall be in charge of coordinating programs and speakers for each Club meeting.
 - v. Secretary: The Secretary shall be responsible for satisfying the legal and tax filing requirements herein (Article XIV).
 - vi. Treasurer: The Treasurer shall assist the Secretary as needed with satisfying the requirements of Article XIV herein.
- b. The additional duties of each office may, from time to time, be amended by the Board of Directors.

X. STANDING COMMITTEES

- a. This Club has the following standing committees:
 - i. Membership/Retention Committee
 1. Purpose: to help grow the Club’s membership each Kiwanis Year, develop new ways to increase member involvement within the Club, and improve members satisfaction and retention.
 2. Duties: to develop a Club plan that will establish, review and/or implement strategies to increase new membership applications, improve existing member retention rates and member satisfaction, and such other duties as may be assigned by the Board of Directors.
 - ii. Financial Review/Audit Committee
 1. Membership: this committee shall consist of the following:
 - a. A past Treasurer;
 - b. The Treasurer-Elect; and
 - c. Member with Accounting/Finance Background
 2. Purpose: to help ensure the financial integrity and security of the Club.
 3. Duties: to perform the duties required in Article VI herein, and such other duties as may be assigned by the Board of Directors.
 - iii. Nominating Committee
 1. Membership: the Nominating Committee will consist of 5-7 Club members, including:
 - a. The incoming President-Elect, who shall chair the committee;
 - b. The current Immediate Past President; and
 - c. The current Vice-President

2. Purpose: to identify qualified candidates for Club officer and director positions.
3. Duties: to determine a slate of officer and director candidates as follows:
 - a. The committee will determine slate of candidates (up to 2 for each office) for all Club offices;
 - b. Two (2) weeks prior to the Club's annual meeting, the committee's slate will be presented to the Club membership at a regular weekly Club meeting;
 - c. One (1) week prior to the Club's annual meeting, additional nominations for Club offices shall be taken from the floor at a regular weekly Club meeting;
 - d. During the Club's annual meeting, the Club membership shall vote on the candidates for each Club office, as provided for in Article V herein; and
 - e. The committee shall also perform such other duties as may be assigned by the Board of Directors.
- iv. House Committee.
 1. Purpose: to prepare the Club's weekly meeting facility for the arrival of Club members and guests.
 2. Duties: to set up tables, chairs, audio/visual equipment, refreshments, member badges, sign-in sheets, cash-box, and such other duties as may be assigned by the Board of Directors.
- v. Communications Committee:
 1. Purpose: to direct the communications and outreach activities of the Club and communicate, through a variety of vehicles, the Club's activities and engage with interested community members who support the Club's efforts.
 2. Duties: to maintain the Club's website, develop and maintain other social media tools to promote the Club's mission, foster creative ideas and explore new avenues to increase public awareness about the Club, and such other duties as may be assigned by the Board of Directors.
- vi. Needs Assessment/Request Support Committee
 1. Purpose: to evaluate and organize requests for support (monetary or otherwise) that are received by the Club throughout the Kiwanis Year, and to determine if the Club's existing projects are focusing on greatest need of children in the community
 2. Duties: the committee will organize all requests for support that it receives throughout the Kiwanis Year for year-end consideration by the Board, provided such requests are consist with the Club's mission and purpose, as determined by the committee's sole discretion, and such other duties as may be assigned by the Board of Directors.

vii. “Praises and Prayers” Committee

1. Purpose: to stay up-to-date on significant events in the lives of members, whether celebratory (such as marriages or births), sorrowful (such as deaths or illnesses), or otherwise and to congratulate or comfort members at those important times of their lives.
2. Duties: to purchase cards, provide meals or offer other assistance to members, as needed, and such other duties as may be assigned by the Board of Directors.

viii. Points Committee

1. Membership: this committee shall consist of the following:
 - a. The Immediate Past President;
 - b. The President;
 - c. The President-Elect; and
 - d. Such other Directors as the President may add in his/her discretion.
2. Purpose: to handle all clarifications regarding the Point System discussed below in Article XI.
3. Duties: to discuss and evaluate all written requests for points submitted by Club members in writing throughout the Kiwanis Year, and prepare a report to the Board of Directors outlining any recommended changes/clarifications to the Point Schedule for the upcoming Kiwanis Year. Such report will be presented to the Board of Directors during the September Board of Directors meeting for each Kiwanis Year.

XI. POINT SYSTEM

- a. The Club’s Point System was established to promote participation in Club events and build fellowship among Club members through friendly competition, with the ultimate “winners” for each Kiwanis Year being the children of the Club’s community.
- b. Teams. Each Kiwanis Year, the Club membership will be divided up into “teams” for purposes of getting to know Club members, encouraging greater involvement in Club activities, earning “points” and encouraging friendly competition.
 - i. The number of teams and Club members to each team will be determined by a method chosen by the incoming President for that Kiwanis Year.
 - ii. Each Club member will be assigned to a different team each Kiwanis Year.
 - iii. New members will be assigned to their sponsor member’s team for the remainder of the Kiwanis Year, and the following Kiwanis Year if the new member joins the Club between July and September of the current Kiwanis Year.
 - iv. Teams will meet at the first regular Club meeting of each month to discuss Interclub participation, service project participation, and team responsibilities (speakers, donuts, Dream Center, etc.)

- c. Captains. Each team will elect a captain who shall be in charge of organizing team activities, obtaining points data from team members, promptly reporting points earned to the Point Czar and generally encouraging attendance and participation amongst team members.
- d. Point Schedule. The Point Schedule may be amended, from time to time, by the Club's Board of Directors upon the recommendation of the Points Committee.
 - i. *(last revised 10/1/2018 – Version 10.1)*.
- e. The Point Schedule shall be published in the Club Directory (Article XIII) each Kiwanis Year.
- f. Any Club member may submit a request in writing to any member of the Points Committee for the assignment of point(s) to an event or activity for the next Kiwanis Year. New point assignments to events or activities **will only be assigned prospectively** for the next Kiwanis Year, **not retrospectively**. The request will be considered at the September meeting of the Board of Directors each Kiwanis Year. Merits of the request will be based upon the following guidelines:
 - i. How does the event or activity benefit the Club?
 - ii. How does the event or activity benefit the Club's community?
 - iii. How does the event or activity benefit the children the Club has pledged to serve?
- g. The President shall appoint a "Point Czar" each year to coordinate the collection and totaling of team point totals to determine the winning teams for each Kiwanis Year.
 - i. Points for "yearly appointments" (such as Club committee chairs) must be turned in to the Point Czar within the first 2 months of the Kiwanis Year.
 - ii. Each team's points must be turned in to the Point Czar by the 15th of the following month (by way of example, a team captain should report his team's October points by November 15th).
 - iii. The Point Czar will give a report on team point totals every other month.
 - iv. Points not turned in promptly will not be counted.
- h. Chairpersons or coordinators in charge of an event must turn in a participation sheet demonstrating who participated to the Point Czar.

XII. NEW MEMBERS

- a. New prospective members cannot be approved by the Board of the Directors until said new member has attended at least three (3) regular Club meetings.
 - i. After attendance at three (3) regular Club meetings, the Board of Directors shall review and consider all new member applications to for the Club at each regularly scheduled meeting of the Board of Directors.
 - ii. In exceptional circumstances, the Board may convene after a regularly scheduled meeting of the Club's general membership to approve new members, provided a quorum of the Board is present.

- b. Upon Board approval, the new member shall be granted '*new member*' status with the Club.
- c. In order to be elevated from '*new member*' to '*full member*' status, a *new member* must complete each of the following five (5) activities (the "**Five Things**"), record the name and date of each activity in writing, and return the same to the Secretary:
 - i. Attend New Member Orientation at a regularly scheduled Club meeting;
 - 1. For purposes of this requirement, attendance by a *new member* at the Club's annual 'Guest Day' will be counted as New Member Orientation.
 - ii. Serve as the "Greeter" at a regularly scheduled Club meeting;
 - iii. Attend one (1) meeting of the Board of Directors;
 - iv. Participate in an Interclub meeting; and
 - v. Participate in a Club Service Project.
- d. Once the *new member* has completed the Five Things, the *new member* shall be inducted as *full member* at the next regularly scheduled Club meeting.

XIII. CLUB DIRECTORY

- a. For each Kiwanis Year, the President shall appoint a Directory chairperson to organize the Club's membership directory.
- b. The directory shall include photos and contact information of each member to make it easier for members to get to know names, faces and occupations.
- c. The Directory shall also include information on the Teams, Point Schedule, list of Committees, and any other such information deemed appropriate by the Board.

XIV. LEGAL AND TAX FILING REQUIREMENTS

- a. The Secretary shall be in charge of filing the Club's annual Business Entity Report with the Indiana Secretary of State at the start of each new Kiwanis Year.
- b. The Secretary shall also ensure that all required state and federal tax filings the Club are timely and accurately filed.
 - i. The Treasurer shall assist the Secretary, as needed, to ensure such tax filings are made timely and accurately.

XV. SPEAKERS

- a. Each team will be assigned one a calendar month in a Kiwanis Year during which it is required to arrange for a speaker/program at each regularly scheduled Club meeting during that month.
 - i. If a regularly scheduled annual event (i.e. All Sports Award, Santa Clothes Auction, Firefighter of the Year Breakfast, Baseball-Softball Awards, etc.) occurs in a team's assigned month, the team will not be required to arrange for a speaker/program that week.
- b. Speaking time should be limited to twenty-five (25) minutes, with approximately five (5) minutes for questions; speakers may speak for a lesser amount of time and allow

more time for questions, but the total presentation time should last no more than thirty (30) minutes.

- i. Speakers will be given signals when five (5) minutes of speaking time remains and when speaking time expires.
- ii. Speakers should honor the above time restraints to allow for a timely, professional meeting which respects all members' time and schedules.
- c. Speakers must speak directly into the microphone and/or speak sufficiently loud to give everyone in attendance the best opportunity to hear.
- d. The requirements/restrictions for those speakers are as follows:
 - i. Political Speakers
 1. No candidate will be asked to speak (unless on an unrelated topic) during an election year unless there is a forum with other candidates.
 2. All political candidates must be given an equal opportunity to speak.
 3. No candidates during primary elections are allowed to speak to the club.
 4. Incumbent political speakers must restrict their program to a discussion of their duties.
 5. No political speakers, or speaker on their behalf, are to make any reference to any political opponent.
 - ii. Non-Solicitation
 1. The Club is a non-profit organization organized for charitable purposes. As such, speaker content should be informational, not commercial; and no speaker shall be permitted to speak to the Club for the sole purpose of soliciting business for the speaker or the selling of products or services by the speaker to the Club or its members
 2. The above restrictions shall *not* apply if the speaker is representing another non-profit organization.

XVI. INTERCLUBS

- a. In order for a team to satisfy its Interclub requirement for another Southwind Division Kiwanis Club, at least four (4) members of a team must be present at the applicable club meeting to earn "credit" (i.e. points).
- b. If only three (3) team members can be present, the team may use a "wildcard" Club member from another team, and count that "wildcard" member as the team's fourth representative. For purposes of interclubs, a "wildcard" may be any officer of the Club or the advisor/liaison of the Key Club or Circle K club being visited.
- c. Team satisfaction of Southwind Division Interclub attendance requirements will be announced periodically at regular Club meetings, at the discretion of the Board.
 - i. Team names only will be announced, not individual members.

XVII. CALENDAR OF EVENTS

- a. The Club’s Board of Directors will establish a calendar of events for each month that includes, to the greatest extent practicable:
 - i. Speakers/programs for that month;
 - ii. Service projects for that month;
 - iii. Other Club and Southwind Division activities for that month;
- b. The Club’s monthly calendar shall be “rolled-over” from year to year to assist the Board in benchmarking and scheduling the Club’s regularly scheduled annual events.

XVIII. CREDIT CARD HANDLING AND ACCEPTANCE

- a. From time to time, the Club may elect to accept credit card payments for both administrative and project (fundraising) efforts.
- b. Only Officers of the Club with a need to know shall have access to confidential credit card information, including: (i) cardholder name; (ii) credit card number; (iii) cardholder verification value (CVV2) number; (iv) address; and (v) magnetic stripe information (“**Credit Card Information**”).
- c. All Club Officers who receive/process Credit Card Information must properly safeguard the Credit Card Information while processing, retaining/storing, and disposing of the same.
- d. All credit/debit card payments received or processed by the Club must be supported by appropriate documentation as follows:
 - i. All in-person payments must be supported by the signed copy of the receipt produced by the credit card machine/software;
 - ii. All payments received through the mail, e-mail, or by telephone request must have a designated authorization form attached to the Club’s receipt. The customer/member copy of the receipt may be e-mailed or texted at the request of the individual; and
 - iii. Payments processed through Square are maintained within the Club’s online dashboard. Access to the Club’s dashboard is limited to the Club’s Officers with a need to know.
- e. All third-party vendor software/systems used to process credit/debit card transactions (such as Square) must be compliant with Payment Card Industry (PCI) Data Security Standards.
- f. Any suspected loss, theft, breach, or compromise of materials containing Credit Card Information must be immediately reported to the President and the Board.
- g. Once processed, any forms including Credit Card Information that must be retained must have the credit card number and expiration date rendered unreadable; if any forms including Credit Card Information do not need to be retained, they should be promptly destroyed as soon as possible after processing. In any event, all Credit Card

Information must be shredded or otherwise destroyed eighteen (18) months after a transaction is processed.

- h. The Club Treasurer shall be responsible for ensuring that credit/debit card transactions are properly accounted for and credited to the correct Club account (Administrative or Project) and will make appropriate arrangements in the third-party vendor software/system to ensure such proper accounting prior to any credit/debit card transaction. In the event a credit/debit card transaction is credited to the incorrect Club account, such charge shall be corrected via intra-Club account transfer within thirty (30) days.

XIX. MISCELLANEOUS

- a. This Club's Standard Policies and Procedures will comply with all applicable laws for the City of Evansville, Vanderburgh County, and the State of Indiana.
- b. Subject to the Club's Amended and Restated Code of By-Laws and Articles of Incorporation, as amended, the Board of Directors shall have authority on all matters not covered by these Standard Policies and Procedures.
- c. These Standard Policies and Procedures will only be amended by a 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 Standard Policies and Procedures, and any amendments thereto, are not effective unless approved by Kiwanis International.