

KIWANIS CLUB OF SUNSHINE CITY POLICIES AND PROCEDURES

MEETINGS

General Meetings

The Kiwanis Club of Sunshine City (the Club) shall meet every Friday at 12:15, hopefully within the general area of central St Petersburg, FL. For the immediate future, based on the needs generated by the global pandemic, the meeting will also be offered via zoom. The club, and club members, will provide the necessary tech for the hybrid meeting. The President runs the meeting. If the president is unavailable, the meeting shall be run by either the immediate past president or President Elect. The meeting traditionally includes a welcome, guests, announcements, fines and 50-50 followed by the weekly program. The club fine master is responsible for "fining" the Kiwanis members. The weekly fine shall be \$1. The club will also offer a 50-50 at the weekly meeting.

Programs

The President-Elect shall chair the Programs Committee which includes keeping the calendar and keeping the exec committee (and PR chairs) informed of planning. The Club shall have a program/speaker at most meetings, whenever possible. The speaker's meal is paid for by the Club and any attendee in addition to the speaker MAY be asked to pay for their lunch. The Kiwanian of the Day, the person who arranged and will introduce the speaker, should provide the speaker with information such as: where, what time, the general outline of the agenda, when they will begin, how long they have (including questions), that additional persons will be charged (currently \$12), sign-in and food choice procedures, etc. The Speaker will be provided with a gift, such as a coffee mug, at the end of the meeting. The club is responsible for ordering the speaker gifts.

Installation Banquet – The primary coordinator for the Installation Banquet will be the incoming President, the current President Elect. A planning committee should be assembled no later than June 1. The banquet for the installation of Club officers and Board members is traditionally held on the last Friday in September. The banquet is paid for primarily with ticket sales, but there is a small line item in the club budget to supplement these costs. The outgoing president traditionally provides a thank you gift for all outgoing board members and officers. Lt Gov., or Division representative should be present in order to conduct the induction.

Awards

The outgoing president primarily determines the years award winners, including the Kiwanian of the Year. The president shall also work with the club secretary and treasurer to determine any other years of service award or any other applicable awards. The outgoing President is traditionally gifted with a thank you award from the Florida Foundation or District, such as a Thal, Zeller, Hixson, Blechman etc. The president

elect, Vice President, Treasurer and Secretary shall work together to determine any applicable award for the outgoing President.

New Old Board Meeting

The primary coordinator for the New/Old Board Meeting will be the outgoing president, the current President. The President should coordinate a location, send all necessary invites, and create the agenda accordingly. The New/Old Board meeting is usually the second Thursday in September. The meal cost for this board meeting only is included in dues; however, the incoming President is expected to pick up the bill for one alcoholic beverage per guest. The incoming President should present their budget for the upcoming Kiwanis year.

Annual Meeting

The Club shall have the Annual Meeting, as its program the second Friday in May (per the bylaws). The Annual Meeting shall include the elections of officers and directors, a report from the financial committee on the review/audit, a report from the long-range planning committee, as State of the Club/State of the Foundation Report, Presentation of Scholarships (if applicable) and other applicable reports.

District Club Meetings (DCMs) and District Functions– the club expects that as many members as possible shall attend DCM meetings. Club members are expected to pay for their own meals at DCM Meetings. The Club also encourages club members to attend any and all District functions (such as Official Governor's Visit or Zone Conference), but members are expected to pay for their own attendance.

District and International Convention

Kiwanis International Convention (ICON) is traditionally the third week of June. Kiwanis District Convention (DCON) is traditionally the first week of August. Sunshine City Kiwanis encourages as many club members to attend each of these conventions as possible. The Club may appoint delegates to ICON and DCON as allowed by Kiwanis and the District. A delegate is expected to attend the convention and vote on behalf of the club. Delegates should be well versed in the business set to occur at the respective conventions. The current President and President-Elect shall have first option to attend as the Club's delegates. The Immediate Past President, Secretary and Treasurer have second option to attend as the Club's Delegates. By the April/May board meeting (or earlier if possible), the board needs to meet in order to determine the delegates for ICON and DCON. The board shall determine how budgeted money shall be divided, in an equitable manner, among other eligible delegates (and possibly attendees, for example, to encourage first time convention attendance).

Social Meetings

The Club may host as many social events as possible, but at least one a quarter. The social chair shall work with the officers and board to coordinate social meetings.

MEMBERSHIP

Education - The Membership Education Committee shall educate the new members BEFORE the board votes on their acceptance. The club sponsor should initiate club mentorship for their new inductees, including providing them with a New Member package. The New Member Package should include the applicable policies and procedures, a club membership roster, references to any online resources as well as the new members first invoice.

Elections - The President shall select a nominating committee, consisting of 3 Past-Presidents, that shall convene in January. The nominating committee shall identify the slate of officers and board members to be voted on at the Annual Meeting in May.

Dues - Membership dues shall be \$200/year. This amount includes Kiwanis International dues and magazine, Kiwanis liability and D&O insurance, Florida District dues and newsletter, Division 13 dues, Club dues, some special Kiwanis functions as approved by the Board, annual membership contribution to the Kiwanis International Foundation, annual membership contribution and sustaining member status to the Florida Kiwanis Foundation. In addition, club members who attend the weekly meetings will be invoiced either \$40/month for meals or pay \$12 meal at the door.

Any member more than 60 days past due and without a payment arrangement agreed to by the Treasurer shall be considered NOT in good standing. Any member may appeal to the board for any special considerations.

Service Leadership Program (SLP) alumni do not pay International or District dues for the first 2 years. This is a \$72 annual discount.

The Board has, in the past, approved special status for certain individuals who have served Kiwanis with honor and the club has paid their dues accordingly. Each case is individual, and no Board is bound by the decisions of a previous Board.

FINANCIAL

Audit - A "review" of the Club's accounts shall be made annually. An "audit" shall be completed every third year, with 2015-16 (change to due for 2021-2022 year) being the base/starting year. The review or audit shall be completed no later than Mar 1.

Long Range Planning - A Long Range Planning Committee shall meet annually in January/February and give a report to the Club at the Annual Meeting.

Financial Meeting - The incoming President should coordinate with the Incoming President Elect and Treasurer to conduct a financial meeting in August/September to establish upcoming budget which will be presented at the New/Old Board Meeting.

OFFICER EXPECTATIONS

In conjunction with the Leadership Guide presented by Kiwanis International, the Sunshine City Kiwanis Club has the following expectations for the club officers and directors.

President Expectations

- Create a strategic plan for the club and set goals for execution of that plan.
- Coordinate agendas and run the weekly meetings, monthly Board Meetings (including the New/Old Board Meeting at the end of the term) and the Annual Meeting.
- Assign club members as committee chairs and coordinate the overall start of committee work.

President Elect Expectations

- Assist the President in their roles above.
- Serve as the Program Chair and assign Kiwanian of the Day as necessary for the weekly meeting programs.
- Coordinate the Installation Banquet.
- Prepare to move into the President position.

Vice President Expectations

- Assist the President and President Elect in the roles above.
- Prepare to move into the President Elect position.

Treasurer Expectations

- Coordinate the annual review and audit.
- Maintain and file taxes according.
- Collate the monthly records and send to the board in advance of the monthly board meeting.
- Pay bills, dues, fees and other expenses timely.
- Maintain the dues and expenses of club members and invoice members accordingly.

Secretary Expectations

- Take and maintain the Minutes of the Club Board Meetings and send to board members in advance of the next board meeting for review.
- Manage and maintain all club and membership records online and submit reports timely.
- Maintain club member information and disseminate accordingly

YOUTH PROTECTION

Guidelines - The Kiwanis Club Of Sunshine City will follow the Youth Protection Guidelines established by Kiwanis International.

Education - The Club will educate its membership on the Youth Protection Guidelines and "best practices" of working with children at least once during the Kiwanis Year, and preferably during the 1st quarter of the Kiwanis year.

Background Checks - Every volunteer, whether a member or not, that has 1-on-1 unsupervised contact with a child and every Kiwanis Advisor to every Service Leadership Program shall have a "clear" background check.

- "Clear" background check is defined in Kiwanis International Policy 197.2
- All non-Kiwanian volunteers with any contact with a child shall read and sign the Kiwanis Youth Protection Guidelines.
- It shall be the individual's responsibility to provide proof of a "clear" background check to the Club Secretary.
- Any individual without a "clear" background check shall be denied the right to hold the position and/or attend any event in question.
- All background checks will be executed by Safe Hiring Solutions, Kiwanis International's preferred vendor and shall be valid for no more than 2 years.
- The Club Secretary:
 - is advised to keep no records, only to verify that the background check is clear and return all documents to the individual.
 - shall report, only to the President, that all background checks are in order or that an additional candidate is needed for the SLP committee (without revealing which SLP, to retain confidentiality)
 - shall not make any determinations and shall consult with the District Youth Protection Manager, District Executive Director, and/or Kiwanis International if any questionable situation arises.

There shall be very limited discussion of background checks, only in the most general terms. The Club Board MAY reimburse the individual for the expense from the appropriate SLP account. However, if one is reimbursed, all should be paid. The individual may waive confidentiality and appeal to the Board and Kiwanis International for an exemption.