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Children
of the World



Kiwanis Club of Marietta, Inc.

Chartered March 3, 1930

Policies and Procedures Administrative Manual

Effective Date: October 9, 2002

Revision: March 9, 2022

PURPOSE OF THIS MANUAL

This manual was created as a tool to provide guidance to the Club Officers, Directors and Executive Director in managing Club operations and so that each may make quality decisions and ensure fairness to all club members based on the accepted policies stated within. All polices are in

compliance with the Club By-Laws and those of Kiwanis International and have been approved by the Officers and Directors duly elected by the membership. Policies in this manual supersede any and all policies or directives approved by previous Boards, Officers and Directors as of the Effective Date. A quorum is required to conduct the general business of the Board and shall require a majority of the Board to be present. All revisions will be submitted electronically or by U.S. mail to the membership and revised policies shall remain on file with the Club Executive Director or Club Secretary if an Executive Director does not exist. (Revised: November 13, 2013)

Roberts Rules of Order, Revised and Updated, will be the parliamentary authority of The Kiwanis Club of Marietta and the Board of Directors. (Adopted: May 12, 2010)

These policies were originally adopted for approval at the regular meeting of the Board of Directors held on October 9, 2002 at the Marietta Country Club 6:30 pm. President Devan Seabaugh was the presiding officer.

Club Officers 2002-2003

Devan Seabaugh	President 2002-2003
Jan Blodgett	President Elect
Sam Kelly,	Secretary/Treasurer
Alice Summerour	Immediate Past President
Dr. Bob Hayes	Past Governor and Special Advisor
Joel Draper	Past Governor and Special Advisor
E.W. Chastain	Past Lt. Governor and Special Advisor
Pat Huey	Executive Director

Board of Directors 2002-2003

Troy Callihan	Carol Ann Sonnenfeld
Paul Butler	Dick Martin
Andy Bush	Joan Bloom
Bill Sidner	Terri Bunten-Cross

Special Thanks to:

Dr. Bob Hayes, Joel Draper, E.W. Chastain and Devan Seabaugh for their tired eyes and hours of work in drafting and reviewing this manual for content and ensuring all policies were in compliance with those of the Club By Laws, Kiwanis International By- Laws and the Kiwanis International Constitution.



OBJECTS OF KIWANIS

Kiwanis Club delegates at the 1924 Convention in Denver, Colorado approved the six permanent Objects of Kiwanis International. Through the succeeding decades, they have remained unchanged.

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



Kiwanis Club of Marietta **POLICIES AND**

PROCEDURES

Effective: October 9, 2002

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GENERAL POLICIES

101. INTRODUCTION

The policy statements contained in this manual are supplemental to the Bylaws of the Kiwanis Club of Marietta, Inc, (herein after referred to as Our Club) the Georgia Kiwanis District, Kiwanis International and the most recent edition of Kiwanis International Administrative Manual for Kiwanis Leaders. This manual contains all policies approved by our Club Board of Directors. Any prior action of the Board not contained in this policy manual is no longer the current policy of Our Club.

These policies remain in effect until revised by a succeeding Board of Directors. The Bylaws contained herein are the most current Bylaws of Our Club and are on file with Kiwanis International.

105. PREFACE

1. DEFINITION:

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

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

2. PURPOSE OF OUR CLUB

The purposes and objectives of Our Club are to promote service, friendship and understanding among persons in the community and to support Division 15, the Georgia Kiwanis District and Kiwanis International.

3. PURPOSE OF THE POLICY AND PROCEDURE MANUAL FOR OUR CLUB:

- 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
- 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 Our 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 Georgia Kiwanis District and Our Club.
- b. A policy or procedure may be adopted by a majority of a quorum of Our 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 Executive Director or 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 date of the Board meeting when the Board of Directors adopted the policy 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, and Chair Training each year.

110. SERVICE PROJECT - DEFINITION

A service project is an activity consistent with the objects, objectives and policies of Kiwanis International, devised or planned by our Kiwanis Club or a Club committee and performed by Club members for the benefit of others. All Kiwanis service projects that require either a verbal or written agreement shall be approved by the Board of Directors. (Revised: December 9, 2009)

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, the Kiwanis Club of Marietta has developed and engaged in various community service activities. The following principles are recognized as reflecting the opinion of Kiwanis regarding community service activities.

The Marietta Kiwanis Club has absolute autonomy in the selection of its community service activities. The activity must be legal and shall 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 our Kiwanis Club, the rules listed below are suggested for use in selecting community service activities.

1. The Club should not 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, the Club should not assume its functions, but 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, the 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, the Club's administration should not accept a community service obligation which shall extend longer than the end of the Club administration in which the activity is adopted without the approving vote of the Club's membership. 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, the 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.

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. The Club 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 the 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. The Club will not give its endorsement to any movement which it is not actively supporting.
 - b. The Club will not accept membership in an organization under the name of Kiwanis International.
 - c. The 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. The 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. The 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 announce their candidacy for a particular office 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. Kiwanis recognizes the importance of the political process and encourages members to invite candidates seeking office to attend regular club meetings as a guest to meet and greet the membership. However, no member or candidate shall be allowed to distribute campaign materials before, during or after a Kiwanis meeting.

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.
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 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 EMERITUS MEMBERS

- a. Upon written request, if a member has reached the age of 70, has been a member of the Kiwanis Club of Marietta for 20 years or more, and is unable to attend meetings due to health reasons, the Board of Directors may, at the Board's sole discretion, identify the member as a Senior Emeritus Member within the Kiwanis Club of Marietta. This status shall relieve such member of the obligation to pay the full local Kiwanis Club of Marietta dues by only paying International and District dues (unless the member is a Kiwanis International Life Member), along with any District and Division contributions to which the Club is obligated, in addition to a small portion of the Club's administrative expenses. Additionally, a Senior Emeritus Member will only pay for meal when attending a meeting. (Revised: March 9, 2022)

5. LIFE MEMBER

A. 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.

B. MARIETTA KIWANIS

This level of local membership recognizes and rewards faithful Marietta Kiwanis members that have attained the level of Kiwanis International Life Member and achieved excellence in participation and service to the Marietta Kiwanis Club for more than 40 years as an Active or Senior member.

The Board of Directors may, at the Board's sole discretion, bestow Marietta Kiwanis Life Membership, upon any member that meets the following criteria:

- Active or Senior Member of Marietta Kiwanis for 40+ Years
- 40+ Years of Perfect Attendance
- Kiwanis International Life Member
- Recipient of the Georgia F. Hixson Fellowship Award
- Has faithfully served the club in the capacity of a Committee Chair
- Has faithfully served the club in the capacity of a Club Director or Club Officer

The Marietta Kiwanis Life Member shall remain listed with Kiwanis International as a Kiwanis International Life Member and shall be excused from conformity to the attendance rule for active

and senior members. The Marietta Kiwanis Life Member shall be entitled to all the benefits of an active Kiwanis member but will no longer be required to pay local dues or for meals at any regular meetings they attend. The Marietta Kiwanis Life Member shall not be obligated, but should consider making an annual or quarterly donation to the Marietta Kiwanis Foundation in an amount of their choosing. (Adopted: September 17, 2008)

6. LEAVE OF ABSENCE

Upon written request and by a majority vote of the Board of Directors, a quorum being present, 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.

An authorized leave of absence does not relieve a member of their obligation to pay Club dues unless circumstances causing unforeseen financial stress are prevalent and the Board of Directors grants a waiver of dues. (Revised: May 12, 2010)

6.1 Maternity Leave

A member may be granted maternity leave for a period not to exceed ninety (90) days.

The member will be responsible for paying International and District dues, Club scholarship assessment, and only pay for meals when attending a meeting during this ninety (90) day period. (Adopted: October 13, 2010)

6.2 Military Leave

When a member is deployed for military service beyond the Club area, the member may be granted a military leave and exemption from all dues for a period not to exceed the length of deployment. (Adopted: March 21, 2012)

140. DISPLAY OF FLAGS

1. Display of flag: Our Club will display at every Kiwanis meeting the United States flag.
2. Protocol: In the United States, the display and use and Pledge to the Flag of the United States shall be in accordance with the Official Flag Code as adopted by the United States Congress. Currently, the flag should be at the speaker's right.

145. INTERCLUBS

An interclub meeting is one, which includes:

- a. Four or more members of our Club, or
- b. Three members of Our Club plus any current or Past Lt. Governor, or
- c. At least two members of our Club plus at least two members of a sponsored youth group will constitute an interclub. An interclub may receive credit for attending another Kiwanis Club or sponsored youth meeting, a district conference or convention, or a Kiwanis International convention.

150. INSURANCE

Kiwanis International will provide liability insurance for the Club and for members when a Kiwanis activity as stipulated in Article XIX, Section 1 of the International Bylaws is attended by Club members. The Kiwanis Club of Marietta, Inc. shall provide Director and Officer liability insurance coverage as well as "Crime" insurance coverage to protect officers and the Board of Directors from financial and fiduciary wrongdoing. (Revised: December 9, 2009)

151. GENERAL POLICIES

The use of the Club Directory shall be prohibited by members and/or others for the purpose of soliciting business. This policy should be announced at two of the Club's general meetings and should be included in the Newsletter. (Adopted: September 21, 2011)



The Georgia Kiwanis District

155. GEORGIA KIWANIS MEMORIAL FOUNDATION, INC.

Removed 11/13/2008: The Georgia Kiwanis Memorial Foundation merged with the Georgia District Foundation

160. GEORGIA DISTRICT FOUNDATION

As a non-profit Foundation, this corporation allows Georgia Kiwanians to work together to fund efforts that might be beyond the financial ability of individual Kiwanians and individual Kiwanis clubs. While most gifts and contributions to Kiwanis clubs and the Georgia District of Kiwanis are not tax deductible, gifts to the Georgia District Kiwanis Foundation, Inc. are tax deductible. This Foundation is new and as such does not have a developed financial corpus. This Foundation will supplement the Georgia Kiwanis Memorial Foundation, Inc. in that it will supplement activities not handled by the Memorial Foundation.

The Foundation expects to be able to do such things as fund the Georgia Kiwanian through the Foundation that will result in lower mailing costs. There are other projects under discussion, such as funding equipment needs of the Georgia District Office through the Foundation to make gifts tax deductible and at the same time provide funds for the District office to update equipment. As you read on the page covering Tomorrow's Leaders, this Foundation is also a way to be able to support Sponsored Youth activities not funded through the Georgia District Memorial Foundation.

The Georgia District Kiwanis Foundation is supported by gifts from individual Georgia Kiwanians and from individual Georgia Kiwanis clubs. The Georgia District Kiwanis Foundation continues to be a part of the Georgia District Approved Contributions and is included as a part of the club monthly score sheet.

165. GEORGIA DISTRICT SPONSORED PROJECTS (Revised: October 9, 2008)

The Marietta Kiwanis Board of Directors should decide at the October Board Meeting if they wish to sponsor any of the District Sponsored Projects and at what dollar amount. The Georgia Kiwanis Governor will provide a list of District Sponsored Projects along with a description of each project and a suggested amount based on a contribution per member each year for the Club's consideration.

Past District Sponsored Projects have Included:

- ✓ Auditory Verbal Center- Buck N Ear

- ✓ Hugh O'Brian Youth Foundation
- ✓ Children's Miracle Network
- ✓ Tomorrow's Leaders
- ✓ Key Leaders
- ✓ Georgia District Foundation
- ✓ Kiwanis International Foundation

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ADMINISTRATIVE PROCEDURES

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

Marietta Kiwanis will follow the procedures stated in the Club By Laws.

See Article XII of the Club Bylaws for the nomination and election of Club Officers and Directors.

210. DIVISION FIFTEEN (15)

A Division Agreement shall govern the Fifteenth Division. The Division Agreement will be presented to the Club President at the Division 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 or Executive Director will represent the Club on the Division Counsel and will make every effort to attend all Council Meetings. The Division Lt. Governor chairs the Division Council.

211. DIVISION 15 ANNOUNCEMENTS

Announcements by other Clubs in Division 15 regarding their fundraising efforts may be made one time by a representative of their club. Any further announcements about the same fundraising effort will be made from the podium by the President of our Club. Display tables may be set up outside the meeting room to place any products they are selling. (Adopted: January 21, 2015)

215. OFFICER AND DIRECTOR ATTENDANCE REQUIREMENTS

To ensure effective Club operations and member representation, the Club Officers and Directors are required to hold a minimum of one (1) Board of Directors meeting monthly. A tentative annual calendar of Board Meetings shall be established and approved by the Board at the first scheduled Board meeting in October of each year. All Officers and Directors are required to attend not less than 80 percent of the scheduled meetings of the Board of Directors. Officers or Directors failing to maintain the attendance requirements may be asked to resign from their position on the Board. Any member failing to resign from their position may be removed from the Board by a 2/3 vote of the remaining Board members. (Revised: May 12, 2010)

220. SPECIAL CALLED MEETINGS (Adopted: August 11, 2010)

Special called meetings may be held via phone call, teleconference call or video conference call provided the following criteria are met:

1. All parties can simultaneously hear each other, which encourage full debate and deliberation on issues prior to taking action. The President should make a special effort to make sure that all members in attendance have the opportunity to participate in debate.
2. Board members participating in the conference call meeting are considered to be present in person so votes may be legitimately taken.
3. A roll-call for attendance and for all votes must be taken so that there can be no doubt about the outcome.
4. All other criteria must be complied with as if the meeting were in person; eg., quorum, attendance and minutes, etc.

225. ELECTRONIC COMMUNICATION WITH MEMBERS VIA PORTALBUZZ (Adopted: February 9, 2022)

1. The PortalBuzz platform provided through Kiwanis International is for providing member information for all members and also serves as the Club's pictorial director.
2. The site is also utilized for providing Club committee rosters.
3. Committee Chairs have the availability of emailing their committees regarding committee meetings and activities.
4. No Club member other than the Executive Director, President, or their designees may use the Club roster, PortalBuzz platform, or other group distribution lists of the Club membership to send group emails to the membership except for the purposes set forth in 2 and 3 above. (Adopted: February 9, 2022)

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 principles and in accordance with the bylaws, policies and procedures of Kiwanis International. It will be the Board of Directors responsibility to ensure that the Club remains financially secure.

All annual contracts shall be reviewed on an annual basis by a Contract Committee for past performance, value to the Club, and future needs of the Club. A report will be presented to the Board prior to the last Board meeting of the fiscal year. The Contract Committee shall be made up of the President, PresidentElect, Secretary/Treasurer and anyone else that the President may appoint to the Committee. (Adopted: September 21,2011)

302. CASH CONTROLS AND FINANCIAL REPORTING

An Audit Committee was formed of three Kiwanis CPAs (appointed by the current President) with the following recommendations.

- Audited or official review of the financial statements not recommended
- Recommended Agreed Upon Procedures Engagement (basically following the current ByLaws)

The Policies & Procedure Committee recommended the following:

- Bills will be paid through online banking with the Executive Director having the ability to set up the bills but no authority to release the bills for payment. The President, President-Elect, Immediate Past President or Finance Chair would approve the bills for release by online banking.
- Manual checks may have to be written on occasion. Check signers would be the President, President-Elect, Immediate Past President or Finance Chair.

- The current Secretary/Treasurer shall receive and reconcile bank statements. The Executive Director will continue to reconcile bank statements in order to keep QuickBooks in balance.

305. ADMINISTRATIVE ACCOUNT

Funds for the Administrative Account are generated through dues and fundraising events (including drawings) where ONLY members of the Club participate in the fundraising. Club members may bring guests to the fundraising 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 Account.

310. SERVICE ACCOUNT (Foundation)

Monies received by the Marietta Kiwanis Club from fundraising 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 educational, religious and charitable activities of the club.

All expenses incurred in production of fundraising projects may be charged to the Service Account and all money donated to the Service Account is tax deductible.

315. FINANCE COMMITTEE

1. The Finance Chair will be appointed by the President-elect by August 1st of each year. The Executive Director shall prepare a proposed budget for the Administrative Account and one for the Service Account for the next fiscal year for the President and Finance Committee Chair to present to the Board of Directors. The Executive Director will request budget requests from each of the Committee Chairs in August of each year. (Revised: October 9, 2008)
2. The proposed budget will be submitted to the incoming members of the Board of Directors no later than the 2nd Wednesday in October. (Revised: October 9, 2008)
3. The Committee should make every effort to offer a budget that will maintain an unappropriated reserve in an amount equal to \$10,000 for the Administrative Account and an unappropriated reserve in an amount equal to \$10,000 for the Service Account. (Revised: October 9, 2008)
4. The Committee will budget for the Georgia District supported charities in the Administrative budget as appropriate.
5. The new Board of Directors will approve the budget at the first Board Meeting in October.
6. The Club books of account shall receive a Specific Procedures review at least once each year. The Internal Review Committee shall be named by the Club President. The Review Committee should be familiar with financial statements and should reconcile bank statements if necessary and conduct test of income and expenditures for the past year. The Review Committee may include club members but may not include Secretary/Treasurer. A copy of the Review Committee report shall be provided to the current Board of Directors no later than the regularly scheduled December Board meeting and upon request to any Club member. (Revised: May 12, 2010)

320. ACCOUNTS PAYABLE/ PAYMENT PROCEDURE

The Club President and/or Secretary/Treasurer and/or Executive Director are authorized to co-sign all checks of the Club. All payments from the Club's checking accounts will be made only after the Executive Director has received an invoice or receipt for payment. All payments for budgeted requests of over \$500.00 will require prior approval by the Board of Directors. The same requirement shall apply to checks written from all Foundation accounts. (Revised: March 21, 2012)

321. DONATION REQUESTS

Primary consideration should be given to the Kiwanis Club of Marietta's Major Emphasis funding first and any other interclub club projects. If these projects are not fully funded, the Board should examine carefully funding these.

In addition, priority should be given to the upcoming projects for the following year and building our scholarships and other funds. Serious consideration should be given to whether the Club has any involvement in the project.

Each Board must use their own concern and judgment for any payments made outside of our Club projects funded by our efforts.

We will continue our support of International, District, Division and Sponsored Youth. (Adopted: January 21, 2015)

325. BOARD OF DIRECTORS AUTHORIZATION

The new Board of Directors will, prior to October 15th approve a budget for the coming fiscal year.

The new Board of Directors will, prior to October 15th, 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

Responsibility of delegates at the conventions is 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.

CONVENTION AND CONFERENCES EXPENSES: The Club has justified paying the expenses for those members representing the Club for the following reasons:

1. The President, President-elect and Secretary/Treasurer are required to attend some functions and training and expected to attend other events.
2. Kiwanis training sessions will ensure our Club is well organized and will afford greater support to our community if certain members attend training sessions.
3. Club members will benefit from attending Kiwanis functions by associating with other Kiwanians and learning from them.
4. Our Club will have a voice in the governance of Kiwanis International, the District and Division 15 through representation of our Club by serving and voting as a delegate.

INTERNATIONAL CONVENTION: The Club shall reimburse the following expenses for two Delegates elected by the Board, who should be the President-Elect and current Secretary: Registration, lodging and travel. Meals and incidental expenses will be paid based on the then current IRS per diem in effect. Delegates are required to attend official functions of the Kiwanis International Convention, and should they fail to attend official functions, shall reimburse the Club for fees and costs incurred on their behalf.

(Revised: September 17, 2015)

The Board shall have the flexibility to reduce the specified number of representatives attending the International Convention when prudent for the Club (e.g. cost prohibitive to send four). (Adopted: October 13, 2010)

DISTRICT CONVENTION: The Club shall reimburse the following expenses for three delegates, those being the current President, current President-elect, and the current Secretary/Treasurer: Reimbursement of mileage at the current IRS rate for charitable miles driven, Registration, hotel room 2 nights, Friday night Convention dinner, Awards Lunch, the Governor's Banquet and daily hotel internet charges. The Club shall pay the registration expenses, Friday night Convention Dinner and Governor's Banquet for 1 Alternate

Delegate who should be the in-coming Secretary. In the event any Delegate is unable to attend, the Alternate will move up to the Delegate's position and the Board, at its discretion, may appoint a substitute Alternate from the current Board to take the place of the Alternate. The Club shall pay the registration expense for any member that attends the convention. Any Club member who is elected or appointed to a position of official responsibility at District or International level shall be reimbursed the same expenses as Delegates and Alternates to the District Convention. (Revised: November 13, 2013) **DIVISIONS 15 RALLY:** The Club shall pay registration fees for all members attending.

GEORGIA DISTRICT DINNER: All registration and meal expenses for Club Officers attending shall be paid by the Club.

GEORGIA DISTRICT TRAINING CONFERENCES: The Club shall pay registration fees for all members attending. The Club shall provide a van for all members wishing to attend the District Training Conferences, departing from our meeting location (currently The Hilton/Marietta Conference Center). Any member who does not choose the transportation provided, will be responsible for their own travel expenses with the exception of the following: Any Club member who is elected or appointed to a position of official responsibility at the District or International level and is required to attend meetings the day before the Training Conferences, shall be reimbursed for actual mileage at the current IRS charitable rate. (Revised: November 13, 2013)

335. MEMBERSHIP DUES AND FEES

1. Annual per member dues will be \$1,200.00. Quarterly dues statements will be sent to each member on the first month of each quarter (Oct 1, Jan 1, Apr 1, Jul 1). Dues are payable on the first day of each quarter or may be paid on an annual basis. All member Club dues in arrears greater than 90 days shall have their membership terminated from the Club upon approval by a majority vote of the Board of Directors and in accordance with the Club By-Laws. A 2/3 vote of the Board of Directors is required for the purpose of raising dues. (Revised: August 12, 2020)
2. **Definition of Dues:** "Dues" shall mean the amount of money required to cover payments of Kiwanis International and Kiwanis Georgia District fees and subscriptions; and shall cover the cost of the Marietta Kiwanis Club fees, which includes the cost of meals at the weekly meeting and a five dollar contribution to the Marietta Kiwanis Foundation Account. The cost of meals shall not be separated from dues payment with the exception of those Kiwanians that have attained Senior or Kiwanis International Life Member Status or are full time employees of the school system at which they serve as the Club Advisors for a Kiwanis Sponsored Youth program. For Sponsored Youth Advisors, International and Georgia District dues shall be paid with funds out of the Sponsored Youth budget line item expenses.
3. **Debit to Member Accounts:** From time to time Kiwanis Committees will sell tickets, items, etc., that are designed to support activities of the Club Committees. In order to make purchasing convenient to the membership, the Board of Directors has authorized the Executive Director to debit the member's account in the amount owed in lieu of collecting cash at the time of purchase or signing up for an event including the raffle. If a member signs up for an activity for which there is to be a charge, that member will be held responsible for payment of that debt whether or not they attend the function, if they have not cancelled prior to tickets or products being ordered.
4. **Guest Meals:** Members are encouraged to bring guests and potential candidates for membership to club meetings. Guest meals will be debited to the member's account unless the guest or member pays the cost of the meal in full at the sign-in table. The member's account will be credited the amount of the guest meal, not to exceed one, if their guest turns in an application for membership with a check for their first quarter dues within 30 days of their last visit (meal). (Adopted: June 11, 2008 to be effective June 12, 2008).

Upon the request of a Senior member (as defined in Section 135, Item 4) with a special need or disability which limits the member's ability to attend meetings, the President and Executive Director may use reasonable discretion to access "contingency funds" (if available) to pay for guest meals for a caretaker and/or driver to encourage attendance by the Senior member. (Adopted: March 21, 2012).

350. Kiwanis Investment Policy Statement

Purpose - This Statement describes the investment philosophy of Marietta Kiwanis Foundation, Inc. (hereinafter referred to as Organization). It also establishes the investment guidelines and performance objectives for any investment managers retained by the Organization.

This Investment Policy Statement has been established by a Board of Directors (hereinafter referred to as Directors). The Organization is funded through charitable contributions, and is to be administered for the benefit of the Organization.

Investment Policy and Objectives – Overall, the Directors’ primary investment objective is to retain purchasing power of the restricted and unrestricted endowment and, at the least, keep pace with inflation. The Directors are willing to accept some risk, but desire to cushion losses in market declines even at the cost of less than proportionate gains in market advances. The Directors also expect portfolio assets to retain their purchasing power and, at the very least, keep pace with the Consumer Price Index.

Investments will be made for the exclusive purpose of providing the maximum return within the constraints described herein. The assets must be invested with the care, skill and diligence that a prudent person acting in this capacity would undertake.

The investment managers understand that although the Organizations’ investment goal is long term investing, the Board at its discretion may choose to withdraw income and/or principal to fund various projects and/or initiatives at any time.

Oversight – The Finance Committee of the Organization will review the monthly and quarterly investment statements as they are available at their regular meetings and make recommendations to the Board as necessary.

General Asset Allocation Guidelines – The Directors expect that 100% of portfolio assets will be under the supervision of one or more professional investment managers. Overall, the target asset allocation for the Organization’s total asset is as follows:

Equities – The equity portion shall have overall high quality and reasonable diversification. Equities may be selected from the New York, American and Regional Stock Exchanges as well as the NASDAQ markets, with a minimum capitalization requirement of \$100 million. Domestic equity mutual funds are also permitted. To further diversify the portfolio, the manager may also invest up to 15% of the account in international equities or mutual funds so long as they are listed or have American Depository Receipts (ADRs). Short sales, marginal transactions or similar investment activities are prohibited. No assets should be invested in securities whose issuers have filed a petition for bankruptcy.

Within the above guidelines, the investment manager has full responsibility for security selection and diversification. However, the investment manager should not invest more than 5% of the account total in an individual security and not more than 25% in a single industry.

Fixed Income – The fixed income portion shall have overall high quality and reasonable diversification. Investments in fixed income securities will be managed actively to pursue

opportunities presented by changes in interest rates, credit ratings, and maturity premiums. The manager may select from corporate debt securities, obligations of the U.S. Government and its agencies, tax exempt securities of municipal and state governments and securities convertible to equities. Domestic fixed income mutual funds are also permitted.

1. No issues may be purchased with more than 20 years to maturity.
2. Investments in securities of a single issuer (with the exception of the U.S. Government) must not exceed 10% of the Organization's total market value.
3. Only corporate debt issues of investment grade or better may be purchased.

Investment Manager Selection – The Directors seek professional investment managers that have a relatively long-term horizon, holding assets through periods of short-term volatility.

Investment managers retained by the Directors should diversify portfolios among a relatively large number of securities and industries.

The Directors seek investment managers who invest in several asset classes. Investment managers should alter the relative weights of each asset class as economic conditions and market environments dictate, thereby relieving the Directors of strategic asset allocation decisions.

Investment managers retained by the Directors should be committed to remaining fully invested, building cash levels in the portfolio only when good buys are not available. Any Investment Company chosen should manage \$500 million or more in assets, comprising a relatively large firm.

The Directors prefer investment managers with significant investment experience and an established track record, ranking as one of the best nationally.

Investment managers should make decisions based on a disciplined, proven investment methodology.

Each investment manager is subject to all restrictions and investment guidelines within this document. However, each manager will have full discretion over the purchase and sale of mutual funds or individual securities.

Risk Tolerance & Asset Manager Performance Review – The Directors understand that some risk must be assumed to achieve the long-term investment goals of the Organization.

The Directors may consider terminating an investment manager for the following reasons:

1. Departure of one of more of the firm's key investment personnel

2. Deviation from the firm's stated investment discipline
3. Poor investment performance over a "reasonable" period of time (one year minimum, with three years being a more appropriate period under normal circumstances).

The Directors also understand that the market conditions and investments performance will fluctuate from year to year. Recognizing this uncertainty, the Directors will not consider terminating a manager on the basis of performance during a single quarter or less than one year, provided that losses do not deplete a significant portion of assets under management.

On a three to five year basis, the Directors may consider terminating a manager if the portfolio objectives are not met. However, it is understood that the Directors can decide to change the portfolio manager at any time with or without cause.

The Directors will continually review the liquidity needs of the portfolio and will notify the investment manager as soon as possible of any significant changes in anticipated needs as set forth in this document. The Directors will review the Investment Policy Statement annually to insure its continued relevance and to make changes as new conditions dictate.

Conflict of Interest – The Directors wish to prevent any issues of real or perceived conflicts of interest. Therefore, the investment managers will not be member of the Board of Directors or Finance Committee or any committee involved in investment decisions. No member of the Board of Directors, Finance Committee, Marietta Kiwanis Foundation, Inc. employees, Independent Contractors, immediate family members in their household, or anyone involved in the investment decision process may be compensated in anyway. (Adopted: September 23, 2009)

AWARDS AND RECOGNITION

401. GEORGIA KIWANIS MEMORIAL FOUNDATION AWARD

Removed: 11/12/2008; Georgia Kiwanis Memorial Foundation was merged into the Georgia District Foundation

405. LEGION OF HONOR

Eligibility is based upon a Kiwanian having at least (25) years of membership, not necessarily consecutive, in one or more clubs. Having been recognized for 25 years of a service, a member is again eligible to receive the Legion of Honor award when the individual achieves (30) years of membership, again at (35) years, and so on. (Moved from Section 6, Article 6 (Membership) September 18, 2013)

410. OUTSTANDING KIWANIAN AWARD

In recognition of the effort put forth by members of the Georgia Kiwanis 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 the Kiwanis Club during the current Kiwanis year
2. Perfect attendance, including makeup credits
3. Participation in two (2) Interclub meetings during the current Kiwanis year
4. Active participation in a Club Committee
5. A member in good standing of the Marietta Kiwanis Club.

The Club Executive Director shall certify that the nominated member has achieved all the listed criteria during the administrative year for which the award is requested.

The certification, along with payment in the amount of \$6.00 per award, will be forwarded to the District Office.

The recipient will receive a special name badge recognizing them as an Outstanding Kiwanian.

415. PERFECT ATTENDANCE

CRITERIA: To receive credit attendance at a meeting, the member must be present for at least 60% of the time scheduled for such meeting. (1) member participation credit shall be given for personal attendance at the following meetings or activities during the calendar month or (7) days immediately preceding or following the month that a Club meeting is missed.

Perfect Attendance tabs are award on an annual basis for perfect attendance for (12) consecutive months beginning October 1st and ending September 30th. Attendance credits (make-ups) may be earned by:

- Attendance at regular Club meetings
- Participating in a Club Committee meeting
- Attending a Board of Director's meeting
- Attending a Kiwanis Sponsored Youth meeting such as Key Clubs at Harrison and Marietta High Schools
- Attending a Division, District or International Kiwanis function
- Attending another Kiwanis Club meeting or function

- Attending an interclub (four or more Kiwanians) with another Kiwanis Club
- Participating in a Club-sponsored Kiwanis service project
- Jury duty
- Any volunteer meetings or activities you have with another non-profit organization for which you do not get paid
 - If you have transferred to this Club from another Kiwanis Club, your perfect attendance will build upon your previous perfect attendance. Contact the Club's Executive Director if this applies to you. (Adopted: September 18, 2013)

420. CLUB AWARDS

Nominations for "Kiwanian of the Year", "Hixson Fellowship" and "Tablet of Honor" recipients will be open to the entire membership. The name of the person nominating and reasons why the nominee should receive an award will be presented in writing to the Chair of the Awards Committee to receive consideration. The Awards Committee will make recommendations to the Board of Directors, who will make the final decision. The requirements (guidelines) as adopted by the Board of Directors for these awards cannot be waived by the Awards Committee.

425. KIWANIAN OF THE YEAR

- * Has been a Club member for more than TWO (2) years.
- * Has SEVENTY-FIVE (75) percent attendance during the current Kiwanis fiscal year
- * Club dues are current
- * Bring in at least one new member during the current fiscal year
- * Attends at least two inter-club meetings per fiscal year
- * Participates in the Flag Project at least once during the current fiscal year
- * Has previously been awarded the Outstanding Kiwanian Award
- * Actively participates in at least one Community Service Project during the current fiscal year

430. HIXSON FELLOWSHIP

- * Has been a Club member for TWO (2) years.
- * Has attendance record of EIGHTY PERCENT (80 percent).
- * Club dues are current.
- * Has continuously given outstanding service to Kiwanis projects or committee work.
- * Has made an outstanding contribution to Kiwanis.
- * Has shown leadership by performing in a manner that is considered exceptional (well above the norm) and has made an outstanding contribution to the Club.

All presidents who have served their full term should be considered.

NOTE: A Hixson Fellowship Awarded by the Club should be given on the merits of an individual and not to fill a predetermined quota. Any member may personally contribute \$1000 to the Kiwanis International Foundation and receive a Hixson Fellowship Award.

435. TABLET OF HONOR:

The Tablet of Honor was established in 1965 to honor an individual, group, club, division, or district and organizations for outstanding support of Kiwanis and its Objects. The \$2,500 contribution is

placed in the Kiwanis International Foundation's endowment fund from which only the earnings are used to fund national and international grants and programs.

Tablet of Honor recipients receive a custom designed inscribed plaque, Tablet of Honor Pin and a special crest to be worn at Kiwanis functions. Tablet of Honor recipients are honored each year at a special reception at the Kiwanis International Convention, in the publication of the Honors Book, and on a permanent donor recognition electronic accolade at the Kiwanis International Office in Indianapolis.

440. Rookie of the Year – Selected by the Board of Directors (Adopted: September 18, 2013)

Criteria:

- Member in Kiwanis Club of Marietta for more than (6) months and less than (18) months
- Minimum of 75% attendance
- Attended the Kiwanis Club of Marietta's New Member Orientation session
- Participated in at least (1) Club service project
- Made a significant contribution to Kiwanis in time, energy and/or resources
- Nominated by a member of the Board of Directors
- Participated in at least (1) interclub meeting

445. Ruby K

By recruiting (5) or more new members during their Kiwanis career, members are eligible for the Ruby K Award. Ruby K pins are available for recruiting 5, 10, 15, 20, 30, 40, etc, up to 100 and in multiples of 25 over 100. The award is cumulative so previous recipients are eligible for a new Ruby K when they recruit additional members. (Adopted: September 18, 2013)

450. Zeller

Donors who give \$1,250 to The Eliminate Project---paid one time or over two years---may become Walter Zeller Fellows (named in honor of the first donor to the Kiwanis International Foundation).

Walter Zeller Fellows receive a commemorative lapel pin and a medallion encased in a display box. Walter Zeller Fellows also receive a certificate and other forms of recognition to commemorate their support of The Eliminate Project.

Every nine minutes an infant dies from neonatal tetanus. That short lifetime is marked by pain, robbing a mother of the chance to provide even the comfort of her touch. Most of these tragedies occur in countries that haven't yet eliminated maternal and neonatal tetanus.

With The Eliminate Project, Kiwanis eliminating maternal and neonatal tetanus, Kiwanis International has joined forces with UNICEF to change the world for millions of mothers and babies. (Adopted: September 18, 2013)

500

CONVENTIONS, CONFERENCES AND RALLIES

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

(1) CONFERENCES: Fall and Mid-Winter Conferences All Officers, Directors and Committee Chairs are expected to attend.

(2) CONVENTIONS

1. International Convention- Two delegates elected by the Board, who should be the President-Elect and current Secretary. Two Alternate delegates who should be the incoming Secretary and a Board member selected by the Board. In the event any Delegate is unable to attend, the first Alternate will move up to the Delegate's position and the Board, at its discretion, may appoint a substitute Alternate from the current Board to take the place of the second Alternate. (Revised: November 13, 2013)
 - A. The Board shall have the flexibility to reduce the specified number of representatives attending the International Convention when prudent for the Club (e.g. cost prohibitive to send four). (Adopted: October 13, 2010)
2. Georgia District Convention- three delegates and one alternate delegates, three of which should be the President, President Elect and the Secretary/Treasurer. (Revised: September 17, 2015)

(3) Rally: All Officers, Directors and any number of Club members plus spouses are encouraged to attend.

600 DUTIES AND RESPONSIBILITIES OF OFFICERS AND DIRECTORS

600. BOARD MEMBER RESPONSIBILITIES

A current Board member who is an employee of another non-profit organization or has a vested interest in another non-profit organization shall recuse themselves from voting on that particular donation request. (Adopted: September 21, 2011)

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 as a board member, Club Officer and as Chairman of one or more of the standing Club committees.
 - d. Have a working knowledge of the Objects of Kiwanis International and the Club Bylaws.
 - e. Have attended previous Kiwanis Georgia District Training Conferences.
 - f. Paid all Club and International Dues
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 yearlong 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 and District Rally
 - 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 Executive Director, 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 participation in the Kiwanis International Worldwide Service Project.
 - r. Attend and participate in Division Fifteen Council meetings
 - s. Be familiar with the Kiwanis Club of Marietta's Bylaws, Policy and Procedures, Marietta Foundation Bylaws, District Policies and Procedures
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. Ensure that the year-end Annual Reports are submitted.

605. PRESIDENT-ELECT

- 1. Attend the Kiwanis International Convention and the District Convention.

2. Conduct a Club and community analysis.
3. Conduct the President's Officer, Director and Committee Chair training after the District Convention and prior to September 1st.
4. Suggest proposed goals and objectives for the coming year, to be agreed on at the President's Officers, Directors and Committee Chair training.
5. By August 10, appoint Club Committee Chairs and members for the coming year
6. Be actively involved in the preparation of the proposed annual Club budget and ensure that the proposed budget is delivered to the Officers and Directors by the first Board meeting in October. Also, approve the persons who will be authorized to sign checks at this meeting.
7. Work toward receiving the Distinguished Kiwanian Certificate.
8. In the absence of the President, preside at the weekly Club meeting or at the monthly Board of Directors meeting.
9. Be prepared to assume the responsibilities of the office of President.
10. Accept any projects or responsibilities assigned by the President.

610. VICE PRESIDENT - The Marietta Kiwanis Club No Longer has a Vice President Position (Revised: October 9, 2008)

615. SECRETARY*

The criteria for eligible candidates for the position of Secretary shall be as follows: (Revised: August 11, 2010)

1. Membership in the Club for at least 5 years (cumulative)
2. Served on Kiwanis Club of Marietta Board of Directors for at least 2 years
3. Have at least 60% attendance
4. Agree to enter Officer rotation

The responsibilities of the Secretary are as follows:

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 to the District Secretary and the Division 15 Lt. Governor by the 10th of each month.
7. Submit to the proper officers, committees, or members all communications received from Kiwanis International or the District.
8. Promptly reply to correspondence and submit all official reports required by Kiwanis International or the District.
9. Submit reports to the Club at such times as the President or Board may require.
10. Perform such other duties and responsibilities the President or Board of Directors may assign.

* **Duties assigned to the Secretary may be delegated to the Club Executive Director as directed**

620. TREASURER*

WEEKLY: Collect monies from any project (e.g. Happy Dollars, Dues, Fund Raiser, Weekly Drawing, etc.) Count the money, fill out deposit slips and make bank deposit. Deposits must be separated into 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 checks to Kiwanis member at next meeting.

Keep a copy and give a copy to President and Secretary of any correspondence.

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 data 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.

ANNUALLY:

Give records to Review Committee for annual review.

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.

Pay Kiwanis International and Georgia District dues.

*** Duties assigned to the Treasurer may be delegated to the Club Executive Director as directed by the Board of Directors**

620. DIRECTORS

The criteria for eligible candidates for the position of Director shall be as follows: (Adopted: May 12, 2010)

1. Membership in the Kiwanis Club of Marietta for at least 2 years
2. Served as a Committee Chair or Flag Captain for at least one year (Adopted: August 12, 2020)
3. Have at least 60% attendance
4. Willing to consider entering Officer rotation

The responsibilities of a Director are as follows:

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 ensure 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. Ensure that all District, Division and International reports are submitted on time.
10. Support the Division Rally.
11. Be familiar with the Division Agreement.
12. Be familiar with the Club Bylaws.
13. Have basic understanding of Kiwanis International, Georgia District, and Youth Division.
14. Understand the Risk Management Program for Kiwanis.
15. Attend Kiwanis training programs, conferences and conventions.
16. Determine the policies and activities of the Club as outlined by the Policies and Procedures.
(Adopted: December 9, 2009)
17. Discipline members. (Adopted: December 9, 2009)
18. Provide general management of the Club. (Adopted: December 9, 2009)

621. EXECUTIVE DIRECTOR

The Executive Director is responsible for assisting the Club Officers in managing the daily operations and administration of the Kiwanis Club of Marietta, Inc., and the Marietta Kiwanis Foundation, Inc. Duties include the management of purchasing, billing, accounts payable, accounts receivable, membership records, creating and submitting appropriate monthly and annual reports to the Kiwanis Georgia District and Kiwanis International, creating monthly financial and administrative reports, reconciling bank statements, and submitting appropriate documents to the Club's designated accounting firm for an annual review and preparations of the club's IRS and other tax forms as appropriate. The Executive Director shall perform other administrative duties as may be assigned by the Officers and/or Board of Directors. Essential Duties shall include but not be limited to:

1. Maintain a current roster of members
2. Update the Roster and disseminate it to the membership quarterly
3. Maintain attendance records of members and guests
4. Assess members for guest's meals, sports & social activities and/or fundraising projects as requested and authorized by the member.
5. Prepare and submit quarterly statements to all members
6. Prepare and submit bills to Flag Project subscribers and credit like payments
7. Maintain an aging list of delinquent member accounts and employ such collection tactics and efforts as directed by the Board of Directors.
8. Attend weekly meetings, Division Meetings and monthly Board of Director meetings
9. Prepare a monthly financial statement for distribution to the Board of Directors
10. Prepare and submit periodic reports to both the District and International offices as required

- 11 Maintain the Club's finances, keeping the checkbook in balance and writing/cosigning checks as necessary or as directed by the President or Board of Directors.
- 12 Attend Kiwanis seminars, training, District Meetings and Kiwanis International Meetings which relate to the functions of the Executive Directors at the request of the Board.
- 13 Be available from 11:30am-12: 30 pm at the front sign-in table to answer questions, take payments, reports etc
- 14 Check the Club's post office box no less than twice a week and distribute mail to appropriate members.
- 15 Attend committee meetings as requested.
- 16 Process credit card payments and maintain accounting records of each transaction
- 17 The Executive Director shall not be responsible for typing, faxing, mailing or e-mailing Committee letters, memos or announcements to other Club members unless requested to do so by the Club Officers and/or Board of Directors.
- 18 Perform other duties as may be assigned by the Officers and/or the Board of Directors of the Kiwanis Club of Marietta and/or the Marietta Kiwanis Foundation, Inc.
- 19 Distribute the Club Bulletin to all members via internet or US Postal Service
- 20 The Policies & Procedures document will reside with the Executive Director. The Club's Executive Director is authorized to make updates and changes to the documents that are approved by the Board of Directors. (Adopted: December 9, 2009)

625. COMMITTEES

The basic standing committee structure for Clubs is established by the International Board of Trustees. Kiwanis International Bylaws state that the basic structure should include separate committees that address Community Services, Sponsored Youth, Young Children: Priority One, Human and Spiritual Values, Club Administration, Membership Growth and Education, Public Relations, and Finance and Fundraising. This structure, along with the duties and responsibilities of standing Committees shall be adhered to by the Kiwanis Club of Marietta. Marietta Kiwanis has established the following Committee & Sub-Committee structure in line with Kiwanis International Bylaws.

Committee on Club Meetings and Administration (Standing Committee)

Programs (Sub-Committee)
House & Reception (Sub-Committee)
Inter-Clubs (Sub-Committee)
Awards and Member Recognition (Sub-Committee)
Historical Preservation (Sub-Committee) Nominating
Committee (Sub-Committee)
Lt. Governor Elect Committee (Sub-Committee)
Scholarship Committee (Sub-Committee)
Policies & Procedures and Club Bylaws (Sub-Committee) (Adopted: December 9, 2009)
Safety Committee (Sub-Committee) (Adopted: August 11, 2010)
Past Presidents Committee (Sub-Committee) (Adopted: August 14, 2013)
Sports & Social Committee (Sub-Committee) (Adopted: September 18, 2013)
Sunshine Committee (Sub-Committee) (Adopted: September 18, 2013) – Retired - (Revised: August 12, 2020)
A/V (Audio Visual) Equipment Committee (Sub-Committee) (Adopted: September 18, 2013)

Committee on Finance and Fundraising

Flag Committee (Sub-Committee)
Kiwanis Golf Tournament (Sub-Committee)

Committee on Membership Growth, Education and Retention

Committee on Young Children Priority One

Committee on Sponsored Youth

Committee on Youth Services

- Soap Box Derby (Sub-Committee) – Retired - (Revised: August 12, 2020)
- GEM Awards (Sub-Committee)
- Just Desserts (Sub-Committee) – Retired - (Revised: August 12, 2020)
- Read-A-Book (Sub-Committee)

Committee on Community Services

Major Emphasis (Sub-Committee)

Committee on Human & Spiritual Values

International Relations (Sub-Committee) – Retired – (Revised: August 12, 2020)

Committee on Public Relations

Committee on Veterans Day Parade

Committee on Business and Public Affairs

Committee Responsibilities and Descriptions Follow (All Revised: October 9, 2008)

CLUB MEETINGS & ADMINISTRATION

The Committee on Meetings and Administration consist of several sub-committees that 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 and; prepare a requested budget and submit it to the Executive Director prior to August 10th.

PROGRAM COMMITTEE

This is a Sub-Committee of "Club Meetings and Administration" responsible for arranging a program for each of the weekly meetings when there is not a special Club meeting.

The Committee shall ensure that all program speakers are scheduled at least four weeks in advance and will submit a speaker biography to the Newsletter Editor to allow publishing in the Club Newsletter.

The Committee shall notify the speaker of the time allotment for his or her program and ensure that the speaker understands that they are to end their presentation no later five minutes prior to adjournment time in order to allow the speaker to be thanked and the President time to wrap up the meeting.

The Committee is responsible for assigning member(s) to introduce and thank the speaker.

The Committee will ensure all audio and visual equipment required by the speaker for his/her presentation is in place for the meeting.

The Committee is responsible for ensuring a speaker's gift is available for presentation at the conclusion of the weekly meeting.

HOUSE & RECEPTION COMMITTEE

This is a Sub-Committee of "Club Meetings and Administration" responsible for ensuring the Club meeting room is set up with the necessary equipment and supplies needed to conduct the Club meeting. These duties shall include, but are not limited to, the head table with PA system, table for information, sign-in sheets, guest registration, Club activity sign-up sheets, announcements, seating for members, United States Flag, Club banner, Club honors banner, Club bell, gavel and member's badges.

The Committee is also responsible for storing all of the above after the close of the meeting; transporting, setting up and returning the Club banners to and from any offsite meetings requiring such items.

The committee will work with the Membership Committee to coordinate new members to serve as the reception committee for each meeting and shall be responsible for reserving table space as appropriate for special invited guests.

COMMITTEE ON INTER-CLUBS

This is a Sub-Committee of "Club Meetings and Administration" responsible for scheduling Inter-Club meetings with other Clubs in the division.

The Committee is responsible for arranging for a minimum of four or more Club members to attend other Kiwanis Club meetings in the division, including Sponsored Youth Clubs. Each Club in the Division should be visited a minimum of 2 times each six months.

The Committee shall also encourage and recruit Club members to participate at District Training, Division Rallies, International Conventions and the District Conventions.

CLUB MEETINGS & ADMINISTRATION (Continued)

ART FUND (FOUNDATION)

Purpose: To provide grants for Children's Art Programs with qualified 501(c) (3) organizations. The grant must be used for educational programming or a Kiwanis children Arts related project.

To qualify for a grant the entity must:

1. Be located or headquartered in Cobb County
2. Must have been a qualified 501(c) (3) for at least one year prior to application
3. Must complete a grant request by the designated deadline

Grant requests will be solicited by the Marietta Kiwanis Art Fund via the Club website. Applications will be sent to the Executive Director who will forward them to the Committee Chair for the Committee. The Committee will review all requests and make recommendations to the Board for awards. The Kiwanis Board will make the final grant decisions.

Annual grant amounts will be determined on an annual basis with committee recommendations and Board approval. The document at the Cobb Community Foundation requires \$100,000 to remain in the account as an endowment, but it does not dictate amounts available for annual distribution. The committee suggests annual grant amounts to approximate the annual return. This is to be determined on a rolling 3-year average account return; the amount of the annual grant is flexible. To pay more than this amount from annual earnings would require specific Board approval.

Additional funds can be granted in any year if there is a specific fundraising project. (Adopted: March 8, 2017)

The Executive Director will keep the information below so that the history of the committee will not be lost.

Historical Committee Note: Funding for the Marietta Kiwanis Art Fund originated with United Arts of Cobb. Ron Francis, a Kiwanian for many years, was the UAC founder, and the funds were transferred to the control of the Marietta Kiwanis Foundation after Ron died. His desire and the desire of the Board of UAC was to continue to fund the Arts in Cobb County. It is the hope of the UAC Board that Marietta Kiwanis will continue with the same objective.

A/V (AUDIO VISUAL) EQUIPMENT COMMITTEE

This is a Sub-Committee of "Club Meetings and Administration" responsible for setting up the Club's audio visual equipment for weekly program meetings and for special Kiwanis events that may require the need for equipment. Committee members share and rotate responsibility that includes setting up and connecting cables for the laptop, wireless mouse/pointer if needed presentation USB or CD, projector, speakers and connecting then repacking the equipment for next event. A Committee member need not have a technical acumen and is asked to participate 68 times a year in the rotation of responsibility. (Adopted: September 18, 2013)

AWARDS AND RECOGNITION COMMITTEE

This is a Sub-Committee of "Club Meetings and Administration" responsible for recognizing Kiwanis members for their hard work with various Kiwanis International and local Club recognition awards.

The Committee shall make themselves familiar with various awards available through Kiwanis and the criteria required to attain both local and International awards. They will work throughout the year to make the membership at large aware of these awards so they might work towards their achievement.

The Committee shall make themselves familiar with criteria required to attain the Distinguished Club, Distinguished President and Distinguished Secretary Awards and assist the President by keeping track of the Club's progress towards the required criteria.

This Committee should nominate eligible members for award recognition and shall review all applications/nominations received for an award to ensure eligibility before asking the Club Secretary to order an award, plaques, trophies, certificates, pins, etc. for presentation as appropriate.

HISTORICAL PRESERVATION COMMITTEE

This is a Sub-Committee of "Club Meetings and Administration" responsible for recording the historical record for the Marietta Kiwanis Club.

The Committee shall ensure that the historical records of the Club including archives of Club awards, photographs and historical records of the Club's activities are maintained for future generations. Records may be in electronic form or print and may include a transcript, scrapbook, video, taped interviews and/or photographic journals of Club meetings, community service projects and special events. All records shall be the property of The Kiwanis Club of Marietta and shall remain with the Club's historical records. (Revised: August 11, 2010)

NOMINATING COMMITTEE

This is a Sub-Committee of "Club Meetings and Administration" responsible for seeking nominations for the Officers and Directors positions of the Club.

Each Committee member should be familiar with the Club Bylaws (Article XII) that govern the election of Officers and Directors. Each Committee member should be familiar with the criteria for each position as specified in the appropriate section of the Policies and Procedures (Section 615-Secretary; Section 620-Directors). The Committee shall meet to discuss potential candidates and review the candidates' involvement and support for the Club. Designated members of the Committee shall meet with each individual candidate to discuss the responsibilities of the position and seek their commitments if so elected.

The committee shall meet in March or April to identify candidates that qualify to fill the expiring terms of the Club Directors and Club Officer positions at the end of the Kiwanis fiscal year.

The President shall give the Club a 30-day notice of when the Annual Club Meeting will be held. (Adopted: August 12, 2020)

The Committee shall make a formal recommendation of candidates to the Club membership at least two (2) weeks before the annual meeting which shall be held no earlier than the first meeting in April and no later than the second week in May. At least one (1) week before the annual meeting, at a regular meeting of the Club, nominations from the floor may be made for any office and, when so made, together with the list submitted by the Nominating Committee, shall then be the list of nominees submitted for an election of officers and directors. (Revised: March 21, 2012)

The President shall appoint the Committee. The Committee shall consist of 5 past Marietta Kiwanis Presidents with the President Elect, Secretary and Executive Director serving as non-voting ex officio members. (Revised: May 12, 2010)

Lt. Governor-Elect Nominating Committee

The current President shall appoint a Nominating Committee to include the Chair who is a Past President (nonvoting except in the case of a tie), (1) Past Lt. Governor, the Club's current Secretary/Treasurer, and up to (3) additional members at-large representing past leadership positions in the Club and/or Division.

The Committee Chair (or designee) will send out a request to all qualified Past Presidents to establish interest. If there is more than one Past President interested, then the Nominating Committee may seek resumes,

applications, or other background details both within Kiwanis and other organizations. The Nominating Committee will meet to discuss the candidates and choose the one candidate they feel would best represent the Club and Division.

The candidate will be presented to the Board at their next scheduled monthly meeting for a vote. The Lt. Governor-Elect Committee Chair will announce the Board's selection to the membership at a weekly meeting. (Adopted: January 21, 2015)

Past Presidents Committee

This is a Sub-Committee of Club Meetings and Administration. The Committee members shall consist of Club members who are past Presidents of the Club. The Committee is chaired by the Immediate Past President and the duties and responsibilities includes providing leadership and historical information to the President and the Board as requested and hosting a breakfast each September for the incoming President. (Adopted: August 14, 2013)

SCHOLARSHIP COMMITTEE

This is a Sub-Committee of the Committee on Club Meetings and Administration responsible for managing the Club's scholarship program. The Committee is responsible for soliciting participants for the (10) directed scholarships that are administered by the Kiwanis Club of Marietta. (Revised: August 12, 2020)

The (10) scholarships directed by the Kiwanis Club of Marietta are:

1. Steve Tumlin, Sr. Scholarship
2. Jane & Ebbie Lance Chattahoochee Technical College Scholarship
3. E.W. Chastain Scholarship
4. Turner-Howard Scholarship
5. Kiwanis Club of Marietta Special Education Scholarship
6. Bill Kinney Scholarship
7. Forever Remember Scholarship
8. Cobb County School Superintendent's Scholarship (Adopted: August 12, 2020)
9. MCS Superintendent's-Glenn Graham Scholarship (Adopted: August 12, 2020)
10. Scott Chadwick Scholarship for Emerging Leader (Adopted: August 12, 2020)

The (2) scholarships directed by the schools they represent are:

1. Kennesaw State University

CLUB MEETINGS & ADMINISTRATION (Continued)

- a. Fred & Drucilla Beck Scholarship
2. Southern Polytechnic University
 - a. Drucilla Beck Scholarship

NOTE: The administration of the two scholarships referenced above with Kennesaw State University and Southern Polytechnic University was released to Kennesaw State University on August 20, 2017. (Adopted: August 12, 2020)

The Committee is responsible for working with each school to maximize the impact of the scholarship, recruit applicants and to work through the Kiwanis Public Relations Committee to ensure students know the scholarships are available. The Committee is responsible for coordinating with the Kiwanis Program Committee Chair, to present these scholarship awards at a regular meeting of the Club, which is traditionally held in the month of June. The Scholarship Committee shall make a recommendation to the Kiwanis Board of Directors as to the amounts of each scholarship to be awarded. The Board of Directors shall make the final determination of the amounts of each scholarship to be awarded. The amount of each scholarship awarded may vary.

Policies & Procedures and Club Bylaws Committee

This is a Sub-Committee of Club Meetings and Administration, responsible for reviewing any proposed changes to the Policies and Procedures or the Bylaws of The Kiwanis Club of Marietta and making recommendations to the Board of Directors. Proposed changes to the Policies & Procedures or Bylaws submitted to the Committee must be discussed and placed in the form of a recommendation and brought to the Board of Directors no more than 60 days from the date the proposal is received by the Chairman of the Committee.

Every effort will be made to present the recommendations in accordance with the guidelines referenced above.

The President shall appoint the Sub-Committee. The Committee shall consist of at least one current Board member, at least one Past President and no more than two Club members at large. Each member of the Committee will have the most current copy of the Policies & Procedures or Bylaws and will meet to consider any proposed changes. All proposed changes or recommendations will be provided to the Board of Directors at least two weeks (2) before the Board meeting at which said recommendations would be presented and voted on.

(Adopted: December 9, 2009)

Safety Committee

This is a Sub-Committee of Club Meetings and Administration, responsible for ensuring safety and management of risk are taken into account at all official Kiwanis Club of Marietta functions. The Committee shall communicate with all Committee Chairs the need to consider liability exposure to the Club and membership along with all others who may be involved when considering and planning activities for the Club. If there is any question regarding potential safety or liability risk, the Safety Committee is to be consulted. The purpose of the Safety Committee is for advice and consultation only. The Committee does not assume approval or disapproval responsibility for activities as that continues to reside with the appropriate Committee.

The Committee is responsible for reviewing the Club activities for liability exposure. If any exposure is identified, the Committee shall make a report to the President and to the Board of Directors. If any event occurs which could create liability for the Club, the Committee will contact Kiwanis International for guidance.

The Safety Committee should be consulted in all planning of Kiwanis Club of Marietta functions.

The President and the Board of Directors shall resolve to fully support the Safety Committee in their efforts to educate the Club and to make everyone safety conscious at all times. (Adopted: August 11, 2010)

Sports & Social Committee

This is a Sub-Committee of Club Meetings and Administration responsible for planning events that give members the opportunity to meet and mingle with Kiwanians and their families outside of our weekly meetings or volunteer events. Committee members volunteer for one or more events and work closely with the event manager who is responsible for planning and executing each event. (Adopted: September 18, 2013)

Sunshine Committee

This is a Sub-Committee of Club Meetings and Administration responsible for providing a "Moment of Sunshine" at Club meeting to provide humor and to uplift the members. The Chair of the Committee is responsible for asking Club members to make a presentation and informing the presenters that the time should be constrained to three to five minutes and it is expected that all presentations are appropriate and in good taste. (Adopted: September 18, 2013) – Retired – (Adopted: August 12, 2020)

U40 CLUB SATELLITE

The U40 Club Satellite is for ages 18-40 operating under the host of the Kiwanis Club of Marietta (the Club). It thus operates under all of the Policies & Procedures of the Club. The Club Satellite may choose their own leadership

structure, time, place and format for meetings and plan service projects. Its financial and administrative oversight remains with the Club.

They may attend meetings of the Club and expect support from the Club in the following areas:

- Financial support in reduced dues
- Support from the Executive Director
- Coordination of project planning by the Executive Director

The specific purpose of the U40 is to generate interest in the Club in those who may need more flexibility in meeting times or location and those younger members who may need a different fee structure. It is anticipated as they age out of the U40 Club Satellite that they will retain their host Club membership. (Adopted: September 17, 2015)

FINANCE AND FUNDRAISING

The Committee on Finance will meet and accomplish the following no later than October 15th: prepare a proposed budget for the Administrative Account and one for the Service Account for the next fiscal year. The Executive Director will solicit budget requests from each of the committee chairs in September of each year and will work with the President and Finance Committee Chair to set financial goals for the coming year and prepare a budget to submit to the Board of Directors no later October 15th. The Finance Committee Chair shall be responsible for reviewing all requests for donations and Kiwanis Grant Applications, and making a recommendation to the Board of Directors for final approval. The decision of the Board of Directors shall be final. (Revised: November 13, 2013)

FLAG COMMITTEE

This is a Sub-Committee of the Committee on 'Finance and Fundraising' responsible for managing the Club's annual Holiday Flag fundraising project. The project was conceived by Kiwanis Past President David Miller in 1995, as a way to raise funds for the Marietta Kiwanis Scholarship fund. The project consists of placing American flags around Cobb County on six nationally recognized holidays a year. These six holidays are: Memorial Day, Flag Day, Independence Day, Labor Day, Patriot Day (9/11), and Veterans Day. The Committee is responsible for preparing an action plan for the fiscal year that will include revenue projections and expenses. The Committee will be responsible for soliciting renewals and new flag subscriptions and coordinating the membership to place and retrieve the flags on the scheduled holiday dates. The Committee shall be responsible ensuring the flags are maintained and stored in honorable condition. The flag subscriptions shall be grouped into routes and each route will be under the responsibility of a Flag Captain. Flag Captains are responsible for leading the deployment and collection of the flags for his/her respective route on each of the designated holidays. Flag Captains are sufficiently familiar with the locations of all flag installations for their subscriptions (route) and take leadership of management of the maintenance of installations. All Club members are encouraged to participate in the work of the Flag Committee and all new members are required to participate in at least one flag project event during their first year as a member. The proceeds from this project will fund Kiwanis Scholarships and other Club programs, projects and grants of the Marietta Kiwanis Foundation as directed by the Board of Directors. At the discretion and approval of the Club President or the Club Board of Directors, the Flag Committee may be called upon to provide and place flags out for other community events or Club projects in Cobb County. (Revised: August 12, 2020)

COMMITTEE ON MEMBERSHIP GROWTH, EDUCATION & RETENTION

The Committee on Membership, Growth, Education and Retention is responsible for recruiting new members into the Club, educating new and current members about Kiwanis and helping retain the current members of the Club by having open communications on issues of concern. The Committee is responsible for encouraging members to invite prospective members to attend Club meetings and conduct a special guest day event at least once during the year. (Revised: September 18, 2013)

COMMITTEE ON YOUNG CHILDREN PRIORITY ONE

The Committee on Young Children: Priority One (YCPO) (age birth to 5) is an ongoing service program of Kiwanis International, addressing the needs of young children. The Committee is responsible for carrying out at least two YCPO projects in any category per calendar year helping children, families, and our community deal with critical issues affecting youth. YCPO projects are divided into four categories: Maternal and Infant Health, Child Care and Development, Safety and Pediatric Trauma and Safety Program Education and Support. The YCPO project may serve as the President's Major Emphasis Project for the year. The Committee members will survey local community leaders to determine an area that needs Kiwanis support and organize two projects that will provide the most significant impact in our service area. All members of the club are expected to participate in at least one of the YCPO Projects each year. The Club Board of Directors shall approve any YCPO projects that require either a verbal or written agreement. (Revised: December 9, 2009)

Go to: <http://www.kiwanis.org/ServiceProjects/YoungChildrenPriority1> for more detailed information on projects.

COMMITTEE ON SPONSORED YOUTH

The Committee on Sponsored Youth is responsible for managing the clubs Youth Service Leadership Programs in our local schools including the K-Kids, Builders Clubs, Key Clubs and Circle K International Clubs. Kiwanis International empowers people at every stage of life to become competent, capable, and compassionate leaders by helping them learn to help others. Through its Service Leadership Programs, Kiwanis enables its youngest leaders to serve their communities, opening doors for them to change the world. The Club Board of Directors shall approve any club-building projects that require either a verbal or written agreement. (Revised: December 9, 2009)

The Builders Club is the largest service organization for middle school students (ages 12 to 14), and is student led. Community-based Builders Clubs also may be established at community facilities such as churches and libraries.

Key Club International, the largest high school service organization in the world, empowers its members to lead and serve by cultivating leadership skills, developing friendships, and performing community service. Key Club members have a passion for helping others and gain leadership skills they will carry with them for a lifetime.

Circle K International (CKI) is the premiere university service organization in the world. Based on the tenets of service, leadership, and fellowship, CKI develops college and university students into responsible citizens and leaders with a lifelong commitment to service.

COMMITTEE ON YOUTH SERVICES

The Committee on Youth Services is responsible for determining ways the Club can help boys and girls ages six to seventeen adjust to their environment and become adapted to the social, economic and moral demands they encounter. The Club has adopted four projects that have become a tradition for the Marietta Kiwanis Club. Those projects include the annual GEM Awards and Read-a-Book projects. Past projects have also included the annual Soap Box Derby, Just Desserts, Kiwanis Terrific Kids and Bring Up Grades (BUG) Programs. The Club Board of Directors shall approve any Youth Service Projects that exceed the Committee or Sub-Committee's approved budget, or one that requires either a verbal or written agreement. (Revised: December 9, 2009)

GEM AWARDS COMMITTEE

This is a Sub-Committee of the Committee on Youth Services responsible for managing the Club's annual GEM Awards project. This project was developed by the Marietta Kiwanis Club's Youth Service Committee in 1996 by Ms. Jackie Whitt and Jan Blodgett, to recognize a teacher and/or administrator as well as a student in each of the Marietta City Schools for "Going the Extra Mile". Each school has a plaque on the wall of their school with the

names of each GEM Award recipient since 1996. Awards are given each quarter. Teachers submit nominations and the teachers vote to determine who shall be presented the award. The GEM Awards Committee is responsible for informing the school principals when the selection should be made each quarter, for getting the appropriate nameplates engraved and for presenting the awards at a weekly meeting of the Marietta Kiwanis Club.

JUST DESSERTS COMMITTEE

This is a Sub-Committee of the Committee on Youth Services responsible for managing the Club's annual Just Desserts Project. This project was developed in 1996 to recognize and reward the tremendous work of the educational staff of each school in the Marietta City School System. The Committee is responsible for coordinating all aspects of the project, which include purchasing small desserts then coordinating volunteer members of the Club to dress in formal/semi-formal attire and deliver the desserts into the classrooms at each school during the school day. This project offers an opportunity for all Club members to participate.

READ-A-BOOK COMMITTEE

This is a Sub-Committee of the Committee on Youth Services responsible for managing the Club's annual Read-aBook project. This project was developed in 1996 to get kids interested in reading and help boost reading comprehension scores in the local schools. The Committee is responsible for coordinating the project, which includes purchasing enough books so that every 2nd grade student in the Marietta City School System has a book they can take home to read and keep. Members of the Club go to each 2nd grade class and read the book to the student then hand out copies for the kids to take home and read again. This project offers an opportunity for all Club members to participate.

COMMITTEE ON GRADUATE MARIETTA

The Committee on Graduate Marietta provides broad oversight and coordination for all initiatives with the Graduate Marietta framework. In addition to its Chair(s) and designated representatives from the Marietta City Schools, the Graduate Marietta Committee is comprised only of the Chairs and Vice Chairs of the committees that support the initiative. These committees are: Light the Way 5K Road Race, Corporate Fund Raising, General Fund Raising (includes Spring Auction, Night Golf, etc), MHS Technology Center. (Adopted: January 21, 2015)

Service Projects That Take More Than One Year to Complete

The current Club Board of Directors cannot bind future Boards. If a Club wishes to undertake a project that will continue beyond one administrative year, two (2) weeks' written notice of a vote on said project must be sent to the Club membership prior to the voting. An affirmative vote of the Club membership commits the entire Club, including succeeding Boards of Directors, to continue the project until it is completed, or until the Club membership reverses its original action. (Adopted from Kiwanis International's Policies & Procedures: September 18, 2013).

FUNDRAISING-GENERAL

The Committee on Fundraising-General is responsible for non-corporate fundraising for Graduate Marietta Projects. Specific projects include Spring Auction, Night Golf, Member Giving, etc. Club involvement is encouraged in all the efforts and a premium is placed on having fun. (Adopted: January 21, 2015)

FUNDRAISING-CORPORATE

The Committee on Fundraising-Corporate is responsible for corporate, Grants, and "One Ask" fundraising for Graduate Marietta Projects. The "One Ask" is a new initiative in which we solicit donations for several Club efforts including, but not limited to, Night Golf, Light the Way 5K, etc. It's very important that individuals serving on this committee either have existing community business relationships or are willing to work to establish these. Club members who have Grant writing skills and understand the process would add value to the team. (Adopted: January 21, 2015)

LIGHT THE WAY 5K

The Committee on Light the Way 5K is responsible for organizing and executing the 5K road race. The hope is for this to become the signature Kiwanis event for fundraising, branding, and community involvement to support Graduate Marietta. Individuals serving on this committee should want to work with members of the PTA, teachers and administrators, road race professionals, community leaders, and the overall Club to create enthusiasm and participation in the event.

READING OASIS

The Committee on Reading Oasis is part of the Graduate Marietta initiative that focuses on reading literacy. Reading and educational materials will be put in three locations to benefit elementary age children. Matching funds will be provided by Scholastic Books through Kiwanis International. Individuals serving on this committee will work to establish the physical locations, deliver materials, determine sustainability needs, and identify other potential literacy projects. (Adopted: January 21, 2015) – Retired – (Revised: August 12, 2020)

TECHNOLOGY CENTER AT MHS

The Committee on Technology Center at Marietta High School is part of the Graduate Marietta initiative that focuses on technical literacy. This committee is responsible for managing the delivery of technology to deserving students at Marietta High School that meet specific criteria. The purpose is to help close the “digital divide”, the gap between students who have ready access to technology and those who don’t. Individuals working on this committee will determine the type of technology provided, as well as monitoring the various success measures established for the project. (Adopted: January 21, 2015)

COMMITTEE ON COMMUNITY SERVICES

The Committee on Community Services is responsible for identifying needs in the community and developing programs or projects that positively impact those needs. Past community service efforts have included projects that enhance and protect the environment and projects where the Club distributes Thanksgiving Baskets and Christmas toys to needy families. The Club rings bells for the Salvation Army during the Holiday season, volunteers to participate in activities of Meals on Wheels, the American Red Cross, YWCA, YMCA, American Cancer Society, American Heart Association, local homeless shelters, Special Olympics etc. The members of this Committee shall organize and coordinate the logistics of the Club’s community service projects and let the membership of the Club know how they can participate. The proceeds from these community service projects will be donated to the charity or cause for which the event is being held. The Club Board of Directors shall approve any Club Community Service project that exceeds the Committee’s approved budget or one that requires either a verbal or written agreement. (Revised: December 9, 2009)

MAJOR EMPHASIS COMMITTEE

This is a Sub-Committee of the Community Services Committee responsible for managing the Club’s annual Major Emphasis project. The Major Emphasis Project is a project selected by the President during that President’s term and to which funding therefore is to be approved by the Board of Directors. The intent of the project is to unify and focus the Club on a common community objective. The President’s Major Emphasis project shall be consistent with The Objects of Kiwanis and Policies & Procedures sections 110, 120 and Committee on Community Services. The President’s Major Emphasis Project shall be based on an identified need in the community and be developed to positively impact that identified need. The Major Emphasis project shall provide a practical means to form enduring friendships, render altruistic service and build better communities. Club support is encouraged and a form of fundraising may be involved. (Adopted: September 18, 2013)

□ Service Projects That Take More Than One Year to Complete

The current Club Board of Directors cannot bind future Boards. If a Club wishes to undertake a project that will continue beyond one administrative year, two (2) weeks’ written notice of a vote on said project must be sent to

the Club membership prior to the voting. An affirmative vote of the Club membership commits the entire Club, including succeeding Boards of Directors, to continue the project until it is completed, or until the Club membership reverses its original action. (Adopted from Kiwanis International's Policies & Procedures: September 18, 2013)

COMMITTEE ON HUMAN & SPIRITUAL VALUES

The Committee on Human and Spiritual Values is responsible for coordinating a Club member or member of the local clergy to provide the invocation at each meeting and for coordinating the Club's efforts towards providing human and spiritual values and support to members of Club and community. The Committee shall recognize, understand, and respect the variety of faiths and beliefs represented by the members of the Club. Committee members will identify our members who are ill or have family illness and make a report to the Club as appropriate. They shall ensure cards, notes and flowers are sent on behalf of the Club when appropriate. The Committee will work with the Executive Director to notify the membership of the funeral arrangements on the death of a member of the Kiwanis family and coordinate Club participation as appropriate. The Committee shall plan the Club's participation in a local Prayer Breakfast during National Prayer Month. The Committee shall also coordinate an Easter Sunrise Service hosted annually by the Club. (Revised: September 18, 2013)

Flowers will be sent upon the death of a member only in the amount of \$100 or a donation if the family requested no flowers. A shadowbox of the member's badge and their dates of membership will be presented to a family member at a Club meeting. The Club will serve as honorary pallbearers for any member as the situation arises. For any deceased member, the Board, at its discretion, may decide on additional actions the Club may want to take in honor of the member. (Adopted: August 12, 2020)

COMMITTEE ON PUBLIC RELATIONS

The Committee on Public Relations is responsible for keeping the Club membership and the community at large informed on the projects, events, programs and other activities of the Marietta Kiwanis Club. Members of this Committee shall be responsible for producing a weekly Club Newsletter in a format appropriate for the time. The Committee will be responsible for taking photographs of speakers, new members, award ceremonies and all other Club projects and activities. The Committee shall work with local media to promote awareness of the Club activities by submitting press releases to the local newspapers, the Kiwanis district office, the Kiwanis International office and other news media as appropriate. The Committee shall assist the Historical Preservation Committee by submitting photographs, videos, news clippings etc., to be archived for historical purposes. The Committee shall be responsible for on-going development, enhancement and maintenance of the Club web site.

COMMUNITY NEWS GUIDELINES

The Kiwanis Club of Marietta's Newsletter purpose is to inform our members and other interested parties of the activities of the Club. The articles and information contained within are created by members and administered by the editor for this purpose. In addition to Club news, the Kiwanis Club of Marietta has a tradition of providing a forum for information about other activities in our community that may be of interest to its members through the Community News section of the Newsletter.

Due to a large number of submissions for Community News, and due to a lack of consistency, the Board has established the following guidelines to better provide for equal opportunity for all members, while remaining consistent in content and format. Guidelines for submissions for Community News:

- Submissions may be no more than 200 words
- Submission may contain no logos
- Submissions may not contain graphics or photos
- Submissions may not contain solicitations

- Submissions must contain a contact name and telephone number (email if possible) for the responsible organization and the member who made the submission
- Submissions should not be political, religious, sexist, racist, obscene, or libelous in nature
- Any questions or objections about content shall be made to the President

If submissions do not meet these guidelines, the editor will inform the member who made the submission, with notification to the Executive Director, and will not place the submission in the Newsletter until authorized by the President. All final, editorial decisions will be the authority of the Board. (Adopted: January 16, 2006)

COMMITTEE ON VETERANS DAY PARADE

This Committee is responsible for the planning of the annual Veterans Day Parade and Ceremony in collaboration with the City of Marietta. Responsibilities include: Volunteer Registration, Senior Living Coordinator, Bus and Vehicle Coordinator(s), Parade Traffic Monitors, Program Distributors, Flag Distributors, Ceremony Set-Up and Tear-Down (Chairs), Photographer, Parade Announcer. This project shall be deemed as an "Ongoing Project" in order to facilitate the cross-year funding. (Adopted: September 2, 2021)

COMMITTEE ON BUSINESS AND PUBLIC AFFAIRS

The Committee on Business and Public Affairs (BPA) is responsible for handling special projects of the Club. The Committee was established in the late 1950's and their first project was to assist in persuading state education and local political leaders to relocate Southern Technical Institute, now named Southern Polytechnic State University, from Chamblee, GA to its present campus in Marietta, GA. Marietta Kiwanian Life Member Bill Kinney is a founding member of the Committee.

The BPA Committee Chair(s) shall be nominated and selected at the regular meeting of the BPA Committee in August of each year by a majority vote of the full Committee membership. The name(s) of the elected Chair(s) will be forwarded to the Club President for approval. Membership on the Committee is limited to 36 active members. New Committee member prospects may be nominated by the Club President and/or a current Committee member to fill vacancies. All new members must be approved by a majority vote of the full Committee. All BPA Committee members agree to pay an additional Committee fee of \$5.00 per quarter, which is maintained as a revenue line item in the Kiwanis Administrative Account under Business and Public Affairs. These funds may be disbursed from the account at the discretion of the Committee by majority of vote of the Committee membership. Members of the Committee remain active members until such time they resign or are removed from the Committee for any reason by the President or a majority vote of the Committee. A member of the Committee may be moved to emeritus status by a majority vote of the Committee. The Emeritus category of Committee membership recognizes outstanding individuals who can no longer actively participate in BPA Committee activities or attend all Committee meetings. An Emeritus member will have been a member of the Kiwanis Business and Public Affairs Committee, have volunteered and dedicated their allegiance to Kiwanis and will have made significant contributions to Kiwanis over a sustained period of time of not less than 10 years. This category of member only pertains to the Kiwanis Business and Public Affairs Committee and not to membership status in the Kiwanis Club of Marietta. All members of the BPA Committee must be a current Active, Privileged, Senior or Life Member of the Kiwanis Club of Marietta.



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Kiwanis Club of Marietta

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