

## Preview Bylaws

### Standard Form for Club Bylaws and Policies

As revised by Kiwanis International – October 2012

#### **ARTICLE 1. NAME and OBJECTS**

1.1. This organization is the "**Kiwanis Club of Tampa**", which is a member of Kiwanis International and exists only by charter granted by Kiwanis International.

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

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

#### **ARTICLE 2. MEMBERS**

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

2.2. Members in good standing are entitled to all rights and privileges of the club. To be in good standing, members are obligated to pay the dues and fees provided in club policy and comply with any other criteria provided in club policy.

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

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

### **ARTICLE 3. OPERATIONS**

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

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

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

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

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

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

#### **ARTICLE 4. OFFICERS AND DIRECTORS**

4.1. The officers will be a president, immediate past president, president-elect, treasurer, and secretary. The officers may also include one or more vice-president(s), if so defined in club policy. This club will also have a minimum of three (3) directors as stated in club policy. No offices may be held by the same person except those of secretary and treasurer, and no person shall simultaneously serve as an officer and a director. This club may also have such other offices as may be required by the laws of local jurisdiction. The names, terms, and duties of such offices, as well as the processes for elections and filling of vacancies, will be included in relevant provisions of the club's bylaws and/or policies.

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

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

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

## **ARTICLE 5. ELECTIONS AND VACANCIES**

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

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

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

5.4. Vacancies will be filled as follows:

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

## **ARTICLE 6. BOARD OF DIRECTORS**

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

6.2. The board has the following responsibilities:

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

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

6.4. The board will meet regularly at a designated place and time that it determines. The board may hold special meetings at the call of the president or a majority vote of the board, provided at least forty-eight (48) hours previous notice is given to board members of the date, time, place, and topic(s). Subject to laws of local jurisdiction, the board may meet and conduct business by any method that allows all participants to simultaneously communicate with each other or as otherwise allowed by law. Participation constitutes attendance. Normal board meeting rules apply. If any votes taken verbally are unclear, they should be taken by roll call.

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

## **ARTICLE 7. DISCIPLINE**

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

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

7.2. If a written allegation of 'conduct unbecoming a member of the Kiwanis family' is made against a member of a Kiwanis club, the club president shall immediately request from Kiwanis International a copy of the detailed procedures to be followed by clubs and shall appoint a special investigator to investigate the matter (or, if the club president is accused, the immediate past president shall act).

a. If the investigation report concludes that there is a reasonable basis for the allegation, the president shall notify the accused member and refer the matter to the club board to conduct a hearing. The board shall then meet and report its decision, whether the member did or did not engage in 'conduct unbecoming' and, based on that decision, the appropriate disciplinary action, if any, as follows: informal counseling, a verbal reprimand, written reprimand, suspension from office or club membership, or removal from office or club membership. The determination of the discipline should be based on the seriousness of the unbecoming conduct. All disciplinary actions shall be documented in club records. If a member is removed from the club for 'conduct unbecoming', the club shall notify the district governor and district secretary as a matter of record.

b. If either the accused member or the investigator believes that some part of the investigation or determination process was faulty, either party has the right to appeal the board's decision(s) to the club membership. The appeal shall be heard at a special meeting of the club members in good standing. The decision of the club membership to uphold, reverse or change the board's decisions(s) shall be final.

c. If, at any point during the 'conduct unbecoming' process, possible criminal wrongdoing is discovered, the matter shall be reported to the proper authorities.

d. All materials, facts, and information related to the investigation, determination, and appeal (if any) shall be kept confidential at all times by any parties or persons involved in any part of the process.

e. The club shall retain all official records on the matter (allegation report, investigation report, hearing record, board report, and appeal record if any) as long as required by local law, and shall send a copy to the Executive Director of Kiwanis International, to be retained in a confidential file.

7.3. A club shall discipline any member whose conduct is determined by the club to be 'conduct unbecoming a member of the Kiwanis family,' or else the club shall be considered

out of compliance with acceptable standards of Kiwanis International and may have its charter suspended or revoked as provided in the Kiwanis International Bylaws.

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

## **ARTICLE 8. FUNDS and ACCOUNTING**

8.1. Monies received for club service activities, regardless of source, may be used only for service activities. Separate accounting records must be maintained for service funds and administrative funds.

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

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

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

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

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

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

## **ARTICLE 9. AUTHORITIES**

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

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

- First—Kiwanis International bylaws;
- Second—Kiwanis International policies and procedures;
- Third—Federation bylaws (if any)
- Fourth—District bylaws (if any)
- Fifth—Robert's Rules of Order Newly Revised (latest edition)

## **ARTICLE 10. BYLAWS and POLICIES**

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

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

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

10.4. The club membership shall consider and adopt the mandatory club policies required by Kiwanis International, which complete provisions stated in the bylaws. Adoption shall be by

two-thirds (2/3) vote of the club members present and voting, provided at least fourteen (14) days previous notice is given to the club members.

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

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## **CLUB POLICIES**

“Kiwanis Club of Tampa” K00143

### **Mandatory Club Policies**

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

Policies A- G must be considered, completed, and adopted by the club and submitted to Kiwanis International for approval with the club’s initial bylaws or whenever club bylaw or policy changes are made, as they are part of the complete bylaws package.

### **A. CLUBS DUES AND FEES**

*Notes: (a) The dues and new member enrollment fee amounts should include the current Kiwanis International dues and fees and district/federation dues and fees. (b) If new members are alumni of service leadership programs, clubs should not charge them for Kiwanis International dues for two years after joining the club.*

Members will pay the following financial obligations to the club:

**Currency:** USD

1. Annual dues amount: 1000
2. New member enrollment fee amount: 85

3. Other amount, if any:

Item: Other Dues/Fees Amount: 0

## B. MEMBERS IN GOOD STANDING

A member is not considered in good standing with the club if he/she:

1. Is more than: 6 months or USD (amount) in arrears on dues or fees owed by that member.
2. Optional: Other requirement(s):  
none

## C. OFFICERS AND DIRECTORS

1. This club has: 1 offices of vice-president.
2. This club has: 10 directors.
3. A vacancy in the office of president shall be filled by
  - president-elect
  - immediate past president
  - the vice president\*

*\*Note: If your club has more than one vice president, this shall be assumed to be the first vice president.*

## D. OFFICERS AND DIRECTORS TERMS

Officers and directors terms are as follows:

1. President, president-elect, immediate past president, and secretary (if appointed by the president):
  - 1 year
  - 2 years
2. Secretary:
  - 1 year

- 2 years

*Note: If appointed by the president, the secretary should have the same length of term as the president.*

3. Treasurer:

- 1 year
- 2 years

4. Vice-president(s) (if any):

- 1 year
- 2 years
- No Vice-President

5. All directors:

- 1 year
- 2 years
- 3 years

*Note: If either 2- or 3-year terms are chosen, the directors will be elected so that only one-half or one-third of the terms are elected each year.*

## **E. OFFICERS AND DIRECTORS ELECTION PROCESS**

*The election process for this club is as follows:*

1. *The club secretary will be:*

- appointed by the president and approved by the board*
- elected by the membership*

*If the club secretary is not elected, he/she will be appointed within one (1) week after elections are held. Note: If the secretary and treasurer position are combined, the position should be elected, not appointed.*

2. *Volunteers will be appointed to prepare the ballot, count the votes, and certify the results.*

3. *Nominations may be made in advance or from the floor during the annual meeting, with the consent of those nominated.*

4. Cumulative voting is not allowed.

Absentee ballots

are

are not allowed

Proxy ballots

are

are not allowed

5. Ballots are only necessary when there are more nominees for an office than offices to be filled. If any ballot does not reflect a majority vote for one nominee, the nominee receiving the fewest votes will be dropped and a new vote taken for the remaining nominees; the same process will be followed until one nominee receives a majority of the votes. If there are more nominees for directors than offices to be filled, those receiving the highest number of votes will be declared elected without additional voting.

6. Electronic balloting is permitted for club elections. Secure website balloting is recommended to ensure privacy and accuracy. Use the KiwanisOne Club Management System or consult Kiwanis International for guidelines.

7. The club secretary will certify the election results to Kiwanis International (and to the district and federation, if any).

8. Incoming officers and directors are referred to as "-designate" (examples: president-elect-designate, secretary-designate, etc).

9. Additional requirements (if any) used by this club are:

In the event, after his election and prior to October first, of disability or inability of an Officer-designate, except the Secretary, Treasurer or of a Director-designate, to serve for the term for which he was elected, the vacancy shall be filled by the club at a regular meeting. Upon one (1) week's notice of nomination or nominations by the Board of Directors-designate. In case of a vacancy in the office of Secretary or Treasurer for the following year, the vacancy shall be filled by the Board of Directors-designate.

In the case of a vacancy in the office of President, the Immediate Past President shall assume the office. If, for any reason, the Immediate Past President can not

fulfill the duties of the President, the President-Elect shall assume the office. In the case of a vacancy in the office of President-Elect, Vice President, or Director, the vacancy shall be filled by the club at a regular meeting, upon one (1) week's notice of nomination or nominations by the Board of Directors. In the case of a vacancy in the office of the Secretary or Treasurer the vacancy shall be filled by the Board of Directors.

## **F. ANNUAL FINANCIAL REVIEW**

To perform its annual financial examination, this club:

1.  Hires a qualified accounting firm not affiliated with any club member; or
2.  Has a standing financial review committee composed of two or more qualified\* club members, excluding any board members. Selection of the members will be determined by vote of the  
 club board or  
 club membership.

Committee members' terms shall be for one year each, October 1 – September 30. It is recommended that no person serve more than three (3) consecutive terms.

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

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

### **Optional Club Policies**

As stated in the club bylaws (Sec. 10.5): "The club board may adopt other club policies that are not in contravention of the applicable laws, club bylaws, Kiwanis International bylaws, and district and federation bylaws (if any), by at least a majority vote of the club board

members present and voting, provided at least fourteen (14) days previous notice is given to the board members.”

The policies listed below are for consideration by the club because they may assist in club operations. However, they are not mandatory and may or may not be adopted, at the club’s discretion. Optional policies do not require approval by Kiwanis International.

#### **G. OPTIONAL POLICY: CLUB MEETING INFORMATION**

Check here if the club wishes to have this policy.

Check here if the club wishes to have this policy. Check here if the club does not wish to use this policy.

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

1. This club meets:

weekly

twice per month

monthly

as follows:

Every Wednesday at 12:15pm, excluding major holidays

2. Club satellite meeting (if any):

#### **H. OPTIONAL POLICY: ADDITIONAL DUTIES (if any) OF OFFICERS and DIRECTORS**

Check here if the club wishes to have this policy.

Check here if the club does not wish to use this policy.

Officer’s and directors’ duties, other than those defined in the club bylaws, are as follows:

1. President: The President, when he is President-designate, shall attend the training conference for club Presidents-designate. The President shall be the

*executive officer of his club and shall preside over all meetings of the club and the Board of Directors. The President shall be present the views of the club to the district and perform a like function for the district in relation to the club. The President shall promote the growth of Kiwanis in adjacent territory and shall cooperate with any sponsoring committee of his club. The President shall act as one of the delegates of the club to the district convention. The President shall perform such other duties as usually pertain to the office of President.*

2. *President-elect: The President-Elect in the absence of the President shall preside at all meetings of this club and of the Board of Directors. The President-Elect and the Vice President shall also perform such other duties as usually pertain to their offices or as may be assigned to each of them by the President or the Board of Directors. In the absence of the President and the President-Elect, the Vice President shall preside at all meetings of this club and of the Board of Directors.*
3. *Immediate past president: The Immediate Past President shall perform such duties as may be assigned to him from time to time by the President or the Board of Directors.*
4. *Secretary: The Secretary, when he is Secretary-designate, shall attend the training conference for club Secretaries-designate. The Secretary shall keep the records of membership, attendance, and membership fees and dues, and minutes of the meetings of this club, Board of Directors, and committees. The Secretary shall present all bills to the Board of Directors for approval. The Secretary shall collect all funds due this club and shall promptly turn the same over to the Treasurer, taking the Treasurer's receipt therefore. The Secretary shall submit a report to the annual meeting of the club and at such other times as the President or the Board of Directors may require. He shall submit to the proper officials and committees or to the club, all communications received from Kiwanis International and the district. The Secretary shall submit all official reports required by the International and district organizations.*
5. *Treasurer: The Treasurer shall receive from the Secretary all funds paid to this club and shall deposit the same in the official depositories and shall disburse same on order of the Board of Directors. The Treasurer shall countersign all checks. The accounts and books shall at all times be open to the inspection of the President, the Board of Directors, and any authorized auditors. The*

Treasurer shall make a report at the annual meeting of the club and at such other times as the President of Board of Directors may require.

6. Vice president (if any): The Vice President shall also perform such other duties as usually pertain to their offices or as may be assigned to each of them by the President or the Board of Directors. In the absence of the President and the President-elect, the Vice President shall preside at all meetings of this club and of the Board of Directors.

7. Directors: The Board of Directors shall determine the policies and activities of the club, elect and discipline members, approve the budget, approve all bills, take counsel with committees, and have general management of the club. The Board of Directors shall meet regularly at least once each month and hold additional meetings at the call of the President or a majority of the Board of Directors. At the discretion of the Board, the committee chairman shall meet with the Board in joint session. The Board of Directors may appoint an Assistant Treasurer and/or and Assistant Secretary as deemed necessary for a given administrative year. During the administrative year for which appointed, any such officers appointed under the authority of this section shall be considered officers of the club and members of the Board of Directors. Such officer shall perform the duties as may be assigned to each of them from time to time by the Board of Directors.

#### **I. OPTIONAL POLICY: STANDING COMMITTEES (if any)**

Check here if the club wishes to have this policy.

Check here if the club does not wish to use this policy.

This club has the following standing committees:

1. Committee Name: Club Meeting

Purpose: The Committee on Club Meeting shall provide for the most effective club meeting possible for each week of the administrative year. Areas of responsibility involved include the club meeting program, music, house, reception, fellowship and inter-club relations, as well as other areas which the committee may deem pertinent.

Duties: See Purpose.

2. *Committee Name: Citizenship Services*

*Purpose: The Committee on Citizenship Services shall study, devise and suggest methods and means whereby this club can render effective community services. Areas of concern shall include supporting the elderly, agriculture, conservation, environment, pollution, public and business affairs, international relations, safety, as well as other areas in which the committee may deem pertinent.*

*Duties: See Purpose.*

3. *Committee Name: Membership Growth & Development*

*Purpose: The Committee on Membership Growth and Education shall devise ways and means of maintaining and adequate membership of such standards as are provided in these bylaws. The committee shall consider all proposals for membership, and shall submit its recommendations to the Board of Directors. The committee shall also devise effective plans for the orientation and induction of new members and the utilization of all members. The committee shall also promote the concept of regular attendance at club meetings.*

*Duties: See Purpose.*

4. *Committee Name: Support of Spiritual Aims*

*Purpose: The Committee on Support of Spiritual Aims shall cooperate on broad and non-denominational lines with religious leaders and groups in their communities to create a greater individual and public consciousness of the importance of religious and spiritual values.*

*Duties: See Purpose.*

5. *Committee Name: Sponsored Youth*

*Purpose: The Committee on Sponsored Youth shall devise ways and means to establish Key Clubs in high schools and/or Builders Clubs in junior high school and/or Circle K Clubs in the universities and colleges, within the territorial limits of this club, and shall encourage and promote the activities of all Key Clubs and/or Circle K Clubs and/or Builders Clubs sponsored by this club.*

*Duties: See Purpose.*

6. *Committee Name: Community Services*

*Purpose: The Committee on Community Services shall serve the community by assisting boys and girls with their post-secondary education needs through the providing of full or partial scholarships and grants.*

*Duties: See Purpose.*

7. **Committee Name:** Major Emphasis

Purpose: The Committee on Major Emphasis Programs shall study, devise and suggest methods and means to implement the current Major Emphasis Program(s) of Kiwanis International.

Duties: See Purpose.

8. **Committee Name:** Youth Services

Purpose: The Committee on Youth Services shall study, devise and suggest methods and means to assist boys and girls to adjust themselves to their environment and become adapted to the social, economic, and moral demands which they may encounter, and shall develop ways and means of assisting in the guidance of youth in the selection of proper and suitable vocations, as well as other areas which the committee may deem pertinent.

Duties: See Purpose.

**J. OPTIONAL POLICY: OTHER CLUB POSITIONS (if any)**

Check here if the club wishes to have this policy.

Check here if the club does not wish to use this policy.

**K. OPTIONAL POLICY: SPECIAL VOTE REQUIREMENTS (if any)**

Check here if the club wishes to have this policy.

Check here if the club does not wish to use this policy.

**L. OPTIONAL POLICY: SPECIAL MEMBERSHIP TYPES (if any)**

Check here if the club wishes to have this policy.

Check here if the club does not wish to use this policy.

Note: The only membership type recognized by Kiwanis International for dues, voting, or any other purposes is active (regular) membership and that full dues and fees must be paid by the club to Kiwanis International and the district (and federation, if any) for all members reported on the annual club roster, regardless of any discounts the club may grant for some membership types. All dues-paying members have the right of voting on club issues and holding club office or director positions, as provided in Section 2.2 of the club bylaws.

This club has the following special types of memberships with the stated criteria and benefits for each.

1. Special membership type (name): Senior

Special criteria: Any active member of this club who shall have been an active member in good standing for one or more Kiwanis clubs of years, not less than ten (10) and who is unable to meet attendance requirements because of health, business, or other extenuating circumstances and who shall have met such other conditions as may be prescribed by these bylaws, may be elected a senior member upon making a written application. A senior member shall meet the standards of attendance and participation as set forth by the Board of Directors. A senior member shall pay annual membership dues and shall be entitled to all privileges of this club. The Board of Directors shall have authority, for such reasons as seem adequate, to terminate any member's senior membership, or to reinstate any such member as an active (Regular) member.

Special benefits: See Criteria.

2. Special membership type (name): Family

Special criteria: The spouse or partner of an active member, excluding Corporate members, in good standing may be elected a Family member upon making a written application. A Family member shall meet the standards of attendance and participation as set forth by the Board of Directors. A Family member shall pay annual membership dues and shall be entitled to all privileges of this club. The Board of Directors shall have the authority, for such reasons as seem adequate, to terminate any member's Family membership, or to reinstate any such member as an active member.

Special benefits: See Criteria.

3. Special membership type (name): Intermediate

Special criteria: Any active member who shall be under the age of thirty (30) years old may be elected an Intermediate member upon making a written application. Upon reaching the age of thirty (30) years old, the Intermediate member shall be moved to Regular membership status and pay annual membership dues corresponding to that status. A Intermediate member shall meet the standards of attendance and participation as set forth by the Board of Directors. A Intermediate member shall pay annual membership dues and shall be entitled to all privileges of this club. The Board of Directors shall have the

*authority, for such reasons as seem adequate, to terminate any member's Intermediate membership, or to reinstate any such member as an active member.*

*Special benefits: See Criteria.*

4. *Special membership type (name): Leave Of Absence (LOA)*

*Special criteria: Any active member of this club who shall have been an active member in good standing for one or more Kiwanis clubs of years and who is unable to meet attendance requirements because of health, business, or other extenuating circumstances and who shall have met such other conditions as may be prescribed by these bylaws, may be granted a Leave Of Absence status member upon making a written application and subsequent approval by the Board of Directors. A LOA member shall pay annual membership dues and shall be entitled to all privileges of this club. The Board of Directors shall have the authority, for such reasons as seem adequate, to terminate any member's LOA membership, or to reinstate any such member as an active member.*

*Special benefits: See Criteria.*

5. *Special membership type (name): Clergy*

*Special criteria: Any active member who shall join the Club as a duly recognized senior leader of a church, synagogue, mosque, etc. may be elected as a Clergy member upon making a written application. A Clergy member shall meet the standards of attendance and participation as set forth by the Board of Directors. A Clergy member shall pay annual membership dues and shall be entitled to all privileges of this club. The Board of Directors shall have the authority, for such reasons as seem adequate, to terminate any member's Clergy membership, or to reinstate any such member as an active member.*

*Special benefits: See Criteria.*

6. *Special membership type (name): Former Service Leadership Programs (SLP)*

*Special criteria: Any active member who shall join the Club when they are a former member of a Service Leadership Program (Key Club or CKI) may be elected as a Former SLP member upon making a written application. A Former SLP member shall meet the standards of attendance and participation as set forth by the Board of Directors. A Former SLP member shall pay annual membership dues and shall be entitled to all privileges of this club. The Board of Directors shall have the authority, for such reasons as seem adequate, to terminate any member's Former SLP membership, or to reinstate any such*

*member as an active member.*

*Special benefits: See Criteria.*

7. *Special membership type (name): Corporation & Corporate Member*

*Special criteria: Any Corporation, et al. who shall join the Club may be elected as a Corporation member upon making a written application. Each Corporation member includes one (1) employee or representative of the Corporation who will be designated as Corporate Member status. Corporate Members are granted voting privileges in the singular (one vote) for the Corporation member. A Corporate member shall meet the standards of attendance and participation as set forth by the Board of Directors. A Corporate member shall pay annual membership dues and shall be entitled to all privileges of this club. The Board of Directors shall have the authority, for such reasons as seem adequate, to terminate any member's Corporate membership, or to reinstate any such member as an active member.*

*Special benefits: See Criteria.*

8. *Special membership type (name): Lifetime*

*Special criteria: Any active member of this club who shall have been an active member in good standing for one or more Kiwanis clubs of years, not less than ten (10) and who has been individually and specifically recognized by the Board of Directors for their superior and exemplary service to the Club and community may be elected by the Board of Directors as a Lifetime member. A Lifetime member shall meet the standards of attendance and participation as set forth by the Board of Directors. A Lifetime member shall pay annual membership dues and shall be entitled to all privileges of this club. The Board of Directors shall have the authority, for such reasons as seem adequate, to terminate any member's Lifetime membership, or to reinstate any such member as an active member.*

*Special benefits: See Criteria.*

9. *Special membership type (name): Honorary*

*Special criteria: Any person who has performed some distinguished public service and who is not an active, privileged, or senior member of this club, may be elected as an Honorary member of this club. An Honorary member shall pay neither membership fee or annual membership dues, and shall be entitled to all privileges of club, except those of voting and holding office.*

*Special benefits: See Criteria.*

**M. OPTIONAL POLICY:**

Check here if the club wishes to have this policy.

Check here if the club does not wish to use this policy.

Note: A club policy on an additional topic(s): (1) may not be in contravention of other Kiwanis governing documents or applicable local laws; (2) should assist club operations in a strategic way; (3) should be long-term, lasting multiple years, until or unless changed or rescinded; (4) must be properly adopted as stated in Section 10.5 of the Standard Form for Club Bylaws.

1. POLICY TITLE: Public Activities

Club Policy Description:

Section 1. The club shall seek fair discussions at its meeting and in other ways, to keep its members informed on all questions of public importance and any proposed legislation affecting the community, state, or nation in which the club is located.

Section 2. This club shall have the right, and it shall be its duty, from time to time to give expression by proper means, to its attitude on such public questions and such proposed legislation, provided that no other Kiwanis club is affected by the same.

Section 3 When any other Kiwanis club is affected by such questions or such proposed legislation, this club may refer this with favorable or unfavorable recommendation to the Kiwanis district, if only a club or clubs within the district are affected, and to Kiwanis International, if a club or clubs outside the district are affected. After action in such matter by the district and Kiwanis International respectively, this club may give expression to its attitude, provided that such action is consistent with that of the district or Kiwanis International.

Section 4. No action on any public question or proposed legislation shall be taken by this club until the same shall first have been submitted to the Committee on Citizenship Services, and the recommendations of that committee have been received and considered by the Board of Directors.

*Section 5. This club shall not be used in any way for political purposes nor shall it, as a club, actively participate in the political candidacy of any person.*

2. **POLICY TITLE:** *Revenue*

*Club Policy Description:*

*Section 1. The membership fee shall be set by the Board of Directors from time to time as deemed appropriate, such fee being payable upon election to membership.*

*Section 2. The annual dues shall be set by the Board of Directors from time to time as deemed appropriate, such dues being payable quarterly plus the price of all meals of the member (whether or not in attendance) for all regular meetings of the club.*

3. **POLICY TITLE:** *Official Publication*

*Club Policy Description: In conformity with the Constitution of Kiwanis International, the club hereby makes it a condition of membership that each of the active, privileged, senior, and honorary members shall become a bona fide paid subscriber to the official publication of Kiwanis International and shall continue as such as long as he/she remains a member. Such subscription shall be collected by this club from each member as part of his regular dues and the same shall be forwarded to the Secretary of Kiwanis International. This club shall act as the agent of its member subscribers to the official publication, and shall enter such subscriptions in its books in a special subscription account, and shall forward the subscription price of the official publication to the Secretary of Kiwanis International.*

4. **POLICY TITLE:** *Criminal Background Checks*

*Club Policy Description: In accordance with Kiwanis International Policies and Procedures and to ensure the highest standards of leadership, the Club requires a clear criminal history background check for all Officers, Directors, Administrators, and members working with youth including but not exclusively Key Club, Circle K, Builders Club, Terrific Kids, K-Kids, and Aktion Club advisors and committee members as part of the eligibility criteria to hold such positions. For this policy, youth is defined by person(s) under the age of 18 and those young adults who are being contacted by Kiwanians or non-members.*

*Section 1. To ensure that adults working with youth are of the utmost moral fiber, the Club requires a clear criminal history background check for any*

*Kiwanians or nonmembers working on behalf of the Club with youth and for all adults, Kiwanians and non-members, registered for, participating in, chaperoning, transporting, or staying overnight at any event organized by the Club involving youth.*

*Section 2. A "clear" background check is based on the verification that none of the convictions stated within this policy have been determined for that person. A background check is considered "not clear" if it indicates: a felony or misdemeanor involving moral turpitude; a felony or conviction or registration of a violent and/or sexual nature, involving any type of abuse to a child or youth, involving threatening or intimidating behavior, or otherwise of a physical nature; or a felony related to larceny or theft. More specifically, a background check is also "not clear" if it indicates:*

- Documented and confirmed inappropriate touching;*
- Documented and confirmed inappropriate sexual or bullying conversations;*
- Documented and confirmed inappropriate behavior that would be considered contributing to the delinquency of a minor (such as alcohol or drugs); or*
- A felony conviction involving a child or youth. Other types of felony convictions will be reviewed individually but the Club President. Any conviction legally reversed or overturned by the proper authorities shall not be considered when evaluating the background check.*

*Section 3. For Club Officers, Directors, Administrators, or their nominees, a clear check is required to be an eligible candidate and must be completed prior to elections being held. For Club Appointees, such as Committee chairs, a clear check is required prior to assuming the position. For all other Kiwanians and non-members, a clear check is required prior to attending at or participating in the event being organized by the Club.*

*Section 4. The Club recognizes only its own criminal history background check process as valid. All background checks shall be reviewed and evaluated by Safe Hiring Solutions, Inc. and determined to be clear or not clear, based on the criteria stated in this policy. (Safe Hiring Solutions is the vendor provided and made available to all clubs by Kiwanis International.) The Club Secretary should receive all completed background checks and maintain said checks in a safe, secure location. The Club President, and the Kiwanian or non-member being*

checked, shall be promptly advised of the status of the background check. If a check indicates a problem or concern that requires further investigation or is determined to be not clear, the Club Secretary shall notify such person immediately. A check that is not clear causes automatic denial of the right to election to or the holding of the position, or attending or participating in the event in question. In matters concerning the background check that cannot be resolved between the Club President and Kiwanian or non-member, the Club Board has the final authority on the matter.

Section 5. Background checks are valid for a period of two years. All relevant persons who have not had a criminal history background check conducted and verified as clear within the past two years at any given time are subject to a new check.

Section 6. The relevant information collected from the Kiwanian or non-member shall include names, addresses, date of birth, social security number, driver's license number, and any other pertinent information needed to complete the requirements of the background check.

Section 7. The cost of the background checks are to be initially paid by the Kiwanian or non-member and subsequently reimbursed by the Club, without regard to the status of the background check.

**ADOPTION AND APPROVAL**  
**of Club Bylaws, Mandatory Policies, and Optional Policies**

If you have reviewed your edited bylaws and policies and are ready to submit this version to Kiwanis International for review and approval, choose the date the bylaws and policies were adopted by your club and click the Submit button. Once you submit, your new bylaws and policies will display as Pending Approval status on the Club Bylaws Management Center dashboard until they are approved by Kiwanis International. If you need to make unexpected changes after submission, you'll have the option

**CLUB ADOPTION**

\*Date Adopted by the Club:  Date

Club Secretary: Erin Hesbeens

Submitting these bylaws certifies that the club has properly adopted them. Proper adoption requires a 2/3 vote of the club members in attendance at a club meeting announced for that purpose and at which at least a quorum (1/3 of club members) was present.

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