

To all members of the Rosemead Kiwanis Club:

In October, 2012, Kiwanis International advised all clubs of a new version of the bylaws under which all clubs must operate. The revised bylaws featured many legacy mandatory provisions but also a number of optional elections not previously available. They were also unique in that club bylaw elections, revisions and related narratives were to be posted online at the Kiwanis International website rather than being submitted by mail.

In December, 2012, the Administration Committee of the Rosemead Kiwanis Club met and recommended the bylaw elections that would apply to our club. The elections selected were made to conform to both our existing standard practices and in line with the protocols and Committee definitions considered in prior years. However, final action was deferred until Kiwanis International was ready to accept online input. That readiness occurred at the beginning of March, 2013, and the RKC Board unanimously approved the recommended elections and language at the Board meeting of March 14, 2013.

By instruction of our then President, the bylaws were next posted to the Kiwanis International website and distributed to all RKC members with the original version of this memo. Much of the explanatory paragraphs as to making elections which added additional length to the draft document distributed earlier were deleted. The bylaws were then posted to the [rosemeadkiwanis.org](http://rosemeadkiwanis.org) website.

With approval of the bylaws the committees defined therein were enabled to begin the process of defining their protocols and action plans both for the current fiscal year and the 2013-2014 fiscal year. Not all Committees followed through on that process.

With the 2014-2015 fiscal year a new requirement from Kiwanis International was placed in effect. Previously adopted bylaws must be reaffirmed by the incoming Board and a vote of the membership taken on any major revisions.

In November, 2014, the RKC board elected to reaffirm the currently adopted and posted bylaws with correction of certain typographical errors. Submission to the revised bylaws to Kiwanis International, notification of the RKC membership and posting to the RKC website was authorized.

Art Landing  
Chmn. RKC Administration Committee  
(revised November, 2014)

# **Standard Form for Club Bylaws and Policies**

As revised by Kiwanis International – October 2012 (reaffirmed November, 2015)

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

1.1. This organization is the “**Kiwanis Club of Rosemead, California,**” 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 of the Board or club members, provided at least 48 hours previous notice is given. 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 laws of local jurisdiction. 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 filing 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 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). The Board may meet and conduct business by any method that allows all participants to simultaneously communicate with each other. 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, 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 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 and shall appoint a special investigator to investigate the matter (or, if the club president is accused, the club secretary 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 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, 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, 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 policies 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 of the club Board members present and voting, provided at least fourteen (14) days previous notice is given to the Board members.

### **Mandatory Club Policies**

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

Members will pay the following financial obligations to the club:

1. Dues amount: defined separately for regular individual members and organizational members:

- a. Billable quarterly for individuals with either a meal charge at meetings with meals or a prepayment amount, both of which shall be defined by the Treasurer and the Finance and Budget Committee;

b. billable annually for Organization members and including payment for meals as shall be defined by the Treasurer and Finance and Budget Committee.

2. New member enrollment fee amount: defined separately for regular individual members and organizational members:

a. for regular individual members this fee shall include initial annual dues for Kiwanis International and the Kiwanis Cal-Nev-Ha District plus the regular quarterly billable amount for individuals and may include an optional prepayment charge for meals;

b. for organizational members the first year annual dues which may include a designated number of meals per quarter

3. Other amount, if any:

Item: None \_\_\_\_\_ Amount: \_\_\_\_\_

### **MEMBERS IN GOOD STANDING**

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

1. Is more than 6 month in arrears on dues or fees owed by that member.
2. The above provision may be waived by specific Board action in cases of hardship as determined to exist in specific situations.

### **C. OFFICERS AND DIRECTORS**

1. This club has 1 offices of vice-president.  
.
2. This club has 7 directors.  
.
3. A vacancy in the office of president shall be filled by [*check only one*] \_\_the president-elect -or- \_\_ immediate past president -or- x the 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): [*check one*]  1 year -or-  2 years.
2. Secretary: [*check one*]  1 year -or-  2 years. *Note: If appointed by the president, the secretary should have the same length of term.*
3. Treasurer: [*check one*]  1 year -or-  2 years
4. Vice-president(s) (if any): [*check one*]  1 year -or-  2 years
5. All directors: [*check one*]  1 year -or-  2 years -or-  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 [*check one*]  appointed by the president and approved by the Board -or-  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 [*check one*:  are -or-  are not] allowed. Proxy ballots [*check one*:  are -or-  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 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:  
\_\_\_None\_\_\_\_\_.

## **F. ANNUAL FINANCIAL REVIEW**

To perform its annual financial examination as stated in Bylaws section 8.3, this club: *[check one of the following]*.

1. \_\_\_Hires a qualified accounting firm not affiliated with any club member; or
2.   x   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 *[check one]*   x   club Board or \_\_\_\_\_ club membership. Committee members’ terms shall be for one year each, October 1 – September 30. It is recommended that committee members have staggered terms and that no person serve more than three (3) consecutive terms.

## **Optional Club Policies**

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 does not wish to use this policy.

*Note: Per Bylaws section 3.2, 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 [**select one**]:  weekly  twice per month  monthly, as follows:  
*Examples: "Every Monday at 11:30 am"; or "1st and 3rd Wednesday at 7:30am."*

---

2. Club satellite meeting (if any):

---

*Note: If the club has more than one satellite meeting, repeat line 2 and complete as appropriate.*

## **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.

*Note: Per Bylaws section 4.2, additional duties are not required, but may be added at the club's discretion.*

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

1. President:

---

2. President-elect:

---

3. Immediate past president:

---

4. Secretary:

---

5. Treasurer:

---

6. Vice president (if any):\_\_Shall be considered ex-officio President-elect for the next fiscal year\_\_\_\_

7. Directors: May subsequently after election at discretion of the President be designated as co-Treasurer or Co-Secretary to share in the duties and responsibilities of the person(s) elected to such position(s)

---

## **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: Administration

Purpose: Club-wide action plan creation and oversight, Board and Meeting Agenda Preparation, Bylaw updating and Revision, Standing Rules and protocol maintenance, Program coordinator oversight and planning, meeting facility management.

Duties: Exercise stakeholder responsibility for the above areas including ex officio responsibilities for parallel areas in the Rosemead Kiwanis Foundation and such other duties as may be assigned by the Board.

2. Committee name: Finance and Budget

Purpose: annual budget, ongoing income and disbursements, financial reports legal compliance, tax reporting and insurance

Duties: Exercise stakeholder responsibility for the above areas including ex officio responsibilities for parallel areas in the Rosemead Kiwanis Foundation and exercising duties of Financial Review Committee as prescribed elsewhere in these bylaws and such other duties as may be assigned by the Board.

3. Committee name: Information and Public Relations

Purpose: Club newsletters, brochures, PowerPoint presentations, website. Webcasting, social media, publicity, RKN (Rosemead Kiwanis Network)

Duties: Exercise stakeholder responsibility for the above areas, including ex officio responsibilities for parallel areas in the Rosemead Kiwanis Foundation and such other duties as may be assigned by the Board.

4. Committee name: Membership and Education

Purpose: Recruitment, Processing, Orientation, Induction, Security, Mentoring, Education and Retention

Duties: Exercise stakeholder responsibility for the above areas and such other duties as may be assigned by the Board.

5. Committee name: Community Affairs

Purpose: Civic matters, community education, fine arts, heritage preservation and awareness, health issues

Duties: Exercise stakeholder responsibility for the above areas and such other duties as may be assigned by the Board.

6. Committee name: Human and Spiritual Values

Purpose: Fax of Life, food banks, adopt a family, human services, prayer breakfasts, visitations

Duties: Exercise stakeholder responsibility for the above areas and such other duties as may be assigned by the Board.

7. Committee name: Sponsored Leadership Programs

Purpose: After School Programs, Aktion Club, Builders Club, Key Club, Lincoln Training Center, Rosemead area youth groups, Key Leader, BUG (Bringing Up Grades)/Terrific Kids

Duties: Exercise stakeholder responsibility for the above areas and such other duties as may be assigned by the Board.

#### 8. Committee name: Young Children Priority One

Purpose: Cool Stuff, RIF, Literacy Programs, YCP1 presentations

Duties: Exercise stakeholder responsibility for the above areas and such other duties as may be assigned by the Board.

Special notes:

Fundraising related activities: Public fundraising efforts of the Club, including processing of funding requests and pursuit of grants, is handled by the Rosemead Kiwanis Foundation, whose officers are identical to those of the Club but is a separate 501 ( c ) ( 3 ) entity, The Foundation has its own Committee structure and the above areas are therefore omitted from this policy statement.

**Committee composition:** Service and term of any Committee chairperson or member is at the discretion of the current President. If at the time of installation of any President official designation otherwise has not been made existing chairpersons and committee members shall remain in place as long as they remain members in good standing until a replacement has been designated or they voluntarily resign.

**Special Committees:** In addition to the above listed standing committees any Club President may, with Board approval, designate one or more Special Committees. Such committees will sunset at the end of the fiscal year unless renewed by the Board at the request of the incoming President

Pursuant to Kiwanis International training materials policy all Standing Committee chairpersons should

- a) Consider designating a records keeper and financial manager to assist the committee chairperson, or elect to have the chairperson assume these duties themselves
- b) Consider designating an assistant chairperson who can perform the duties of the primary chairperson in his/her absence
- c) Have a Board approved action plan relative to their areas of responsibility



- d) Do an annual needs analysis in regards to their committees' areas of responsibility
- e) Based on this analysis prepare a revised action plan as needed for Board approval
- f) Periodically revisit and make suggested changes to the action plan for Board approval
- g) Meet on a regular basis, formally or informally, keeping written records of all such meetings
- h) Have as needed protocols approved by the Board, which can be revisited and revised as needed
- i) In advance of each regular Board meeting compose or supply information for inclusion in composition via the Administration Committee a short synopsis of Committee activities

**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.

In addition to officers and directors specified in the bylaws and standing committees stated above, this club has the following other positions (such as administrative secretary, assistant treasurer, etc):

- 1. Position: \_\_\_\_\_ Term: \_\_\_ year(s)
- 2. Duties: \_\_\_\_\_
- 3. Who appoints or elects the position: \_\_\_\_\_

**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.

The vote required for particular types of business not covered in the club bylaws is as follows:

- 1. Type of business: \_\_\_\_\_  
requires [*check one*: \_\_\_majority -or- \_\_\_two-thirds -or- \_\_\_\_\_] vote of the club

[*check one* \_\_Board -or- \_\_ members] upon [*add number*] \_\_\_\_\_ days previous notice.

*Note: If the club has more than one special vote requirement, repeat the lines above and complete as appropriate.*

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

  *x*   *Check here if the club wishes to have this policy.*

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

*Note: Use this policy to state any special types of membership the club may establish. If the club has no special membership types, disregard this option.*

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

### 1. Special membership type (name): **Organization Membership**

Special criteria: a business, government, or non-profit entity who wishes to optimize flexibility of participation in Kiwanis functions by involving more than one person either in succession or concurrently.

Special benefits: Organization members may designate one individual at any given time as their primary member who is then listed with and recognized by issuance of a Kiwanis membership card by Kiwanis International. Additional persons may also be designated as associate members upon payment of a background check fee (if such fee is required) and compliance with other requirements including but not limited to participation in a formal orientation meeting, but they will not be recognized as Kiwanians beyond the local club level.

- a) Both primary and associate Organization members shall go through orientation, background check and induction and be eligible to utilize the meal allowance included in Organization member dues.
  
- b) Primary organization members shall have the right to vote as a regular member, hold office, serve on committees and represent the Club should occasion arise at the District or International level so long as their designation shall remain intact; if such designation is terminated such individual may convert to regular member status.

c) Associate organization members can attend meetings, serve and chair committees, fully participate in all Club, K-Family and RKN activities and wear Club shirts. They cannot, however, vote on club matters, hold elective office or participate in District or International Kiwanis conventions. They may, however, elect to convert to regular member status and acquire these rights by paying of dues individually on a quarterly basis.

2. Special membership type (name): Honorary Member

Special criteria: Unique and long term service to the Club K-family or overall community

Special benefits: Honorary members are listed in the Club directory and accorded recognition when attending meetings or activities; they do not, however have voting, committee service, office holding or district/international convention privileges. They cannot participate in activities involving children without having a background check nor serve on committees without having gone thru orientation. Honorary membership status once bestowed is permanent unless rescinded by the RKC Board

3. Notes on membership policies:

a. Security: The Club has officially adopted for inclusion in its Membership and Education Committee protocols the recommended language of the Cal-Nev-Ha Kiwanis District regarding mandatory bi-annual background checks of existing members and checks for proposed new members.

b. Candidacy review: The club has adopted a policy of notifying the full Board by confidential email as soon as practical of all persons entering into the membership candidacy process or being considered as a potential recruit for candidacy. This practice is a precautionary safeguard and is not a mandatory prerequisite. All persons prior to induction, however, must be Board approved, have paid required monies, turned in an application and been through an orientation session.

## **M. OPTIONAL POLICY: ADDITIONAL TOPIC(S)**

    *Check here if the club wishes to have a policy on an additional topic(s).*

  x   *Check here if the club does not wish to have a policy on an additional topic(s).*

*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.*

**POLICY TITLE:** \_\_\_\_\_

***Type text of policy here:***

\_\_\_\_\_

*Note: Repeat the two lines above for each additional club policy and complete as appropriate for each.*