

**POLICIES AND PROCEDURES
OF THE
KIWANIS CLUB OF LACONIA, NH, INC.**

I. Active Membership.

To maintain status as a member in good standing:

- a. An active member shall not be absent without excuse from four (4) successive meetings or from forty percent (40%) of the meetings during either half of the club year.
- b. An active member shall participate in eight (8) functions, such as club events, socials, committee assignments or fund-raisers, of which two (2) functions shall be major fund-raising events.
- c. An active member shall pay semi-annual dues within thirty (30) days of due date.

II. Senior Membership.

- a. The number of Senior Members shall be set by the Board of Directors at its first meeting during October of each year.
- b. A senior member shall meet the standards of attendance and participation as set forth by the Board of Directors which standard shall include attendance at no fewer than twelve (12) regular club meetings during an administrative year at any Kiwanis Club in good standing with Kiwanis International. In addition, a senior member shall participate in four of the following events or projects:
 1. Key Club functions
 2. Interclub
 3. Conventions, District or International
 4. Club sponsored social event
 5. Committee assignments
 6. Fund-raising events
 7. Club sponsored community projects or any other event designated by the Board of Directors

III. Multiple-Club Membership.

In accordance with the International Bylaws, Members who belong to more than one Kiwanis club:

- a. Shall pay all mandatory dues and fees to each club and to each district and federation, if applicable, and to Kiwanis International and shall be eligible for life member status

in only one club;

- b. Must designate which club is their primary club. Life member status eligibility and subscription to the official publication shall be based on the member's primary club;
- c. Shall normally be of the active class, unless he/she qualifies for senior or honorary class as defined in these Bylaws. Such member shall have all privileges and obligations of his/her class of membership and must meet the standards of attendance and participation as set forth by each club board of directors; and
- d. May represent only one club for voting purposes at district or International functions.

IV. Committees.

The basic committee structure may include the following standing committees and sub-committees as may be appointed by the President from time to time:

- a. Youth Services
 - 1. Boys and Girls
 - 2. Vocational Guidance
 - 3. Santa Fund
 - 4. Track Meet
- b. Community Services.
 - 1. Agriculture and Conservation
 - 2. International Relations
 - 3. Public and Business Affairs
 - 4. Public Relations
- c. Human and Spiritual Values
 - 1. Support Churches
- d. Sponsored Youth
 - 1. Key Club
 - 2. Circle K
 - 3. Builders Club
- e. Young Children: Priority One

- f. Membership Growth and Education
 - 1. Laws and Regulations
 - 2. Membership Development and Attendance

- g. Club Meeting
 - 1. Program
 - 2. Achievement
 - 3. House
 - 4. Music
 - 5. Bulletin
 - 6. Interclub
 - 7. Social Function
 - 8. Sergeant at Arms
 - 9. Reception of Guests and Remembrance

- h. Fund Raising and Finance
 - 1. Raffle
 - 2. Concession
 - 3. Finance
 - 4. Audit

- i. Where and when the opportunity exists to extend Kiwanis through the sponsorship of a Kiwanis club, the president shall appoint a committee on new club buildings. This committee shall have the responsibilities as outlined in the procedures for new club building established by Kiwanis International.

- j. Where desired, there shall be the option of extending the committee structure by creating other standing committees which would enable the program of the club to function more effectively in terms of its own needs and interests. The duties of such committees shall be determined at the time they are created.

- k. Special committees may be appointed by the president and they shall perform such duties as may be defined in their creation.

- l. 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 interclub relations as well as other areas which the committee may deem pertinent.

- m. The committee on Membership Growth and Education shall devise ways and means of maintaining an adequate membership of such standards as are provided in these bylaws. The committee shall also devise effective plans for the orientation and

induction of new members. All proposals for membership shall be referred to the Board of Directors for consideration.

- n. 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.
- o. The committee on Community Services shall study, devise and suggest methods and means whereby this club can render effective community services. Areas of concern shall include agriculture, conservation, environmental pollution, public and business affairs, international relations, safety as well as other areas which the committee may deem pertinent.
- p. The committee on Human and Spiritual Values shall cooperate in broad 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.
- q. The committee on Sponsored Youth shall devise ways and means to establish Key Clubs in high schools 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 sponsored by the club.
- r. The committee on Young Children: Priority One shall study, devise and suggest methods and means to implement the current Young Children: Priority One Program(s) of Kiwanis International.

V. Meetings.

The club shall hold weekly dinner meetings on Monday at 6:15 p.m. and at such place as shall be determined by the Board of Directors. In the event a regularly scheduled Monday meeting falls on a Federal or State legal holiday, the Board may move the weekly meeting to the Tuesday for that week. It may hold such other meetings as the Board of Directors or membership may desire.

VI. Revenue.

- a. The membership fee shall be \$20.00 payable upon election to membership.
- b. The annual dues shall be \$78.00, payable semi-annually on March 1st and September 1st.

- c. Each member in attendance shall be responsible for the cost of his/her meal. Active members must pay for their meals even if they are not in attendance, unless they have attended another Kiwanis meeting, District or International Function or any other function or activity so designated by the Board of Directors.
- d. Revenue from sources other than those in this article may be raised as determined by the Board of Directors and approved by a two thirds (2/3) vote of the active and senior members present at any regular meeting of this club provided written notice shall have been given the members at least two (2) weeks prior to the meeting.
- e. Monies received from the fund raising projects in which the public participates or from members or others for the service activities sponsored by this club shall be segregated from the administrative funds of this club and shall be used only for the charitable, educational, religious and eleemosynary activities of the club.
- f. The Board of Directors shall determine the official depository or depositories, and shall designate those persons who shall sign checks.
- g. In case of the inability of persons designated to sign checks to perform their functions, the Board of Directors shall designate those who shall act as substitutes.

VII. Amendments.

Any amendment of these policies and procedures may be adopted by two thirds (2/3) vote of the active and senior members present at any regular meeting of the club, provided written notice of the proposed amendment shall have been given the members at least two (2) weeks prior to the meeting either by regular first class mail or by electronic mail via the internet. One third (1/3) of the active and senior members shall constitute a quorum. There shall be no voting by proxy or absentee ballot.

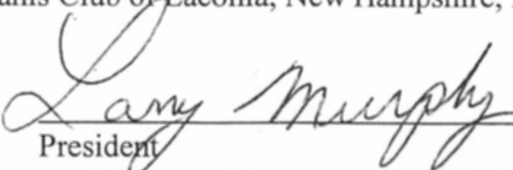
VIII. Severability

In the event that any provision of those policies and procedures is held invalid, all other provisions shall remain in effect. If any of these policies and procedures are found to conflict with the bylaws of this club or with the Kiwanis International Constitution or Bylaws as may be amended from time to time, then any such policy or procedure in conflict shall be invalid until amended to bring them into conformity with any such bylaws or constitution.

Date Adopted: June 2, 2003

Kiwanis Club of Laconia, New Hampshire, Inc.

by:



President



Secretary