

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 pay annual dues.
- b. An active member shall meet the standard 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.

II. 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 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 subcommittees as may be appointed by the President from time to time:

- a. Boys and Girls Committee: 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.
- b. Key Club: 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.

- c. Young Children: Priority One: Shall study, devise and suggest methods and means to implement the current Young Children: Priority One Programs of Kiwanis International.
- d. Community Services: Shall study, devise and suggest methods and means whereby this club can render effective community services.
Subcommittees include:
 - i. Public and Business Affairs
 - ii. Public Relations
- e. Membership Growth and Education: 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. Subcommittees include:
 - i. Laws and regulations
 - ii. Membership Development and Participation
- f. Club Meeting: The committee on Club Meeting shall provide for the most effective club meeting possible. Subcommittees include:
 - i. Program
 - ii. Bulletin
 - iii. Interclub
 - iv. Social Function
 - v. Sergeant at Arms
 - vi. Reception of Guests and remembrance
- g. Fundraising
 - i. Raffle, etc.
- h. Finance
- 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.

V. Meetings.

The club shall hold dinner meeting twice monthly on the 2nd and 4th Monday at 6:15 p.m. and at such a place as shall be determined by the Board of Directors. In the event a regularly scheduled Monday meeting falls on a holiday, the Board

may move the 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 \$110 (there will be made available a \$16/member discount to members of the same household); payable annually on such date as shall be determined by the Board of Directors.
- c. Each member in attendance shall be responsible for the cost of his/her meal.
- 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 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 project 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 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 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 in person, by regular first class mail or by electronic mail. 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.