

ALGONA MORWENS KIWANIS BOARD POLICIES

The following policies were reviewed and modified at the September 24 2010 Board of Directors meeting. These are the policies the officers and Board of Directors will function under. These policies may be amended at any time by action of the Board

ADM 1 4/24/98

DISTRICT CONVENTION & MID WINTER CONVENTION

The following will be in effect as long as it fits within the annual budgeted amount. Budgeted amounts will be split equally among those members attending.

Attendance of at least one interclub (4 members) at the annual District Convention is encouraged. Member registration fees will be paid by the club. Convention function meal costs will be paid by the club if the member attends the function. Meals to and from the convention city will NOT be paid by the club. Members are encouraged to car-pool. Actual gas cost to those driving will be reimbursed by the club upon the treasurer receiving a voucher. Lodging costs will also be reimbursed by the club. Members are encourage to share a double room. If a member wishes a single room they will be reimbursed at the rate of ½ of the rate of a double room at the convention hotel/motel. The members wife/husband is encouraged to attend with their spouse but their expenses will not be reimbursed by the club. Members attending with their spouse will be reimbursed for room expense at the rate of ½ of the double room cost.

ADM-8 7/97

INTERNATIONAL CONVENTION

Incoming Presidents are encouraged to attend the International Convention. The President Elect (incoming president) shall be reimbursed at the rate of \$500.00. This is to assist in covering fees of convention registration and all other costs of attendance. Any additional funds in the budget will be split equally among those attending.

ADM-15 4/24/98

INTERNATIONAL PRESIDENTS DISTRICT VISIT

The club encourages attendance of at least one interclub at these annual (or semi-annual) functions. To encourage attendance the club may elect to pay member meal costs to those attending this event.

ADM-20 4/24/98

INTERCLUBS

INTERCLUBS are encouraged. There will be NO reimbursement for either meals normileage for members

traveling to regular interclubs. It is the belief of the membership that those participating in these interclubs gain personal growth through the fellowship with other Kiwanians in other communities.

ADM-30 4/24/98

LOCAL PRESIDENTS INSTALLATION

The incoming president is encouraged to continue the policy of holding a reception after the official installation. The newly installed president will be reimbursed in the amount of \$25.00 to assist the cost of holding this event.

Adm-35 4/24/98

PRESIDENTS AWARDS

The following awards shall be presented at the annual installation banquet.

1. The incoming president shall receive a plaque. This shall be ordered by the Secretary.
2. The President shall select and present any other awards he/she may wish.
3. The Fred Diekmann, Jr. Traveling Interclub plaque shall be presented. This is one which has been established to honor Fred Diekmann, Jr. And shall have a new name tab added each year.
- 4.

ADM-40 4/24/98

MEMBER ACCOUNTS

Members shall be encouraged to keep all accounts with the club treasurer up to date. Dues shall be billed for the quarter following the billing date. Meals shall be billed for the previous quarter. The treasurer shall present bills to all members on approximately (Quarter 1-October 1); (Quarter 2-January 1); (Quarter 3-April 1); (Quarter 4-July 1). The treasurer shall quarterly bring to the attention of the Board of Directors any member whose dues and/or meal payments are over one quarter in arrears. The Treasurer shall remind all members behind in payments during the second month of the quarter. Members falling over two quarters behind shall be considered for removal from membership by the board.

ADM-42 4-24-98

RECOGNITION OF MEMBER/FAMILY BEREAVED OR MAJOR ILLNESS

The club secretary/president shall be instructed to send a card to express the sympathy of the club in the event any member who's family is involved in a death or major illness. Family shall include spouse, child, parent, brother or sister or any other near relative. Upon death of a member the club may elect to make a gift to the Kiwanis International Foundation Children's Fund.

MORWENS POLICIES CONTINUED:

ADM-45 4/24/98

COMMITTEE MEMBERS

Committee members and leadership shall be selected by the President and approved by the Board of Directors. Although it is not mandated, the Board encourages the president to select the President Elect, the 1st. Vice President and the 2nd. Vice President To serve as chairs of the Major Emphasis Committee, the Program Committee and the Membership Committee. (Not necessarily in this order.)

ADM-50 4/24/98

NOMINATING COMMITTEE

The President shall appoint five members , with the majority being past presidents to serve as the nominating committee.. The task of this committee shall be to nominate a minimum of one member to fill all openings on the official ballot. According to the **Bylaws of Kiwanis International the annual meeting of the club shall be conducted in April.** The membership of the club shall be given at least two week's notice of the date and place of the annual meeting. The President shall then present this ballot to the membership for additional nominations and ratification.

ADM-55 4/24/98

LOCAL PRESIDENTS INSTALLATION COMMITTEE

The President shall select a minimum of three members to serve on the presidents Installation Committee. At least two of these members shall be past presidents. This committee shall be appointed by the last meeting date in August. The task of this committee will be to make all arrangements for an orderly installation of the incoming president. The current President shall serve as chairperson of this committee.

ADM-60 4/24/98

LEAVE OF ABSENCE DUES PAYMENT

Members requesting a "leave of absence" must do so in accordance to the Kiwanis International Policies. Requests must be made at a regularly scheduled board meeting. Members granted a "leave of absence" shall be billed the full amount of all applicable dues. (Note-the only advantage of a leave of absence is the members attendance (or lack of it) is not counted on the club attendance as reported to Kiwanis International.)

ADM-65 4/24/98

MEMBERS BECOMING UNEMPLOYED

Members becoming unemployed may be granted "free dues" for a period not to exceed two quarters. This shall be at the discretion and approval of the majority vote of the Board of Directors at a regularly scheduled meeting.

ADM-70 4/24/98

NEW MEMBER DUES

It shall be the policy of the Algona Morwens to pay the District New Member Fees. This is to encourage new members to join our club.

ADM-80 7/28/00

HIXSON AWARD

The Morwens Kiwanis wishes to promote and recognize local members to participate in the Hixson Award. To accomplish this the club will subsidize \$500.00 to a member each year with the member paying \$500.00. If more than one request, then a tie breaker system using seniority first and then point accumulation. All requests must be submitted for action no later than the August Board meeting. No request would roll over to the next year.

ADM-85 1-26-01

PERFECT ATTENDANCE LONGEVITY AWARDS

Members reaching 10 years of Perfect Attendance shall be awarded a Kiwanis Embossed Note Pad. Members reaching the 25 Year Perfect Attendance level shall be awarded a Kiwanis Pulsar wrist watch (or equivalent). These items are found in the Kiwanis Supply Catalog and shall be awarded at the annual Installation Banquet.

ADM-90 1-26-01

KIWANIAN OF THE YEAR

The Morwens Kiwanis Club shall annually select a "Kiwanian of The Year." Selection of this honoree shall be by subjective assessment based on impact to the club in the year the award is awarded. The committee making this selection shall consist of the club secretary, and the past four persons receiving this award. The honoree shall receive a plaque and shall receive a George F. Hixson Fellowship membership or Bartlett medallion. Funds for this are from the weekly club raffle. These awards shall be presented at the annual installation banquet. Nominations from members not on the committee will be accepted and encouraged.

ADM-95 1-26-01

FRED DIEKMANN, JR INTERCLUB AWARD

The Club shall annually award the Fred Diekmann, Jr Interclub Award. This shall be awarded based on the following criteria.

Interclub emphasis by the member, interclub attendance as recorded by the club secretary (minimum of six to qualify). In case of a tie, multiple names may be awarded. The person (s) so honored shall have their name engraved on the traveling plaque. This award shall be given at the annual Installation Banquet. If no member meets the qualifications there will be no award for that given year. This award is given in memory of long time member Fred Diekmann, Jr. who was extremely active in interclubbing.