

Standard Form for Club Bylaws and Policies

As revised by Kiwanis International — October 2014

ARTICLE 1. NAME AND OBJECTS

1.1 This organization is the "Kiwanis Club of Waynesville, NC" 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 canceled 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 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 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

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 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 to decide the matter. 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 or the determination was incorrect, either party has the right to appeal in writing 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) in a confidential file as long as required by applicable 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 after the investigation is complete or as soon as reasonably possible. Written notice of the allegation, investigation, and meeting 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. (Note: Optional Policy L has special requirements for adoption.)

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- F must be considered, completed, and adopted by the club and submitted to Kiwanis International for approval with the club's bylaws.

A. CLUBS DUES AND FEES

Notes: Use this policy to state the current amount of dues and other fees (if any) for your club.

(a) The dues and new member enrollment fee amounts should include the current Kiwanis

International dues and fees, district dues and fees (and federation dues and fees, if any). (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. (See Bylaws Section 8.5 regarding how club dues and fees are set.

Members will pay the following financial obligations to the club:

- 1. Currency: USD
- 2. Annual dues amount: 190
- 3. New member enrollment fee amount: 50

Note: If the enrollment fee is graduated or pro-rated, then state that, listing the minimum and maximum amounts. Example: "Graduated monthly, from \$10 to \$40."

- 4. Other amount, if any:
Item:Amount:

Note: Repeat line 4 for each 'other amount' and complete as appropriate.

B. MEMBERS IN GOOD STANDING

Note: Per Bylaws Section 2.2, this policy provides uniform definition of 'member in good standing' for all members of the same club.

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

- 1. Is more than [choose one or both of the following by filling in the blank: 6 months on dues or fees owed by that member.
- 2. Optional: Other requirement(s):

Note: This is where your club may list requirements, if any, which are not related to dues or fees. However, be cautious about listing other requirements, which must be enforced uniformly among all members.

C. OFFICERS AND DIRECTORS

Note: Complete the fields listed below as appropriate. (The provisions in this policy refer to Bylaws Sections 4.1 and 5.4.)

1. This club has [state number] 1 offices of vice-president. Note: If your club has one or more offices of vice-president, state the number. If your club does not have the office of vice-president, state "0" (zero).
2. This club has [state number, three or more] 8 directors. Note: A minimum of three directors are required. There is no maximum number.
3. A vacancy in the office of president shall be filled by [check only one] the president-elect -or- x immediate past president -or- 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

Note: Per Bylaws Section 5.3, choose the appropriate number of years as the term for each officer or set of officers.

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 as the president.
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

Note: Per Bylaws Article 5, each club must adopt a process for nomination and election of club officers and directors. The following process states the basic requirements for nominations and elections. The club may add requirements at its discretion (deadlines, special forms, nominating committee, etc.) or as may be required by local law.

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-x are not

allowed. Proxy ballots [check one]: are -or- x 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:

Note: Repeat line 9 for each additional requirement and complete as appropriate.

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. 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~~ the [check one] 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.

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.

Kiwanis Club of Waynesville
General Policies

Our Kiwanis Administrative Year

The Annual Meeting of the Kiwanis Club of Waynesville shall be the second Tuesday in May. The principal item on the agenda for this meeting shall be the election of officers and directors for the ensuing year.

The official club year is October 1st to September 30th.

The installation of officers and directors shall be scheduled for the last week in September, if at all possible. The officers and directors assume their offices and responsibilities as of October 1st.

The newly elected President shall have appointed all of the committee chairs, the Club Secretary and any other appointments by not later than July 1st.

All committee chairs shall have their committee members appointed not later than July 15th.

Committees shall provide the Finance Committee with their budget requests by September 1st in accordance with the procedures listed in the Club's Financial Policies. The Finance Committee shall provide a proposed Administrative Budget and Projects Budget to the Board of Directors by September 30th. In accordance with the Club Bylaws, the budgets shall be approved by October 15th of the new administrative year.

Members in Good Standing

Members who ~~miss five (5) consecutive meetings and/or*~~ are delinquent in payment of dues for two quarters shall be subject to review by the Board. A member may request a leave of absence of up to six months. Request to be made to the President for Board approval.

*Strike-thru deleted by vote of the club 5/7/2019.

Luncheon Tab For Guest Speakers

The Club's administrative budget shall pay for a maximum of two (2) guest speakers without prior approval of the Board. This limit may be overridden by consensus of officers present.

Community Survey

Ideally, the Club shall conduct a community survey prior to the preparation of the annual Projects Budget.

From the results of this survey, as well as any other input from the Club, the selected projects shall be assigned to the appropriate committee to further research and prepare a budget line item request in accordance with the procedures listed in the Club's Financial Policies. This should be completed by the committee as a whole and not unilaterally by the chair.

Since not all projects can be anticipated in advance, and since specific line items cannot always be made by the budget deadline, the guidelines for "Expenditures Not Budgeted" in the Club's Financial Polices shall to be followed.

Projects Follow-Up

Once the Board of Directors has approved a committee's project, the chair of the committee shall assign responsibilities to each member of the committee. The committee should meet regularly to assure that all parts of the project are proceeding on schedule. The chair shall provide the Board with a final report when the project is completed.

Monthly Reports

The Secretary of the Club is required by Kiwanis International to submit a monthly report by the 10th of the following month. In order to complete this report, all committee chairs shall provide the secretary with a written or E-mail report by the 1st of the following month indicating the committee's activities, Kiwanis members involved, total man hours, funds expended and number of individuals served.

Scholarships

(Forthcoming from the Scholarship Committee.)

Grants

(Forthcoming from the Grant Committee.)

6/1/14

Kiwanis Club of Waynesville

Financial Policies

The Finance Committee

There shall be a Finance Committee composed of the Vice President, Treasurer and three (3) members-at-large appointed by the President. The Vice President shall chair the committee.

Responsibilities of the Finance Committee

The primary responsibility of the Finance Committee is to prepare the Club Administrative and Project Budgets for presentation to the Board for approval. The budgets shall be prepared based on the following procedures:

1. An orientation of all of the Committee Chairs (and any others who have budget requests — including the administrative section of the budget) to review policies and procedures as the first step in the annual budget making process.

2. The proposed budget is to be completed no later than September 30th for presentation to the Board of Directors. In accordance with the Club Bylaws, the budget shall be approved by October 15th of the new administrative year.

3. The approved budget shall be presented and explained to the membership at a regular weekly meeting.

4. The Finance Committee shall instruct the Treasurer to report the Club's financial situation at each regular monthly Board of Directors meeting.

5. The budget shall be prepared based on "line item" expenses and receipts.

6. A partial list of types of expenditures that should be designated as "Administrative" and "Projects" is included in a later section. Money received from the public, with few exceptions, should be used for projects.

7. The Finance Committee shall be responsible for the annual audit and filing of the IRS Form 990.

Requests For Projects Funding

The purpose of policy is to clarify funding request procedures and to provide an orderly process by which the Board and its committees can make decisions about these requests.

1. The chair of each committee shall provide the Finance Committee with their budget requests not later than August 1st. To facilitate this the incoming president must appoint all committee chairs by July 1st.

2. Requests for funds by the committee should include the following:
 - a. A written purpose for the funding.
 - b. Detailed documentation of how the funds will be spent.

Requests For Projects Funding (cont'd)

3. Funds requested by organizations shall not be used for administrative purposes: i.e. staff salaries, clerical assistance, utilities, rent, etc.
4. No line item in the budget is to be considered an automatic annual appropriation.
5. Funds that are approved in the budget for a specific project do not need to be approved again by the Board prior to requesting a check.
6. Budgeted funds may be requested by submitting a proper check requisition form.
7. Budgeted funds that are not requested during the current year will go back into undesignated funds to be considered in the following year's budget.
8. The Board or, at the direction of the Board, the Finance Committee shall have the authority to reduce the committees' budgets in the event that receipts do not meet budget expectations.
9. The Club should feel free to obtain the financial statement of any group or cause and to be assured that the assistance the Club gives is properly directed and accounted for.

Expenditures Not Budgeted

Items not approved in the original budget shall be presented to the Board or, at the direction of the Board, the Finance Committee to make a recommendation for Board action.

Remember that expenditure of funds and projects under taken in the name of the Kiwanis Club are statements of policy and should always be endorsed by the Board of Directors before any commitment is made or they are initiated. This applies even if there is no expenditure of funds required.

Restricted Funds

The funds from the Scott Family Account shall only be used in accordance with the provisions set forth as a requirement of that donation.

The Edward Jones Account funds are only to be utilized for funding the Club's Scholarship Program.

List of Administrative & Project Receipts & Expenditures

Administrative Receipts ■

- 50/50 Drawing
- Banquet & Party Fees
- Carwash Tickets
- Member Dues
- New Member Fees

Administrative Expenses ■

- Annual Audit
- Any Member Related Expenses (Misc)
- Banquet & Party Expenses
- Blueridger Expenses
- Carwash Ticket Costs
- Club Officer Expenses
- District, International & Division Dues
- Member Reimbursement For Kiwanis Events (see separate policy)
- Membership Supplies
- New Member Fees
- Past President's Plaque
- Postage & Post Office Box
- Prospective Member's First Meal (if not paid by sponsor)
- Speaker Gifts
- Speaker Lunches

Project Receipts

- BBQ Fundraiser
- Flags Fundraiser
- 0 KI Projects
- Scholarship Fund Transfers
- Scott Fund Transfers
- Spelling Bee

Project Expenditures

- Aktion Club's Kiwanis Advisor's Convention Expenses
- All Project Committee Expenses
- BBQ Fundraiser Expenses
- Carolinas District Foundation
- Flag Fundraiser Expenses
- Grants
- Key Club's Kiwanis Advisor's Convention Expenses
- KI World Wide Service Project Expenses
- Kiwanis International Foundation

- Member Recognition (Hixon, Hyatt, Burnette, Life Fellows, etc.) ■
Scholarships

6/1/14

Member Reimbursement Policy For Kiwanis Events

All nominees for office in the Kiwanis Club of Waynesville shall be given a complete list of job responsibilities for the office for which they are nominated. They shall also be given a list of training classes, district and international meetings and conventions. The officers affected are strongly encouraged to attend these functions, represent the Club and vote in accordance with the directive of the Board of Directors. These meetings provide opportunities to improve your leadership skills, learn more about Kiwanis beyond our own club and to obtain new ideas that will benefit the Club in the future. The Club feels so strongly that these meetings provide valuable information, not only for the individuals but for the Club, that the Club provides funds to help with expenses. The Club realizes that the total cost of attending is not covered.

The following shall serve as a guide for budgeting funds for these functions:

Club Leadership Training — registration, meals and travel up to \$100 per member. In accordance with the Club Bylaws, the President-designate and Secretary-designate shall attend. Total commitment for the Club is \$200 per year.

District Convention — registration, room, meals and travel up to \$300 per delegate for three (3) delegates. In accordance with the Club Bylaws, the President and President Elect are to be two of the delegates with the third chosen by the Board of Directors. In the event that the President or President Elect cannot attend, the Board shall designate their replacements. Total commitment for the Club is \$900 per year.

Midyear Conference — registration, room, meals and travel up to \$300 per member for two (2) members. The Board shall designate those members. Total commitment for the Club is \$600 per year.

International Convention

For continental United States — registration, room, meals and travel up to \$825 per delegate for two (2) delegates. In accordance with the Club Bylaws, the President and President-designate shall attend. In the event that the President or President-designate cannot attend, the Board shall designate their replacements. Total commitment for the Club is \$ 1650.

For foreign countries, Hawaii and Alaska — same applies as for continental United States except per delegate reimbursement to be determined based on location, cost and funding available.

If the meeting and convention funds budgeted for a year are not spent in that year, they will be rolled over into the next budget year into meetings and conventions line items to increase participation of members at meetings or increase the Club's share of expenses on an as needed basis (Board approval required). 6/1/14