

DAWN BUSTERS KIWANIS

Policies & Procedures

April 2024

<u>Title</u>	<u>Date Adopted/Revised</u>
Budget Amendments/Expenses Reimbursement	August 9, 2017 Revised July 6, 2017 Revised December 1, 2016 Adopted
Conference & Convention Expenses	April 17, 2024 Revised August 10, 2022 Revised December 1, 2016 Revised January 14, 2016 Adopted
Election & Voting Process	December 1, 2016
Emails	August 9, 2017 Revised July 6, 2017
Installation Banquet	February 9, 2017
Key Club/Builders Club Meeting Expenses	August 3, 2016
Key Club Convention	February 9, 2017
Key Club Scholarship Program	August 3, 2016 Revised June 6, 2016 Adopted
Kiwanian of the Year	April 17, 2024 Revised February 9, 2017 Revised June 6, 2016 Adopted
Leadership Committee	August 12, 2020
Member Relations Committee	August 12, 2020
Membership Application	November 9, 2017
Membership Dues	March 9, 2021
Unsung Hero Program	February 9, 2017

BUDGET AMENDMENTS/EXPENSES REIMBURSEMENT

1. The appropriate Committee Chairperson or Co-Chairperson shall be responsible for the approval of purchases of all items associated with their respective committees and shall sign all requests for reimbursement of expenses. The Committee Chairperson or Co-Chairperson shall submit the reimbursement request to the Treasurer.
2. A Committee Chairperson may authorize an expenditure which exceeds the budget line item for his/her Committee provided such does not exceed five percent (5%) of the budgeted amount and the matter is presented at the next Board of Directors meeting so that an adjustment to the budget can be acted upon.
3. Expenditures which exceed the amount allocated in the budget may be reimbursed in accordance with the following:
 - a. A request for reimbursement for such an expenditure shall be submitted to the Board of Directors to be discussed at its next regular monthly meeting.
 - b. The Board of Directors must increase the budget line item to cover the cost of the expenditure provided a revenue source is identified to increase the budget line item or another expenditure line item in the budget is decreased and the funds are reallocated to cover the cost of the expenditure.
 - c. The expenditure must be approved by the Board of Directors if the budget is amended.
 - d. The Board may increase the budget line item above the amount to be reimbursed.
4. Prior to all alcohol (liquor, beer and wine) purchases, the Chairperson of the committee making such purchase(s) shall check the Club inventory.

Adopted December 1, 2016

Revised July 6, 2017

Revised August 9, 2017

CONFERENCE & CONVENTION EXPENSES

Dawn Busters Kiwanis delegates will be permitted to attend the Mid-Winter Conference, District Conference and the International Convention in accordance with these guidelines and the budget as approved by the Board of Directors. The number of delegates for each conference and/or convention shall be designated by the Board of Directors.

Delegates shall be selected based upon the following protocol:

- President
- President-Elect
- 1st Vice-President
- 2nd Vice-President
- Treasurer
- Secretary
- Board of Directors, including the Immediate Past President
- Members

The following expenses shall be reimbursed only for preapproved delegates: registration, travel, lodging and meals at the GSA reimbursement rate (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). However, if the conference and/or convention is within the Greater New Orleans area, lodging, travel and/or meals shall not be eligible for reimbursement. In the event the location of the conference and/or convention would require the delegate(s) to exceed the amount allocated in the budget, such additional expense(s) shall be approved by the Board of Directors prior to the conference and/or convention. Any expenses in excess to the allocated reimbursement per delegate for lodging, travel and registration which is not preapproved by the Board shall not be reimbursed. Delegates must submit their detailed receipts to the Board along with the appropriate reimbursement form in order to be reimbursed.

Members who are not delegates and attend a conference and/or convention shall only be reimbursed for registration, travel, lodging and meals if there are funds remaining in the budget after paying the expenses of the delegate(s). Such amount shall be pro-rated among all members who attend the conference and/or convention provided the members submit their detailed receipts for such expenses to the Treasurer along with the appropriate reimbursement form. In the event the conference and/or convention is within the Greater New Orleans area, lodging and/or meals shall not be eligible for reimbursement.

A delegate/attendee who is unable to attend a conference and/or convention after the registration fee has been submitted, shall reimburse the Dawn Busters Kiwanis Club the full cost of the registration fee. Reimbursement of the registration fee may be waived if the delegate/attendee was unable to attend due to extenuating circumstances contingent upon Board Approval.

In the event a member of Dawn Busters Kiwanis is serving as a District Officer, his/her expenses to attend the conferences and/or conventions shall be in accordance with the other delegates. The Board of Directors should provide for these additional expenses in the annual budget.

Adopted January 14, 2016
Revised December 1, 2016
Revised August 10, 2022
Revised April 17, 2024

ELECTION AND/OR VOTING PROCESS

1. Cumulative voting is not allowed. Absentee ballots and electronic balloting are permitted, provided such is approved by the Board. Secure website balloting is recommended to ensure privacy and accuracy.
2. 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, a new vote will be taken on the top two nominees receiving the highest number of votes with the nominee receiving the highest number of votes will be declared elected. 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.
3. The club secretary will certify the election results to Kiwanis International and to the district.
4. Incoming officers and directors are referred to as “-designated” (examples: president-elect-designate, secretary-designate, etc.)
5. A member must be in good standing as of April 1st in order to be eligible to vote for officers.

EMAILS

All email blasts sent to the members of Dawn Busters, utilizing the Dawn Busters' official communication tool, shall be approved by the President, or designee, prior to being sent with the exception of the newsletter and calendar and to notify the members of the meeting speaker.

INSTALLATION BANQUET

1. All attendees shall pay the same amount for the Installation Banquet.
2. Complimentary meals at the Installation Banquet shall be provided to the following individuals:
 - (a) Incoming Lt. Governor and spouse/guest
 - (b) Outgoing Lt. Governor and spouse/guest
 - (c) Outgoing President and spouse/guest
 - (d) Faculty Youth Advisor
 - (e) Sponsored Youth President
 - (f) Governor
 - (g) Past District Governors
 - (h) International Officers
 - (i) Sponsored Youth Governor from one of our Sponsored Youth Programs
 - (j) Sponsored Youth Lt. Governor from one of our Sponsored Youth Programs
3. Complimentary meals at the Installation Banquet shall be provided to the recipient of the Kiwanian of the Year Award and the recipient's spouse/guest. Complimentary desert, coffee and one (1) alcoholic beverage shall be provided to the recipient's family members.
4. There shall be a head table for the outgoing and incoming Presidents with spouse/guest and other distinguished dignitaries.

KEY CLUB/BUILDERS CLUB MEETING EXPENSES

Key Club/Builders Club Advisers may be reimbursed a reasonable amount for refreshments for Key Club/Builders Club meetings that are held during the school year. The Key Club/Builders Club Advisers shall submit a detailed receipt in order to be reimbursed for refreshment expenses.

KEY CLUB CONVENTION

The Dawn Busters Kiwanis Club will pay all expenses for the Key Club student members, who attend the annual Key Club Convention, except their registration fees.

The Dawn Busters Kiwanis Club will pay all expenses for the club's members, who attend the annual Key Club Convention to supervise the students.

KEY CLUB SCHOLARSHIP PROGRAM

Official Rules

The Dawn Busters Kiwanis Club Key Club Scholarship Program provides an annual scholarship to one graduating senior from each of its sponsored Key Clubs (East Jefferson, Ecole Classique, Grace King, Mt. Carmel and Ridgewood). In addition, we search for matching grants to make the scholarship larger.

The Scholarships will be awarded to the one member from each club that reflects the objects of Key Club International. The recipients are expected to be of a high moral character and should have achieved excellence in their endeavors. Additional scholarships may be awarded based upon the Scholarship Committee's recommendation.

Qualifications:

1. The applicant must be a graduating senior in that year's class.
2. The applicant must be an active member in good standing of one of the clubs referenced above.
3. The applicant must enroll in a four-year college/university or a community/technical college.
4. The applicant must have a minimum cumulative 2.5 grade point average.
5. The applicant must have performed an average of 25 hours of service for each year in Key Club. Special consideration will be given to the applicant who performs 15 hours of service/participation with Dawn Busters Kiwanis Club for each year in Key Club.

Application requirements:

1. Complete the Application Form below. The online form must be used when applying for these scholarships in order to be considered.
2. If all of the items requested are not included, the applicant may not be considered for these awards.
3. The Dawn Busters will work with faculty advisors to verify reported grades. If there is a question, we may ask you to request a transcript and we will reimburse any fees associated.
4. The application must be received by March 4. Untimely applications will not be considered.
5. Additional information may be requested for matching grants.
6. All application materials become the property of the Dawn Busters Kiwanis Club and will not be returned.

Judgment and Award Notification

A panel of Sponsored Youth Leaders will review all applications received to ensure that the requirements have been met. An independent group of Dawn Busters Board Members and Committee Leaders will review and discuss all eligible applications until a consensus is met for award. All applicants will be notified by email when the recipients are chosen. Recipients are encouraged to attend the Dawn Busters award ceremonies with their parents at the last regular Kiwanis morning meetings in March and December. One-half (1/2) of the award will be given to each recipient at the Dawn Busters March award ceremony. The second half of the award will be given to each recipient at the Dawn Busters December award ceremony provided the recipient continues to be enrolled for the second semester of college.

KIWANIAN OF THE YEAR

The Award

Each year at the Installation Banquet, one (1) member of the Dawn Busters Kiwanis Club will be recognized for his/her service to Kiwanis and his/her club as the "Dawn Buster of the Year".

Selection

At the first meeting in August the Kiwanian of the Year Selection Committee shall solicit written nominations from the general membership. Deadline for nominations shall be September 1st.

The recipient of this award shall be selected from the nominations made by the general membership of the Dawn Busters Kiwanis Club to the Kiwanian of the Year Selection Committee and are allowed to submit one nomination only. No member of the selection committee is allowed to request that a member of the club to submit a letter of recommendation for a particular candidate. A nomination is not to be considered as a vote for the subject member.

The Kiwanian of the Year Selection Committee shall be comprised of the recipients for the three (3) previous years. The Committee Chairperson shall be the last recipient of this award. In the event there is more than one (1) recipient from the previous year, there shall be a drawing of lot to determine the Chairperson.

The Committee shall be guided by historical records, documents and other informative sources, i.e. monthly reports, committee chairmen, club officers, etc. which can be obtained from the Club Secretary.

Eligibility

All active members in good standing of the Dawn Busters Kiwanis Club are eligible. However, no person serving on the Kiwanian of the Year Selection Committee will be eligible.

Selection Process

The Committee shall be guided by historical records, documents, and other information sources, i.e. monthly reports, committee chairmen, club officers, from the active members who are at most of the events, also from First and Second Vice President reports when reported by committee chairs to the Club Secretary, and from the club's web site where members have reported their activities on line, etc. The Committee, led by the Committee Chair, shall then select a single nominee, as nominated from the written nomination letters received by the committee, by determining which nominee best meets the criteria set forth below in "Criteria for Selection". While the "Criteria for Selection" is not an absolute determining factor for selecting the Kiwanian-of-the-Year, it should be referenced as the primary standard for selecting the most qualified nominee to receive the award. This selection process should be methodical, and must be documented, so that evidence supporting the choice of nominee for Kiwanian-of-the-Year can be substantiated adequately. Having selected the Kiwanian-of-the-Year award recipient from the eligible nominees, the Committee should maintain total secrecy until the Annual Installation Banquet, when the recipient will be announced.

Criteria for Selection

1. Must be an active member of the Dawn Busters for at least twelve (12) consecutive months.
2. Attendance at regularly scheduled weekly meetings must be exemplary. Members on leave status are not eligible unless they have twelve (12) months consecutive attendance at the time nominations are made.
3. Participation in Dawn Busters functions must be exemplary.
 - a. Fund Raising
 - b. Projects
 - c. Social Occasions
 - d. Conventions
 - e. Interclubs
4. Other Kiwanis Activities
 - a. District and Kiwanis International activities
 - b. Community activities with other Kiwanis Clubs
5. Areas of leadership held in the Dawn Busters and performance while in that position.
6. Sitting Presidents are responsible for performing duties of the position during the administrative year and are not eligible for Kiwanian of the Year during their term in office.
7. Previous Kiwanian of the Year Recipients after receiving the Award three times will be designated as Kiwanian of the Year Emeritus.

The Chairperson of the Kiwanian of the Year Selection Committee shall be responsible for the following:

1. Will not solicit votes for any member but only requests nominations for a single deserving member by disseminating the criteria for Kiwanian of the Year.
2. Scheduling the meeting(s) of the Kiwanian of the Year Selection Committee.
3. Ordering the framing for the recommendation letters to be presented to the Kiwanian of the Year. Pickup and bring the framed letters to the Installation Banquet.
4. Contact the spouse/family member of the recipient no later than September 15. Obtain the names of the spouse/family member(s) who will attend the Installation Banquet.
5. Present the award at the Installation Banquet.
6. Provide a report to the Board following the presentation which details the selection criteria.

Adopted June 2, 2016
Revised February 9, 2017
Revised April 17, 2024

LEADERSHIP COMMITTEE

A Leadership Committee shall be established by the Board of Directors under the direction of the president elect. The purpose of this Committee shall focus on advising the current president concerning the following issues and/or matters:

Tasks

- Work together to create a yearly Strategic Plan for the Club
- Health & Safety of members and at events
- Determine the focus and extent of Education & Training for club leaders and members
- Setting Short/Long term goals for the Club
- Work with Member Relations Committee about Surveying members/Member feedback
- Discuss Community Needs/Relations/Awareness
- Assess Project Implementation/Sustainability
- Evaluate Membership Growth/Retention/Relations
- Member Engagement
- Committee Relations
- Fundraising Efforts/Ideas
- Kiwanis Connections/Partnerships

The members of the Leadership Committee shall be appointed by the President Elect. There shall be at least five (5) members but no more than ten (10) members appointed to this Committee. The members of the Committee shall include at least three (3) past presidents and two (2) members who are not serving as officers or members of the Board of Directors.

This Committee shall be established no later than August 31, 2020.

MEMBER RELATIONS COMMITTEE

A Member Relations Committee shall be established by the Board of Directors. The purpose of this Committee shall focus on the following issues and/or matters:

1. Contact individuals who resign their membership from the club to determine if there is a cause that should be addressed by the Board of Directors
2. Work to resolve conflicts between members, when such is brought to the attention of the Board of Directors
3. Work to resolve complaints lodged against the club and/or a member of the club, when such is brought to the attention of the Board of Directors
4. Address inappropriate actions of a member which need to be addressed by the Board of Directors
5. Any other issue that the Board of Directors request this Committee to address
6. Reach out to members who have been unable to attend meetings and/or events.

The members of the Member Relations Committee shall be appointed by the Board of Directors. There shall be at least three (3) members but no more than five (5) members appointed to this Committee. The members of the Committee shall include at least one (1) past president and two (2) members who are not serving as officers or members of the Board of Directors.

This Committee shall be established no later than July 31, 2020.

MEMBERSHIP APPLICATION

The Board of Directors may act upon a new member application prior to the application fee and first quarter's dues being paid. However, a new member or corporate member shall not be submitted to Kiwanis International until the application fee and first quarter's dues are paid.

Membership Dues

A member's dues, which are payable to the Dawn Buster Kiwanis Club, shall not be paid with funds from the Administrative Budget and/or the Project Budget. A Committee Chair does not have the right to use funds which were raised and/or designated for a particular program or event to pay a member's dues to the Club. Nor does the Board of Directors have the right to use funds in the Administrative or Project Budgets to pay a member's dues to the Club.

In the event an active member is unable to remit their dues to the Club, the matter may be brought to the attention of the Board of Directors to determine if another member or members would be willing to pay such dues on behalf of the affected member.

The Board may approve a temporary waiver of dues if a member is unable to pay dues. Also, if in the event a corporate member who sponsors or donates funds to the club and specifically asks for their dues to be taken out first, prior to making their gift to the club, should be allowed to do so.

Adopted March 9, 2021

UNSUNG HERO PROGRAM

The Unsung Hero program is designed to honor the ordinary citizen in our community who has accomplished extraordinary results in their lifetime by turning challenging opportunities into remarkable success. Their drive and determination as leaders to improve the quality of life for their family and their community have allowed them to defy all odds.

Each candidate has approached opportunity with a deep sense of fundamental character strength. They generate family and community support as they project their self-imposed people skills of being a trustworthy person. This single character trait along with their willingness to help and understand others while providing integrity, vision and leadership influencing the minds, hearts and attitudes of those around them.

Listed below are some but not all examples of:

A. The type of individuals to be honored:

1. Community leader
2. Public servant
3. Church leader
4. Parent
5. Grandparent
6. Veteran
7. Businessman
8. Athlete
9. Policeman
10. Fireman
11. Friend
12. Volunteer

B. The types of character traits desired:

1. Honesty
2. Integrity
3. Inspiring
4. Creative
5. Dependable
6. Courageous
7. Ambitious
8. Loyal
9. Motivational
10. Independent
11. Overachiever
12. Gets things done

The President shall approve the recipient and the design of the plaque that will be presented to the recipient.