

SOUTHWEST DISTRICT KIWANIS FOUNDATION

POLICIES AND PROCEDURES

Revised August 3, 2018

Policies and Procedures are for the use of Officers and Directors in conducting Foundation business. These Policies and Procedures may be amended by a two-thirds vote of the Board after having amendments posted to Directors thirty days in advance. These Policies and Procedures will be accepted by the Board at the first meeting of each year.

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1.1 ADMINISTRATION (8/24/2004):

The official mailing address of the Foundation is P.O. Box 177, Vanderwagen, New Mexico 87326. The Foundation is a New Mexico Corporation. Kamp Kiwanis is the official repository of Foundation material (records and memorabilia). The Southwest District office is secondary for records. The Foundation reimburses the District for meetings and administrative work. The Foundation provides the non-profit mailing permit for the District, which pays for the postage.

1.2 AWARDS (8/24/2004): (8/3/18)

The Foundation may present an award or recognition to members or nonmembers for their work or contributions to the Foundation. The award of a Kachina is not appropriate unless a donation of at least \$1,000.00 has been made to one of the endowments. The awarding of a Turquoise Award is appropriate if the work or donation exceeds \$650.00. The naming of buildings or other physical structures at Kamp Kiwanis as an award or honor is prohibited.

1.3 BOARD MEETINGS (8/24/2004): (8/3/18)

Board meetings will be held as specified in the by-laws.

1.4 BUDGET (8/24/2004): (8/3/18)

An annual budget will be presented to the Foundation Board for its approval at the first Board Meeting of the Year or sooner. A deficit budget is prohibited and all repayment of borrowed funds will be a priority item of the budget. No capital improvements will be budgeted if the repayment of the borrowed fund repayment is not current.

1.5 CLUB GRANTS (8/24/2004):

The Foundation may make cash grants to Kiwanis clubs of the Southwest District when funds are available.

1.6 COMMITTEES (8/24/2004):

Committees of the Foundation will be established in accordance with Foundation By-Laws and are responsible to the Foundation Board.

1.7 ELECTIONS (8/24/2004): (8/3/18)

The election of officers will be held at the annual board meeting. Only those Officers whose terms are expiring will be open for election. Directors at Large will be elected at the annual meeting to fill any vacancies. The nominating committee will announce its recommendations for the election of Officers and Directors at Large in accordance with Foundation By-Laws.

1.8 FINANCIAL REPORTS (8/24/2004):

The financial reports for the Foundation will be in as much detail as is necessary for clear understanding by the Foundation Board. An annual audit and fiscal review or statement will be rendered and a copy provided the Southwest District Secretary for submission to Kiwanis International.

1.9 FUND DEVELOPMENT (8/24/2004):

The Fundraising Committee will be responsible for the development of programs to ensure an adequate income for the Foundation to meet its fiscal responsibilities.

1.10 INSURANCE COMMITTEE (8/24/2004):

The Insurance Committee will review the insurance of the Foundation annually to ensure that proper coverage is maintained at the best price.

1.11 KACHINAS (8/24/2004): (8/3/18)

The Fundraising Committee will maintain a ledger of all Kachinas awarded and maintain a plaque at Kamp Kiwanis containing the names of Kachina recipients. Clubs and individuals may purchase a Kachina Award by completing the form and sending a check to the Foundation treasurer. The address will be on the form which can be found on the Foundation website at www.swdkfoundation.org. The funds to purchase a Kachina award must be submitted to the Foundation treasurer during the current fiscal year- October 1 to September 30th. Multi-year payments will not be accepted as counting toward a Kachina Award.

1.12 KAMP KIWANIS (8/24/2004): (8/3/18)

The Kamp Kiwanis Committee will develop policies and procedures for Kamp Kiwanis based on the Foundation's policies and procedures. The developed policies and procedures will be submitted to the Foundation Board for approval. Kamp Kiwanis bookings will continue as "first come-first served" and we will not replace a booking of any group that booked Kamp Kiwanis facilities with another group. Kiwanis Family members may use the Kamp facilities for a reduced fee by making arrangements with the Kamp Manager.

1.13 KAMP KIWANIS USE BY SPONSORED YOUTH (8/24/2004): (8/3/18)

Sponsored Youth that wish to use Kamp Kiwanis other than at a Foundation event must obtain the permission of their administrator and the Kamp Manager. Such Sponsored Youth will identify adult sponsors that will be in attendance with them at Kamp Kiwanis. Names of the sponsors will be given to both the administrator and the Kamp Manager prior to arriving at Kamp. They will be responsible for providing their own food and cleaning their areas of use. add

1.14 LEGACY SOCIETY PROGRAM (8/24/2004):

The Fundraising Committee will maintain a ledger of all Legacy Society awards and track the donors, maintaining current mailing addresses.

1.15 PUBLIC RELATIONS (8/24/2004):

Public relations are important to the Foundation. Every effort must be made to promote the Foundation and its programs and projects. All media should be considered and major press releases will be cleared through the Public Relations Committee.

1.16 RISK MANAGEMENT (8/24/2004):

Risk Management must be a priority at all Foundation activities, paying particular attention to fire, sexual abuse, sexual harassment, and personal safety.

1.16A FIRE (8/24/2004):

Smoking is prohibited in all buildings at Kamp Kiwanis (except in the manager's and assistant manager's homes). Smoking on the grounds of Kamp Kiwanis may be prohibited as the fire danger dictates.

1.16B SEXUAL ABUSE AND SEXUAL HARASSMENT (8/24/2004): (8/3/18)

All members of the Foundation must be aware of situations where charges of sexual abuse or sexual arrestment might arise. An annual briefing of the Youth Protection Guidelines is required for all Officers and Directors and the Kamp Manager. This may be presented at each members' home club.

1.16C PERSONAL SAFETY (8/24/2004):

Personal safety and the safety of others need to be a priority for each Foundation member.

1.17 SCHOLARSHIPS (8/24/2004):

All scholarships awarded by the Foundation will be in accordance with the protocol approved by the Foundation Board for each category of scholarship.

1.18 SPONSORED EVENTS (8/24/2004):

The Foundation Board will approve all events and activities carrying the name of the Foundation.

1.19 STRATEGIC PLANNING (8/24/2004):

A strategic planning retreat will be held at least every two years to develop new strategic plans and to update the Foundation's five-year plan.

1.20 SUSTAINING MEMBERSHIP (8/24/2004):

Every member of the Foundation Board will be encouraged to become a sustaining member. The Fundraising Committee will maintain a list of current Sustaining Members.

1.21 YOUTH ENDOWMENT FUND (8/24/2004): (8/3/18)

The Youth Endowment Fund's purpose is to build until the income from the fund will support all Sponsored Youth Programs. Only the income from the fund may be used for sponsored youth activities. The principal will not be used for any purpose other than an extreme emergency that is approved by the Foundation Board. Any principal so used will be repaid as rapidly as possible with interest based on the current FHA interest rate. Interest may be adjusted annually at the first Board meeting of the Foundation.

Any income earned during the year not spent **the following year**, then becomes a part of the principal of the Youth Endowment Fund. Requests for money from the Youth Endowment Fund must be submitted in writing to the Foundation President. The Foundation Board of Directors will determine the recipients of the Youth Endowment Interest Funds.

- a. Youth Projects – 50% of interest earned may include – Key Leader Training, SLP's support, etc.
- b. Endowment Grants – 50% of interest earned may include – scholarships, support for Key Club and CKI International Conventions, etc.- add