

Kiwanis Club of Ramona
STANDING RULES
Last Amendments on September 13, 2010

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1. AGENDA FOR CLUB MEETINGS (09/30/08)

To ensure for a timely and organized meeting, it is recommended that the club President complete the attached agenda template (Exhibit A) and do his/her best to abide by the established agenda. Any member who wishes to make a brief public service announcement at the club meeting must discuss the activity with the president prior to the beginning of the meeting. If the president agrees that the announcement is appropriate for the club, he/she will add it to the agenda. Criteria for acceptance; is an activity that is directly related to and/or impacts children/youth within the community of Ramona. Excluded from these announcements are impromptu requests for assistance and/or suggestions for new projects that have not been addressed by and/or approved by the Executive Board. Note: There are only 10 minutes (7:05 – 7:15 am) in the agenda for these broad announcements and the introduction of guests and interclub events. The member will be recognized by the president during the meeting to make the requested announcement. Any *unrecognized* announcement may be made (time permitting) during Happy-Sad Dollar part of meeting.

a. **The Student of the Month** presentation will be made during the period 7:05 – 7:15 am, and prior to the KOD introduction.

b. **Happy & Sad Announcements.** To ensure that each member has an opportunity to make a Happy-Sad announcement, each member is allowed to make **ONLY ONE** announcement when called upon by the KOD. The member may make a second or third announcement when called upon in another round of Happy-Sad announcements.

2. ANNUAL CALENDAR & BUDGET (09/30/08)

Prior to October 1st of each year, the incoming Executive Board (club officers & directors) shall present a proposed calendar of club sponsored service projects and fund raisers for the new Kiwanis year starting on October 1st and ending on September 30th of the preceding year. This calendar and budget will be presented at the October Board of Directors meeting for approval/disapproval. In preparing the calendar the incoming Executive Board will review, solicit input from the membership and Committee Chairpersons, to ensure that it aligns with the budget for the coming year.

a. **Content:** The calendar should include, but is not limited to; our weekly meetings, DCM, district convention, district mid-winter and summer conferences, international convention, installation dinners, planned /approved club fund raisers and service projects.

b. **Additions and/or Deletions:** Any additions to the calendar must be presented to and approved by the executive board, with consideration given to it's community/children impact, the availability of club membership labor/interest, budget, etc.

3. MEMBERSHIP REQUIREMENTS (06/XX/10)

a. During the home visit, it will be stressed to the prospective member that attendance at regularly scheduled weekly meetings and/or club activities is highly

recommended for members in the Kiwanis Club of Ramona. The weekly meetings are a valuable opportunity for fellowship and camaraderie for all members. One of the key benefits of membership in Kiwanis is the friendship gained with other members. But the club shall be sympathetic to those members having other obligations to their family, church, and other community service organizations that prevent them from attending every weekly meeting.

b. In lieu of awarding perfect attendance tabs and certificates, we will honor each member on the anniversary date of their having joined the club. Those members wishing to continue individually to be recognized for their perfect attendance can still do so by contacting the secretary.

c. 5-20 Year Membership Anniversary Recognition. The club will recognize members at each 5 year membership anniversary through 20 years of membership (e.g., 5, 10, 15, 20 years).

d. Legion of Honor. Kiwanis Club of Ramona members are to be honored upon reaching 25, 30, 35, 45 and every five years thereafter; with an appropriate “Legion of Honor” pin and certificate, with the presentation being made at our annual Club Installation and Recognition dinner.

e. Member in Good Standing, is henceforth defined as a member who satisfies all of the following criteria:

- Attends at least one weekly club meeting or activity (e.g., interclub, board meeting, DCM meeting, etc.) each month.
- Participates in at least one recognized club project annually. Currently recognized projects include: Tour de Poway, Apple Days, Bow Wow PowWow Dog Show, MusicFest, July 4th Fireworks Celebration, Miracle Mile of Quarters.
- Annual dues are paid in full or other payment arrangements made.

f. Annual Membership Commitment: On or before August 31, prior to the upcoming year, each member must provide a written commitment of membership for the succeeding year.

- The club secretary shall postal mail a commitment letter (“Annual Membership Renewal Form”) to each current member by August 15 of each year.
- The Club Board of Directors will meet and discuss the new year’s membership list that the Secretary plans to submit to KI on or before October 1.
- The commitment letter is independent of a club member’s ability to pay their annual membership dues.

- The club president is afforded the right to make unilateral modifications to the membership list, after the Board of Directors meets and discusses the membership list and before the Secretary submits the list to KI on or before October 1.
- The target date for submission of our annual upcoming year membership list to KI is September 20.

g. Annual Club Membership Dues

- Annual club membership dues will be based upon the actual international and district Kiwanis costs.
- KI establishes membership dues in November.
- The Club will commit to pre-paying the dues for each member who signs a commitment letter for the upcoming year.
- The Club will collect annual dues from each “committed” member after the KI dues amount is established (typically in November), unless other financial arrangements have been made.
- The Secretary is afforded the authority to create customized annual dues payment plans for those members who request it.

4. BOARD OF DIRECTORS ATTENDANCE (11/04/80)

Any board member who, without excuse, misses two consecutive regular board meetings shall be contacted by the President and asked whether he wishes to continue as a board member. If said members wishes to continue but misses a third consecutive regular board meeting, such member shall be dropped as a board member and a new director shall be elected pursuant to the Club By-Laws.

5. BREAKFAST PAYMENT POLICIES (06/XX/10)

Breakfast Price: The breakfast price charged each member at each regularly scheduled meeting shall be the actual price charged by the vendor.

Guest Speaker: The club pays for one speaker per meeting. Other persons attending with the guest speaker will pay for their own breakfast at the current Kiwanis’ cost.

Guests Who Are Not Prospective Members: The sponsor or the guest pays at the Kiwanis’ cost, unless otherwise approved prior to the meeting.

Prospective Members: The sponsor pays for the first meeting, the club pays for the second meeting and the guest pays for the third and subsequent meetings.

Student of the Month: The club will pay for the student, teacher and up to a total of four family members on those dates when there is a student of the month and family members at the meeting.

For all guests, it is the “hosting” members responsibility to notify the guests of any breakfast charges.

It is the KOD’s responsibility to notify the President if they are sponsoring multiple-speaker presentations, e.g., Rodeo Queens, Musical Groups, etc., prior to the meeting.

6. CLUB HISTORIAN & RECORDS CUSTODIAN (06/XX/10)

The position of Club Historian & Records Custodian is established effective this date. Each incoming Club President must appoint a member to serve in the position, and not later than October 15 of each Kiwanis year, the Secretary for the previous year ending on September 30, shall turn over the following records to the Club Historian/Records Custodian for retention.

- Member Attendance at Saturday’s Meetings
- Minutes of Saturday Meetings
- Dues Paid by Members
- Annual Dues Billing Report Submitted to KI (Copy)
- Guest Register
- Minutes of all Regular & Special Board Meetings
- Previous Budget & Treasurers Monthly Reports (12) Minutes)
- Scholarship Selectee Listing
- Monthly Club Reports
- Annual Club Report
- Miscellaneous Correspondence, Bills Paid, etc.
- Pictures, Club Publicity, etc.

7. ELECTIONEERING (06/XX/10)

Electioneering for any political position, proposition, initiative, etc., by political candidates or club members will not be allowed at any Kiwanis event.

8. FINE FREE BADGE (12/04/90)

Badge will be auctioned off at the last meeting of each month with the highest bidder then wearing it for the following month, during which time he or she cannot be fined.

9. FINES (12/4/90)

Monies received from fines will be placed in the administrative account.

10. NEW MEMBERS (06/XX/10)

Induction Fee for New members: Upon induction the new member will be required to pay the current Kiwanis International/District induction fee, plus a pro-rated

amount for the remaining portion of the current year of the dues paid by other club members for that year.

Kiwanians Transferring from other Kiwanis Clubs: Will not be required to pay an induction fee.

New Member Materials: When a new member is inducted he or she will be presented with a “Kiwanis & You” orientation kit, member lapel pen, temporary name tag “Objects of Kiwanis” plaque, and a copy of our “Standing Rules.”

Name Badge: New members will receive their permanent Gold Kiwanis name badge after they have attended a Division Council Meeting (DCM), attended a club board meeting, and participated in a club event/function.

11. PASSING THE CUPS (04/01/97)

The Miracle Mile of Quarters Cup, Scholarship Cup and other board-approved solicitations will be passed around during each regular meeting.

12. PROGRAMS (06/XX/10)

The objective of the weekly presentation is to inform, educate and engage the interests of the entire membership.

Program Chair: The program chair will develop and distribute to the membership, an annual Kiwanian of the Day (KOD) calendar. The calendar will shall list the name of the KOD for each Saturday morning meeting for the entire Kiwanis year. Officers at the head table (President, Secretary, and Treasurer) are exempt from serving as KOD. Based upon the calendar, the chair will solicit the name of a speaker; his/her contact information and the topic/subject of the speaker’s presentation from each KOD listed in the calendar. The Program Chair will contact the speaker, to confirm (and provide additional information on the event, etc.), at least one week prior to the scheduled presentation. It is highly recommended that the program chair be prepared to appoint a member as the “guest” speaker, should a scheduled guest speaker cancel at the last minute (“no show”).

Kiwanian of the Day (KOD): Each designated KOD is expected to provide the chair with the information regarding his/her scheduled speaker’s name, contact information and topic/subject as early as possible but no later than four weeks in advance. KODs are disallowed (in principle) from scheduling themselves as a speaker. A KOD can schedule another club member to give the presentation, provided the subject of the presentation is NOT directly related to any means or mechanisms by which he/she derives personal income, political candidate advocacy, etc.

13. PROJECTS – CLUB SPONSORED SERVICE & FUND RAISERS (09/30/08)

Prior to October 1st of each year, the incoming Executive Board (club officers & directors) will review, solicit input from Committee Chairs and the club membership, and make recommendations for and/or approve a list of Club Sponsored Service Projects and Fund Raisers for the new Kiwanis year starting on October 1st and ending on September 30th. All projects will be presented at the October Board of Directors meeting for approval/disapproval. The club as a whole will define programs approved by the Executive Board, i.e. those activities in which a majority of the members have an interest and will participate.

Coordination: All approved projects and activities must align with the annual calendar, budget, and available allocation of human resources.

Priority: Projects approved in October by the incoming Executive Board will be given priority over other projects proposed at a later date.

All Hands on Deck (AHOD) Projects: Club sponsored projects which will engage the participation of a majority of the membership may be designated as “AHOD” projects, while smaller projects may only require a few members.

Criteria for Proposing a Club Sponsored Project:

- All projects, for which a member seeks the participation of the club membership, needs to be forwarded first to the appropriate committee chair, then to the Executive Board, for evaluation, prior to and if an announcement is to be made at a club meeting.
- All projects should be evaluated against (at a minimum) the following criteria:
 - impact youth/children
 - impact persons in the community of Ramona
- Exemptions are projects within the framework of the International Kiwanis organization and which provide a hand-up vs a hand-out, e.g., sponsoring the establishment of a new Kiwanis Club outside of Ramona.
- All proposed projects that require some degree of financial support and for which there is no current year budget, must contain suggestions/recommendations on how the proposed project will be financed.

14. REQUEST FOR ASSISTANCE (10/04/88)

Individuals or organizations are not to be allowed to present their “pitch” to our general membership at regular club meetings. Such activity should not, under normal circumstances, be allowed at a regular meeting, but would be more appropriate as a scheduled agenda item for a Board of Directors Meeting.

15. SCHOLARSHIPS (05/05/08)

The club's scholarship program is officially titled the **Glae McDonald "Children & Community First" Scholarship** and will be administered as appropriate by our scholarship committee in accordance with the club's written directive regarding scholarship procedures and applications.

16. SECRET GREETER/GLADHANDLER FINES (01/06/87)

The members of the head table, President, Secretary and Treasurer are exempt from being fined for failure to shake hands with the Secret Greeter/Gladhandler.

17. FOOD VENDORS FOR ALL CLUB EVENTS (09/13/10)

For any club sponsored event at which non-club members will be participating, only California licensed and insured food vendors shall be employed.

18. STANDING RULES (04/02/07)

These are items approved by the Board of Directors which remain in effect until cancelled or changed by future board action. When such items are approved the secretary will enter them in the "Standing Rules" and the updated version distributed to all members.

19. STATEMENT BY DOMESTIC NONPROFIT CORPORATIONS TO THE STATE OF CALIFORNIA (01/03/81)

The Secretary is appointed as agent for service of process and authorized to submit the annual statement on that basis.

Approved by a Vote of the Board of Directors
Club Secretary

EXHIBIT A

KIWANIS CLUB OF RAMONA
Meeting Agenda for: _____

- 7:00 AM Call to Order / Ring the bell!**
Patriotic Song _____
Pledge of Allegiance _____
Invocation _____
- 7:05 AM Introduction of Inter-clubs & Guests**

Introduction of Dignitaries: _____
Announcements:
1. _____
2. _____
3. _____
4. _____
Presentations _____
New Member Induction _____
- 7:15 AM Kiwanian of the Day** _____
- 7:30 AM ENJOY YOUR BREAKFAST**
- 8:00 AM Program – Introduced by KOD** _____
- 8:25 AM Appreciation to Visitors / Interclubs / Guests**
Next Week’s Program _____
- Meeting Adjourned at 8:30 AM!**
Ring the Bell!