



# Kiwanis®

## Standard Form for Club Bylaws and Policies

As revised by Kiwanis International – October 2012

### ARTICLE 1. NAME and OBJECTS

1.1. This organization is the “Kiwaniis Club of La Jolla” K01418, 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 cancelled 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 filling 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 other or as otherwise allowed by law. Participation constitutes attendance. Normal board meeting rules apply. If any votes taken verbally are unclear, they should be taken by roll call.

6.5. The board may take no action in conflict with an action of the membership. Other than disciplinary measures, an action of the board may be rescinded or amended 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.

## 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).
- The Board shall consider the investigation report and determine whether to hold a hearing on the matter. The President shall notify the accused member of the investigation results and whether the Board intends to pursue the allegation(s). If a hearing is held, 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 either the accused member or the investigator believes that some part of the investigation or determination process was faulty, either party has the right to appeal 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.
- If, at any point during the 'conduct unbecoming' process, possible criminal wrongdoing is discovered, the matter shall be reported to the proper authorities.
- 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.
- The club shall retain all official records on the matter (allegation report, investigation report, hearing record, board report, and appeal record if any) as long as required by local 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; 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.

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# **CLUB POLICIES**

"Kiwanis Club of La Jolla" K01418

## **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:

### Currency

USD

1. Annual dues amount: **225**
2. New member enrollment fee amount:: **100**
3. Other amount(s), if any:

## B. MEMBERS IN GOOD STANDING

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

1. Is more than **3** months or **USD 225** (amount) in arrears on dues or fees owed by that member.
2. Optional: Other requirement(s)  
**none**

## C. OFFICERS AND DIRECTORS

1. This club has: **1** offices of vice-president.
2. This club has: **7** directors
3. A vacancy in the office of president shall be filled by: **president-elect**

## D. OFFICERS AND DIRECTORS TERMS

Officers and directors terms are as follows:

1. President, president-elect, immediate past president: **1 year**
2. Secretary: **1 year**  
Note: If appointed by the president, the secretary should have the same length of term as the president.
3. Treasurer: **1 year**
4. Vice-president(s) (if any): **1 year**
5. All directors: **2 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

The election process for this club is as follows:

1. The club secretary will be: **appointed by the president and approved by the board**  
*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 **are not** allowed.  
Proxy ballots are **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:

**At a regular meeting at least five (5) weeks prior to the annual meeting, the President shall appoint a Nominating Committee. The**

committee shall consist of not less than five (5) members and, if possible, a majority shall be Past Presidents. The President shall designate the chairperson of this committee. The duties of this committee shall be to make nominations, with the consent of those nominated, and to prepare a ballot for the election of such officers and directors.

## F. ANNUAL FINANCIAL REVIEW

To perform its annual financial examination as stated in Bylaws section 8.3, this club: 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 **club board**

Committee members' terms shall be for one year each, October 1 – September 30. It is recommended 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.

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## Optional Club Policies

As stated in the club bylaws (Sec. 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."

The policies listed below are for consideration by the club because they may assist in club operations. However, they are not mandatory and may or may not be adopted, at the club's discretion. Optional policies do not require approval by Kiwanis International.

## G. OPTIONAL POLICY: CLUB MEETING INFORMATION

*Note: Per Bylaws section 3.2, each club is required to meet no less than once per month. The club board determines the frequency, day, time, and place of regular club meetings. The club may use this policy to list club meeting information. However, this is not a reporting mechanism; if your club's meeting information changes, please report it separately to Kiwanis International.*

1. This club meets: **weekly**  
as follows: (Examples: "Every Monday at 11:30 am"; or "1st and 3rd Wednesday at 7:30am.") **Every Friday at 12 noon.** If the Club's regular meeting falls on a legal holiday or eve thereof, the Board may reschedule the meeting for another day during the affected week or cancel the meeting. The Club may hold such other meetings as the Board of membership may desire. The regular weekly meetings shall not be more than one (1) hour and (30) minutes in duration, except on special occasions as approved by the Board of Directors. The annual meeting of this club should be held at a regular meeting no earlier than the first meeting in April and no later than the second week of May. The membership shall be given at least two (2) weeks notice of the date and place of the annual meeting. One third (1/3) of the active members of the club shall constitute a quorum.
2. Club satellite meeting (if any):

## H. OPTIONAL POLICY: ADDITIONAL DUTIES (if any) OF OFFICERS and DIRECTORS

Officer's and directors' duties, other than those defined in the club bylaws, are as follows:

1. President: **A. Promote the Objects of Kiwanis International and the positive image of Kiwanis in the community. B. Be an ex-officio member of all standing and special committees. C. Present the views of the club to the district and the views of the district to the club. D. Promote membership growth and the building of new Kiwanis Clubs. E. Be one of the club delegates to the International and District Conventions. F. Attend district conferences and division meetings. G. Perform other such duties and responsibilities as usually pertaining to this office. H. Appoint the Nominating and Election Committee, any New Club Building Committee, and the Awards Committee.**
2. President-elect: **A. In the absence of the President, President-elect shall preside at all meetings of this club and the Board of Directors. B. Be the only nominee for the office of President. C. Prepare for service as President for the following year. D. While serving as President-designate, attend the International and District Conventions, district conferences, and training conference for club-presidents-designate. E. Perform other such duties and responsibilities as usually pertaining to this office, or as may be assigned by the President or Board of Directors.**
3. Immediate past president: **A. Perform other such duties and responsibilities as usually pertaining to this office, or as may be assigned by the President or Board of Directors, including attending the division meeting for the selection of the Lieutenant Governor and Lieutenant Governor-elect. B. Assume the role of Foundation President.**
4. Secretary: **A. When Secretary-designate, attend the training conference for club Secretaries-designate. B. At all times, make available for inspection by the President, the Board of Directors, or any authorized auditors, the club books and records. C. Submit to the proper officers, committees or members all communications received from Kiwanis International or the District. D. Promptly reply to correspondence and submit all official reports required by Kiwanis International or the District. E. Submit reports to the club at such times as the President or Board may require. F. Perform other such duties and responsibilities as usually pertaining to this office, or as may be assigned by the President or Board.**
5. Treasurer: **A. Receive all funds paid to this club and promptly deposit them into the official depositories. B. Disburse funds on order of the Board of Directors. C. Maintain the club financial accounts and records. D. At all times, make available for inspection**

- by the President, the Board, or any authorized auditors, the financial accounts and records of the club. E. Make a financial report to the Board monthly, at the annual meeting of the club, and at such times as the President or Board may require. F. Perform other such duties and responsibilities as usually pertaining to this office, or as may be assigned by the President or Board of Directors.
6. Vice president (if any): **A. Organize and manage the Programs Committee. B. Perform other such duties and responsibilities as usually pertaining to this office, or as may be assigned by the President or Board of Directors.**
  7. Directors: **A. The Board of Directors shall consist of the officers and seven (7) elected directors. B. Each director shall be a member of the club. C. The directors shall enter upon their official duties on the first day of October of each year and shall serve for a term of two (2) years or until their successors shall be duly elected and qualified. The seven directors are divided into two classes: three directors elected in odd years, and four directors elected in even years. D. The Board of Directors shall determine the policies and activities of the club, elect and discipline members, approve the budget, approve all bills, take counsel with committees, and have general management of the club. E. The Board of Directors shall meet regularly, at least once each month, and hold additional meetings at the call of the President or a majority of the Board. At the discretion of the Board, the committee chairpersons shall meet in joint sessions with the Board.**

## **I. OPTIONAL POLICY: STANDING COMMITTEES (if any)**

This club has the following standing committees:

1. Committee Name: **Awards and Nominating Committee**  
Purpose: **Identify individuals worthy of special recognition and seek out potential new club officers and board members.**  
Duties: **Evaluate honorees and nominees in a timely manner consistent with annual calendar for elections, Installation Dinner, and Lieutenant Governor visit, and plan for presentation materials and award speeches.**
2. Committee Name: **Bulletin Committee**  
Purpose: **Publish the weekly bulletin and update information on the website.**  
Duties: **Update electronic/social medial with latest events.**
3. Committee Name: **House Committee**  
Purpose: **Support club operations**  
Duties: **Arrange for meeting venues, audio-visual support, attendance reporting, and meals for weekly meetings. Perform duties of Sergeant at Arms, Song Leader, as well as other duties that may be assigned by the President.**
4. Committee Name: **Humor Committee**  
Purpose: **Select individuals to provide humorous entertainment at weekly meetings**  
Duties: **To provide appropriate humor as a means of fellowship and social interaction.**
5. Committee Name: **Interclub Committee**  
Purpose: **Arrange for visits to other Kiwanis clubs in our Division.**  
Duties: **Solicit members and arrange interclub meetings.**
6. Committee Name: **Membership Growth/Orientation and Education Committee**  
Purpose: **Identify potential new members for the club and arrange for training for new members.**  
Duties: **Recruit new members and introduce them to club operations.**
7. Committee Name: **Programs Committee**  
Purpose: **Identify, evaluate and arrange programs at weekly meetings.**  
Duties: **Selection of speakers or entertainment; selection of KOD's; coordinate with House Committee for weekly meeting logistics.**
8. Committee Name: **Human and Spiritual Values Committee**  
Purpose: **Identify and evaluate secular and spiritual causes.**  
Duties: **Evaluate donations to secular and spiritual causes and recommend contributions and other support to the Board of Directors.**
9. Committee Name: **Public Relations/Advertising Committee**  
Purpose: **Market and promote Kiwanis and the Club**  
Duties: **Write and publish materials in available media to promote the contributions of the club to the community. Update and maintain website and social media outlets. Work in cooperation with Bulletin Committee.**
10. Committee Name: **Raffle Prizes Committee**  
Purpose: **Select members to donate raffle consolation prizes.**  
Duties: **Insure that raffle consolation prizes are available each week.**
11. Committee Name: **Volunteer Coordination Committee**  
Purpose: **Secure volunteers for various club events.**  
Duties: **Work with event chairs to secure qualified volunteers in the required numbers to insure the success of the events.**
12. Committee Name: **Roster/Member Attendance Committee**  
Purpose: **Maintain records of membership and attendance.**  
Duties: **Maintain detailed records of members and check attendance weekly. Work in cooperation with House Committee.**
13. Committee Name: **Young Professionals Committee**  
Purpose: **Create a meeting opportunity catering to working younger members.**  
Duties: **Find interested members who may not be available-to attend Friday noon meetings, but who are interested in fellowship and charitable causes**
14. Committee Name: **Concessions Committee**  
Purpose: **Plan for and man food concessions at community events.**  
Duties: **Arrange for equipment and purchase supplies for food booths. Prepare food and serve the public.**
15. Committee Name: **Holiday Parade Float Committee**  
Purpose: **Arrange for a Kiwanis Club of La Jolla float at annual holiday parade.**  
Duties: **Secure a vehicle and arrange for decoration for the event. Solicit volunteers to decorate the float.**
16. Committee Name: **Junior Olympics Committee**  
Purpose: **Plan and coordinate the Junior Olympics.**

- Duties:**Plan and execute event. Coordinate with principals of all La Jolla schools.**
17. Committee Name:**Pancake Breakfast Committee**  
Purpose:**Plan and execute the event.**  
Duties:**Secure necessary permits, equipment, vendors, and supplies.**
  18. Committee Name:**Agriculture and Livestock Committee**  
Purpose:**Support San Dieguito 4H club.**  
Duties:**Coordinate with advisor to support the activities of the group.**
  19. Committee Name:**Hope of America**  
Purpose:**Recognize exemplary "graduating" fifth grade students.**  
Duties:**Coordinate with three local public elementary schools to recognize exemplary students and honor them and their families at an annual luncheon.**
  20. Committee Name:**Meals on Wheels Committee**  
Purpose:**Serve meals to shut-ins**  
Duties:**Coordinate with Meals on Wheels to deliver meals to seniors and others who request the service**
  21. Committee Name:**Military Relations Committee**  
Purpose:**Recognize deserving members of the Navy and Marines.**  
Duties:**Work with military leadership to recognize exemplary young service members to be honored at awards events.**
  22. Committee Name:**La Jolla Half Marathon and 5K Committee**  
Purpose:**Plan and execute event**  
Duties:**Manage race consultant and coordinate execution of event.Work with volunteer coordinator to secure volunteers and assign responsibilities.**
  23. Committee Name:**Community Services Committee**  
Purpose:**Identify and evaluate charities that serve the community .**  
Duties:**Evaluate donations to community service charities and recommend contributions to the Board of Directors**
  24. Committee Name:**International Committee**  
Purpose:**Identify non-domestic charities worthy of support.**  
Duties:**Evaluate donations to international charities and recommend contributions to the Board of Director.**
  25. Committee Name:**Young Children Priority One Committee**  
Purpose:**Identify and evaluate charities for pre-school aged children.**  
Duties:**Evaluate donations to charities which support pre-schools and its children and recommend contributions to the Board of Directors**
  26. Committee Name:**Youth Services Committee**  
Purpose:**Identify and evaluate charities serving school-aged children.**  
Duties:**Evaluate donations to charities and recommend contributions to the Board of Directors.**
  27. Committee Name:**Scholarship Committee (note this is a Committee of the Kiwanis Club of La Jolla Foundation)**  
Purpose:**Identify and evaluate worthy schools for academic scholarships and donations to arts programs.**  
Duties:**Evaluate available funds from budget and growth of investments. Allocate funds to schools based on criteria developed by the Committee.**
  28. Committee Name:**Investment Advisor Committee (note this is a Committee of the Kiwanis Club of La Jolla Foundation)**  
Purpose:**Advise the Foundation in management of the investment accounts.**  
Duties:**Make recommendations for investments based on the goals of the Foundation investment accounts. Periodically review the performance of investments and make recommendations for changes when needed.**
  29. Committee Name:**Sponsored Youth Advisors Committee**  
Purpose:**Support K Family Clubs in local schools and universities.**  
Duties:**Assist with K-Family Clubs' organization, growth, and management by attending K Family Club meetings and functions and offering advice and support to K-Family members; develop financial provisions for K-Family members to attend conventions; serve as a liaison between the K-Family Clubs and sponsoring club; recommend contributions to the Board of Directors.**

## **J. OPTIONAL POLICY: OTHER CLUB POSITIONS (if any)**

In addition to officers and directors specified in the bylaws and standing committees stated above, this club has the following other positions (such as administrative secretary, assistant treasurer, etc):

1. Position: **Assistant Treasurer**  
Term: **1 year(s)**  
Duties: **Aid the Treasurer. This position is a NON-VOTING position. This position can be held by a current Board Member.**  
Who appoints or elects the position: **President**
2. Position: **Assistant Secretary**  
Term: **1 year(s)**  
Duties: **Assist the Secretary in all matters involving membership growth, involving new members in Club activities, and keeping members actively involved in Club functions. Work in conjunction with Membership Growth/Orientation and Education Committee to be responsible for processing new members through induction and orientation. This is a NON-VOTING position. This position can be held by a current Board Member.**  
Who appoints or elects the position: **President**

## **K. OPTIONAL POLICY: SPECIAL VOTE REQUIREMENTS (if any)**

The vote required for particular types of business not covered in the club bylaws is as follows:

1. Type of business: **Adoption or continuation of any projects lasting more than one year.**  
requires: **two-thirds** vote of the club **Board** upon **14** days previous notice

## L. OPTIONAL POLICY: SPECIAL MEMBERSHIP TYPES (if any)

*Note: Use this policy to state any special types of membership the club may establish. If the club has no special membership types, disregard this option.*

**Clubs are urged to use caution and give thorough advance consideration before adopting any special types of membership.** Adoption of special types of membership requires a three-fourths (3/4) vote of the club membership present and voting. Be aware that the only membership type recognized by Kiwanis International for dues, voting, or any other purposes is active (regular) membership and that full dues and fees must be paid by the club to Kiwanis International and the district (and federation, if any) for all members reported on the annual club roster, regardless of any discounts the club may grant for some membership types. All dues-paying members have the right of voting on club issues and holding club office or director positions, as provided in Section 2.2 of the club bylaws.

This club has the following special types of memberships with the stated criteria and benefits for each.

1. Special membership type (name):**Honorary**  
Special criteria:**Annual designation**  
Special benefits:**No membership fee**
2. Special membership type (name):**Couples**  
Special criteria:**Two people of the same household**  
Special benefits:**Reduced fees**
3. Special membership type (name):**Young Professional**  
Special criteria:**Member under 40 years of age**  
Special benefits:**Reduced Fees**

## M. OPTIONAL POLICY

1. POLICY TITLE:  
**Reconsideration of Board Action**

Club Policy Description:

**Whenever a petition signed by the majority of the entire club membership alleges that a decision of the club Board of Directors should be reconsidered by the membership of the club, the club Secretary shall give at least fourteen (14) days written notice to the entire membership of a special meeting to reconsider the decision in question made by the club Board of Directors. Such meeting shall be held within thirty (30) days of the date of the petition. Service of such notice shall be deemed effective five (5) days after such notice is sent. At this meeting, the decision of the club Board of Directors may be reversed by a two-thirds (2/3) vote of those members present.**

*Note: A club policy on an additional topic(s): (1) may not be in contravention of other Kiwanis governing documents or applicable local laws; (2) should assist club operations in a strategic way; (3) should be long-term, lasting multiple years, until or unless changed or rescinded; (4) must be properly adopted as stated in Section 10.5 of the Standard Form for Club Bylaws.*

## ADOPTION AND APPROVAL of Club Bylaws, Mandatory Policies, and Optional Policies

### CLUB ADOPTION

### KIWANIS INTERNATIONAL APPROVAL

Date Adopted:**3/6/2015**  
Date Approved:**4/27/2015**  
Club Secretary:**Jennifer Prager**  
Signed:Joan M Wilson