

**KIWANIS CLUB OF
MEDICINE HAT**



BYLAWS AND POLICIES

KIWANIS CLUB OF MEDICINE HAT

BYLAWS

1. **Name**
 - 1.1 The Kiwanis Club of Medicine Hat which is a member of Kiwanis Division 8 and Kiwanis International, and exists under the Charter granted by Kiwanis International in November 1924.
2. **Objects of Kiwanis**
 - 2.1 To give primacy to the human and spiritual, rather than to the material values of life;
 - 2.2 To encourage the daily living of the Golden Rule in all human relationships;
 - 2.3 To promote the adoption and application of higher social, business, and professional standards;
 - 2.4 To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship;
 - 2.5 To provide, through this Club, a practical means to form enduring friendships, to render altruistic service, and to build a better community; and
 - 2.6 To cooperate in creating and maintaining that sound public opinion and high idealism that make possible the increase of righteousness, justice, patriotism, and goodwill.
3. **Membership**
 - 3.1 Adults of good character and good community standing may be admitted to membership in this Club by invitation or by transfer as approved by the Board of Directors.
 - 3.2 Members in good standing, including the payment of an Annual Club fee, are entitled to all rights and privileges in Club activities other than regular meeting attendance.
 - 3.3 Members may be suspended or removed by the Board of Directors for reasons as set out in Club Policy.
 - 3.4 A member may resign by submitting written notice to the Club.
4. **Officers and Directors**
 - 4.1 The officers of the Club will be the President, immediate Past President, President-Elect, Secretary and Treasurer.
 - 4.2 The Directors will include six (6) Directors, three elected each year for a two-year term.
 - 4.3 The duties of the Officers will be as outlined in subsequent clauses.
 - 4.4 The Board of Directors shall include both the Officers and Directors.
 - 4.5 If a question on protocol or direction is required, Article #3-4 of the Standard Form for Kiwanis International will apply.
 - 4.6 All members in good standing are encouraged to attend regular Board of Directors' meetings, and shall not require a designated Officer title to attend.

KIWANIS CLUB OF MEDICINE HAT

BYLAWS

5. President

- 5.1 The President shall be ex-officio member of all Committees.
- 5.2 He/she shall, whenever present, preside at all meetings of the Club and the Board of Directors.
- 5.3 In his/her absence the President-Elect shall preside at any such meetings.
- 5.4 In the absence of both, a Chairperson may be elected at the meeting to preside.

6. Secretary

- 6.1 The Secretary shall attend all meetings of the Club and of the Board of Directors and to keep accurate minutes of the same.
- 6.2 The Secretary shall have charge of the Seal of the Club which whenever used, shall be authenticated by the signature of the Secretary and the President or his/her designate.
- 6.3 In the absence of the Secretary, his/her duties shall be discharged by a Director as appointed by the President.
- 6.4 The Secretary shall have charge of all of the correspondence of the Club.

7. Treasurer

- 7.1 The Treasurer shall receive all monies paid to the Club and be responsible for the deposit of same in the Bank of the Club.
- 7.2 He/she shall properly account for the funds of the Club and keep such books as may be directed.
- 7.3 He/she shall present a detailed account of receipts and disbursements to the Club whenever requested.
- 7.4 He/she shall prepare for submission to the Annual Meeting a statement of duly audited/reviewed financial position of the Club.
- 7.5 All bank cheques to be signed by any two of the three designated Club signees.
- 7.6 The Club shall have an insurance policy for fraud and theft.

8. Auditing

- 8.1 The books, accounts and records of the Treasurer shall be audited by a professional Accountant, or reviewed by two members of the Club appointed for that purpose at least once a year.
- 8.2 The fiscal year of the Club in each year shall be 1st October to 30th September.
- 8.3 The books of the Club may be inspected by any member of the Club at the Annual Meeting or at any time upon giving reasonable notice.

9. Meetings

- 9.1 The Kiwanis Club of Medicine Hat shall hold an Annual Meeting on or before the 15th May of each year.
- 9.2 At that Meeting there shall be elected a President, a President-Elect, a Secretary, a Treasurer, and the Directors.

KIWANIS CLUB OF MEDICINE HAT

BYLAWS

- 9.3 The Officers and Directors so elected shall form the Board of Directors, and shall serve until their successors are elected and installed.
- 9.4 Any member in good standing shall be eligible to any office in the Club.
- 9.5 A Special Meeting may be called at any time with 14 days notice from the date of the call for one.
10. **Authorities**
- 10.1 The Club's ByLaws and Policies will comply with all applicable laws in the local jurisdiction.
- 10.2 For authority on all matters not covered by these ByLaws, the following documents will apply in the order of priority:
- 10.2.1 Kiwanis International ByLaws
- 10.2.2 Kiwanis International Policies and Procedures
- 10.2.3 District ByLaws
- 10.2.4 Roberts Rules of Order (Latest Edition)
11. **ByLaws**
- 11.1 The ByLaws may be rescinded, altered, or added to by a Special Resolution of the Club.
12. **Dissolution**
- 12.1 If at any General Meeting of the Club a resolution for dissolution should be posed, and two-thirds of the present agree, the President shall set a date for a Special Meeting of the Club within 14 days .
- 12.2 The Special Meeting will be held following notification of all members in good standing two weeks (14 days) prior to the meeting date.
- 12.3 Discussion will be restricted to the Question of dissolving the Club at that meeting.
- 12.4 Minutes will be recorded separately for this purpose only.
- 12.5 Federal, provincial or local requirements
- 12.5.1 Provisions must be in compliance with the Societies Act (under Service Alberta)
- 12.5.2 Requirements of regulations of the Alberta Gaming and Liquor Commission of the Province of Alberta (for non-profit organizations)
- 12.6 That equity shall be paid to an organization approved by the Board of Directors, that will serve to benefit youth in the community.

APPROVED BY KIWANIS CLUB OF MEDICINE HAT

President:

Linda Yeast
Linda Yeast

Secretary:

Catherine Wilson-Fraser
Catherine Wilson-Fraser

Date:

Feb 13, 2018

Approved: February 2018

KIWANIS CLUB OF MEDICINE HAT

POLICIES

Kiwanis is a global organization of volunteers dedicated to improving the world one child and one community at a time."

As stated in the Club's Bylaws (Sec. 10) the Club membership shall consider and adopt the mandatory Club policies required by Kiwanis International with complete provisions stated in the Bylaws. Any such policy may be adopted at a regular meeting of the club under the following conditions:

no less than fourteen (14) days' notice of the proposed vote on the policy must be provided to all members in good standing, and the policy is passed by a two-thirds (2/3) vote of the members present at the meeting.

A: Club Dues and Fees: Members will pay the following obligations to the Club

- Yearly dues, as determined by the Board of Directors, are to be paid by October 1st which is the beginning of the Kiwanis fiscal year
- New member dues may be pro-rated based on the yearly rate
- Members who have not paid their Club dues by October 1st to be filed with Kiwanis International may/will be asked to resign or will be removed from the membership roster
- The Club will not pay a member's dues, unless there are special circumstances and the members have decided by a two-thirds (2/3) vote of the members present at a meeting to do so
- Use of Gaming proceeds may be used as a portion of the annual dues (up to a maximum of 60%), beginning in 2018/2019 fiscal year and is to be reviewed in three (3) years. Alberta Gaming (AGLC) approves the use of Gaming proceeds, as per Current Use of Proceeds List, for member's annual registration dues as part of being affiliated with Kiwanis International and Western Kiwanis District.

B: Officers and Directors

The Kiwanis Club of Medicine Hat consists of the following Officers:

- President (1)
- President-Elect/Vice President (1)
- Secretary (1)
- Treasurer (1)
- Past President (1)
- The Kiwanis Club of Medicine Hat shall have six Directors, three elected each year for a two- year term
- The Kiwanis Club of Medicine Hat has one Immediate Past President
- The Kiwanis Club of Medicine Hat has one member (1) designated as Club Parliamentarian who acts as an advisor to the Board on the Club's Bylaws and Policies, but has no vote on Club business
- The President may have, if he/she wishes, to have an advisor; this member does not have a vote at the Board meeting

KIWANIS CLUB OF MEDICINE HAT

POLICIES

C: Officers and Directors Terms of Office

- The President will serve for a one (1) year term, or, in the absence of a President-Elect/Vice President may be asked to serve an additional one-year term
- The Immediate Past President will serve a one (1) year term, or may be asked to serve an additional one-year term
- The Secretary may be elected or appointed by the President for a term of one (1) year or two (2) years, but needs to be approved by the Board
- The Treasurer may be elected or appointed by the President for a term of one (1) or two (2) years, but needs to be approved by the Board
- Directors will be elected each year for two years
- If the position of Secretary and the Treasurer are combined, the position needs to be an elected one
- Absentee voting and Proxy voting will not be allowed
- The Club will comply with Article #8 (Auditing) of the Club's Bylaws

D: Club Meetings

- The Board will determine the frequency, time, date, and place of the Club's regular meetings
- The President may from time to time declare a "Round Table" Kiwanis meeting on special or unusual occasions
- The Club will meet weekly at 12:00 noon on each Tuesday of the month in the room designated as the Kiwanis Room at the Medicine Hat Lodge
- The calling of a Special Meeting must have a notice of fourteen (14) days with all members in good standing being notified as to the nature of the meeting
- All members may attend the Club Board meetings but will not have a vote
- Quorum for Motions Requiring Approval
 - Board of Directors Meeting: Minimum of Seven (7)
 - Regular Meeting: Minimum of Twenty (20)

E: Kiwanis Club of Medicine Hat Major Activities:

See Schedule A – List of current activities

See Schedule B – Conference expense policy

Should additional activities be undertaken they will be undertaken with the same set of rules or applications as the activities listed in Schedule A

F: Financial Requests and Donations

- This policy does not include funds from the Club's Service or General Account, or any funds which are not earned from Alberta Gaming projects
- All requests for financial assistance must be received in writing to the Board of Directors and must include disclosure of funding support received from Alberta Gaming
- Alberta Gaming Funds may be considered for use for a joint major Kiwanis Project, or a major Community Project with other partners

KIWANIS CLUB OF MEDICINE HAT

POLICIES

G: Special Membership in the Kiwanis Club of Medicine Hat

- The current Mayor of the City of Medicine Hat is considered to be an Honorary Member
- The member of Parliament for the local federal constituency and the two members of the Legislative Assembly will be considered for Honorary Membership
- Applications for any Special Membership may be brought forward to the Board. Upon Board recommendation, such Special Membership may be approved by a two-thirds (2/3) vote of the members in attendance at the next regular Business Meeting of the club.

H: Guest(s)

- Members who bring along a guest(s) to a regular Kiwanis luncheon meeting, the member shall be responsible for covering the meal charge
- Candidates to be considered for membership are allowed to be a guest of Kiwanis for the first meeting and also at their Induction meeting
- Induction of a new member shall be expedited in order for the potential member to assume his/her role as a Kiwanian

I: General

- A Kiwanis Club which wishes to obtain a Charter requires fifteen (15) members signed up and dues paid
- An existing Kiwanis Club in the Western Canada District must have a minimum of seven (7) members to maintain their Charter
- A Club must have a minimum number of members to fill the Officer positions (3), plus a Secretary and Treasurer. (The Secretary Treasurer is the only position allowed to be a dual role as an Officer of the Club)
- A Kiwanis Club must have a member appointed as the Risk Manager for all Community Kiwanis Projects
- It is mandatory for all Kiwanis Clubs to have a Dissolution Clause in their Bylaws
- The monthly Kiwanis reports are required for the following reasons:
 - To maintain our Canadian tax-free status
 - Return data guarantees that our Kiwanis Club is not hoarding its fund-raising receipts
 - Lieutenant Governors, District Office, and Kiwanis International can see how the Clubs are doing
 - Data provides opportunities for granting District, International or Club awards
- Condolence Recognition
 - Member spouse or child – for example, flowers/donation up to a \$50 value
 - Other family members – a suitable card

KIWANIS CLUB OF MEDICINE HAT

POLICIES

MAJOR ACTIVITIES SCHEDULE A

Editor "Hatter Chatter"
Archivist/Webmaster: Earl Morris
Stampede Breakfast
Science Fair Event
Grapes and Gourmet Event
Mayor's State of the City Address Luncheon
K-Kids *
Key Club Coordinator *
Christmas Dinner Event
Annual Ministerial/Spiritual Leaders' Luncheon
Run, Jump and Throw Track Meet
House Committee
Casino /Alberta Gaming and Liquor Commission: Ken Sauer
Bingo/Alberta Gaming and Liquor Commission: Perry Bergum
Army Cadet Corps Coordinator
Kiwani Family Day
Highway Cleanup Day
Best Block
Risk Manager: Leonard Helfrich
Annual Salvation Army Christmas Kettle Campaign
Speaker/Meeting Programs
K-Council **
Builder's Club: *
AKTION Club
Stampede Float

Note 1. * Kiwanians working directly with these youth groups require a Police Check for which the Club will cover the cost

Note 2: ** Efforts shall be made to restore the K-Council with two members from each Kiwanis Club with each of the Presidents as Ex Officio

KIWANIS CLUB OF MEDICINE HAT

POLICIES

CONFERENCE EXPENSE POLICY SCHEDULE B

POLICY

The Kiwanis Board of Directors will reimburse official delegates to the Kiwanis District, or International Conventions, based on the guidelines provided below.

GUIDELINES

- The Kiwanis Club supports members attending District and International Conferences.
- The Club may assist with expenses of approved member attendance based on a priority basis.
- All expenses must have approval from the Board of Directors.
- Western Canada District Conventions are a higher priority than Kiwanis International Conventions.
- Any member attending a Kiwanis International Convention must have attended at least one Western District Convention.
- Priority, as a voting delegate, will be given as follows:
 - President
 - President-elect
 - Secretary
 - Treasurer
 - Past & Present Directors
 - Members at large
 - Priority consideration will be given to a member attending who will be a voting delegate.
 - Any member can attend any Convention if they are willing to cover their own expenses
- Expenses covered may include:
 - Convention Registration Fee (for members only and a receipt required for reimbursement)
 - Hotel room: amount of reimbursement to be decided annually based on the number of members attending
 - Travel expenses' assistance will be dependent on the budget available for the number of attendees based on air or vehicle travel whichever is lower.