

CAPITAL DISTRICT KIWANIS FOUNDATION

Policy Statements

August 21, 2010 (updated April 22, 2016)

The Capital District Kiwanis Foundation Policy Statements implement the provisions of the Capital District Kiwanis Foundation Bylaws. They define how the day-to-day business of the District is to be carried out. These statements are arranged to provide easy access to information on particular subjects. Sections 1 through 8 contain information related to the corresponding article in the Bylaws. The remaining section contains information on topics that are not directly related to the Bylaws. The policy statements are effective immediately for planning purposes. On April 22, 2016, these statements will supersede all previous policy statements and Board of Directors actions concerning District Foundation policies and procedures.

Section 1 – Members

There are no policy statements relating to Article 1 of the bylaws.

Section 2 – Meetings

There are no policy statements relating to Article 4 of the bylaws.

Section 3 – Officers and Positions

There are no policy statements relating to Article 5 of the bylaws.

Section 4 – Board of Directors

There are no policy statements relating to Article 3 of the Bylaws.

Section 5 – Committees

A – Finance – Investment and Budget Committee

1. Once each quarter before the meeting of the Board of Directors, the Committee will meet to review the investment portfolio, determine recommendations to be submitted to the Board of Directors, and to prepare a report for the next meeting of the Board of Directors.
2. The Committee will develop qualifications for, interview, and recommend to the Board of Directors at every second Annual Meeting, the name of the Investment Counselor to serve for two years. The first recommendation will be made at the Annual meeting and every two years thereafter. In addition, at the Annual meeting, the Committee will submit a list of duties and responsibilities of the Investment Counselor for the Board of Directors' approval.
3. One (1) week prior to the Quarterly meeting, the Investment Counselor should submit to the Finance Committee, by email, a written report as to the status of the portfolio and suggested changes, if any, to be discussed at the Finance Committee meeting.
4. **At the Annual meeting the Treasurer shall present to the Capital District Kiwanis Foundation Board of Directors a proposed budget of the incoming President for the**

Administration year beginning October 1st. The budget shall be emailed to all Board of Directors two (2) weeks before the Annual Meeting. That budget should include the funding amounts for the Eight Pediatric Trauma Center Hospitals.

5. Pediatric Trauma Center Hospital Funding Procedures

i. The President shall appoint a Director (or Directors) who will be responsible for facilitating the presentation of the checks to each respective Hospital. This shall include photo opportunities press release, SLP involvement, and any other normal duties that would be reasonable expected. Each Director responsible for a Hospital shall submit a written statement including their mailing address, Federal Tax Identification number and any other information that the President or Treasurer may request.

ii. The Treasurer shall prepare the eight (8) checks by September 30th of the Administration Year. The amount going to each of the eight (8) Pediatric Hospital should be the amount raised by the Caring Corner, the Ducky Derby and ½ of the \$3.00 member Annual Club Gifts divided by eight (8). In the past, the Foundation has contributed/donated \$3,000.00 to each Pediatric Hospital, if approved by the Board. However, the amount could be increased or decreased by the Board.

iii. The Director (or Directors) shall report by no later than the November Meeting of the respective Administration year on their presentation of the checks to the respective hospitals.

iv. The Director (or Directors) is (are) responsible for maintaining a file of their presentation(s) and the procedures used so their successor will understand the arrangements for future funding.

B – Grants Review Committee

1. The Executive Secretary will email copies of all grant requests to each member of that committee within five (5) days following the submission deadline, either in September or March.

2. All grants must be submitted to the Executive Secretary by email only, no later than:

Cycle 1 -- September 15th and must be either approved, modified or denied by the Board of Directors at the November meeting. Grant winner(s) are to be notified within two weeks of Board approval, by the Executive Secretary.

Cycle 2 -- March 15th and must either be approved, modified or denied by the Board of Directors at the May meeting. Grants winner(s) are to be notified within two weeks of Board approval, by the Executive Secretary.

Electronic submission by email is the applicant's acknowledgement that they agree to all terms and conditions of the grant.

3. The President will appoint one Committee Member to serve as Chair for one fiscal year. The President elect shall not serve as Chair.

4. The Chair will compile the comments and submit a draft recommendation to each member. The Committee shall meet before the appropriate meeting of the Board of Directors to make a final determination as to the Committee's recommendation to the Board of Directors.

5. The Committee will make recommendations independent of the Finance Committee at the November and May meeting of the Board of Directors who will determine the funding level of the grant if approved.

C – Fund Raising Committee

There are no policy statements relating to Fund Raising Committee of the Bylaws.

Section 6 – Fiscal Year

There are no policy statements relating to Article 6 of the Bylaws.

Section 7 – Seal

There are no policy statements relating to Article 7 of the Bylaws.

Section 8 – Kiwanis Governing Process

1. The meetings of the Capital District Kiwanis Foundation Board of Directors and the Committees shall be conducted in accordance with Roberts Rules of Order, 10th Edition, or most recent amended/changed or corrected editions.

Section 9 – Amendments

2. The Capital District Kiwanis Foundation Policy Statements may be amended by a [two-thirds \(2/3\)](#) vote of the Board of Directors then holding office at any regular or special meeting of the Board, if at least thirty (30) days written notice is given of the proposed amendment. An amendment to the Policy Statements is effective immediately upon an affirmative vote for the amendment.

Adopted by the Board of Directors of the Capital District Kiwanis Foundation, [TBD date](#).

CAPITAL DISTRICT KIWANIS FOUNDATION

[Gary Boswell, President](#)

[Charles P. Adams, Executive Secretary](#)