

## *CAPITAL DISTRICT KIWANIS FOUNDATION POLICY STATEMENTS*

*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 October 1, 2006, 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 I of the Bylaws.*

### *Section 2 – Meetings*

#### *A. – Number and Times of Meetings*

*The Board of Directors shall meet four times each Fiscal year. The Annual Meeting shall be held at the Capital District Convention. Three additional meetings shall be held in November, February, and May of the Fiscal year at locations determined by the President.*

#### *B – Notification of Meetings*

*The Executive Secretary shall notify each member of the Board of Directors of the not less than two weeks prior to the holding of such meetings in such manner as the Board of Directors may order.*

### *Section 3 – Officers and Positions*

#### *A – Qualifications of the President, President-Elect, and Vice President*

*The President, President-Elect, and Vice President shall be selected from elected Division Trustees of the Board of Directors representing the Divisions of the Capital district. Officers who are not Division Trustees must surrender their office.*

#### *B - Election of President, President-Elect, and Vice President*

- (1) At the May meeting of the Board of Directors, the President shall appoint a nominations committee.*
- (2) The Nominations Committee shall make its report at the annual meeting.*
- (3) Additional Nominations may be made from the floor of qualified members.*
- (4) The President, President-Elect, and Vice President shall be elected for a term of one year beginning on October 1 of the year of their election.*
- (5) The President, President-Elect, and Vice President shall not serve more than two consecutive terms.*

#### *C – Qualifications of the Executive Secretary and Treasurer*

*The Executive Secretary and Treasurer shall be selected from qualified candidates, and do not have to be a Trustee of a Division of the Capital district. The Board of Directors shall approve the job-related qualifications of the Executive Secretary and the Treasurer.*

#### *D - Election of the Executive Secretary and Treasurer*

- (1) At the May meeting of the Board of Directors. The President shall appoint a Review Committee to evaluate the performance of the incumbent Executive Secretary and Treasurer. Such review shall include the incumbent's performance of the duties as specified in the Capital District Kiwanis Foundation Bylaws and Policy Statements.*
- (2) At the Annual meeting the Review Committee shall make a report to the Board of Directors of their review and submit the names of persons to be nominated for the Executive Secretary and Treasurer.*
- (3) The Executive Secretary and Treasurer do not have term limits but serve at the pleasure of the Board of Directors.*

#### *Section 4. Board of Directors*

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

#### *Section 5. Committees*

#### *A. Finance and Investment Committee*

- (1) The membership of the Finance and Investment Committee shall consist of five (5) members appointed for staggered three year terms, the Treasurer, and the President.*
- (2) Effective October 1, 2007, the President, with approval of the Board of Directors, will appoint two (2) members to three (3) year terms, two (2) members to two (2) year terms, and one (1) member to one (1) year terms. Effective October 1, 2008 members will be appointed for three (3) terms each year.*
- (3) The President will appoint one Committee Member to serve as Chair for one fiscal year.*
- (4) The Committee will review the investments of the Capital District Foundation as needed but not less than once each month.*
- (5) Once each quarter at least 30 days 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 written report at the next meeting of the Board of Directors.*
- (6) The Committee will develop qualifications for, interview, and recommend to the Board of Directors at every Annual Meeting, the name of an Investment Counselor to serve for one year. The first recommendation will be made at the Annual meeting in August, 2008 and every year thereafter. In addition, at the August 2007 Annual Meeting the Committee will submit a list of duties and responsibilities of the Investment Counselor for the Board of Directors approval.*

#### *B. Grants Review Committee*

- (1) The membership of the Grants Review Committee shall consist of three members appointed for staggered three year terms and the President Elect.*
- (2) Effective October 1, 2007, the President, with approval of the Board of Directors, will appoint one (1) member to a three (3) year term, one (1) members to a two (2) year term, and one (1) member to one (1) year term. Effective October 1, 2008 one (1) member will be appointed for three (3) terms each year.*
- (3) The President will appoint one Committee Member to serve as Chair for one fiscal year.*

- (4) *The executive Secretary will send copies of all grant requests to each member of the committee following the submission deadline, but not less than 30 days before the May and November meetings of the Board of Directors.*
- (5) *Committee members will review the grants requests and send their written comments to the Chair at least two weeks prior to the meeting. 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.*
- (6) *The Committee will make a decision independent of the financing available for grants at that meeting of the Board of Directors.*

### *C. Fund-Raising Committee*

- (1) *The membership of the Fund-Raising Committee shall consist of three (3) members appointed for staggered three year terms, the Chair of the Ducky Derby, the Caring Corner Chair and the Vice President.*
- (2) *Effective October 1, 2007, the President, with approval of the Board of Directors, will appoint one (1) member to a three (3) year term, one (1) member to a two (2) year term, and one (1) member to a one (1) year terms. Effective October 1, 2008 one (1) member will be appointed for a three (3) term each year.*
- (3) *The President will appoint one Committee Member to serve as Chair for one fiscal year.*
- (4) *The primary responsibility of the Fund-Raising Committee will be to develop methods of increasing the income of the Capital District Kiwanis Foundation.*
- (5) *The Committee will actively solicit grants, gifts, and other funding from private, government, and business to support the work of the Capital District Foundation.*

### *Sections 6 – Fiscal Year*

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

### *Section 7 – Seal*

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

### *Section 8 – Kiwanis Governing Process*

*The meetings of the Capital District Foundation Board of Directors and the Committees shall be conducted in accordance with Roberts Rules of Order, 10<sup>th</sup> Edition.*

*Section 9. Article IX – Amendments*

*The Capital District Kiwanis Foundation Policy Statements may be amended by a two-thirds 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 on February 10, 2007.*

*CAPITAL DISTRICT KIWANIS FOUNDATION*

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*President*

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*Executive Secretary*