

Enid Kiwanis Club of Enid, Oklahoma
Policies & Procedures
Revised on 3/18/10

Article I – OFFICIAL NAME

See Club Bylaws

Article II – OBJECTS

See Club Bylaws

Article III – MEMBERSHIP & CLASSIFICATION

See Club Bylaws

Article IV – ADMISSION TO MEMBERSHIP & RESIGNATION

See Club Bylaws

Article V – DISCIPLINE OF MEMBERS

See Club Bylaws

Article VI – OFFICERS

See Club Bylaws with the following exceptions:

Section 9 – The Treasurer has the following duties and responsibilities:

- A. Receive all funds paid to this club and promptly deposit them in official depositories.
- B. Present bills to the Board of Directors for approval.
- C. Disburse funds on the order of the Board of Directors.
- D. Maintain the club financial accounts and records.
- E. At all times, make available for inspection by the President, the Board or any authorized auditors, the financial accounts and records of the club.
- F. 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.
- G. Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the President or Board.

Section 10 – The Secretary has the following duties and responsibilities:

- A. When Secretary- designate, attend the training conference for club secretaries-designate.
- B. Keep the club books and records, including membership and attendance.
- C. At all times, make available for inspection by the President, the Board of Directors, or any authorized auditors, the club books and records.
- D. Keep minutes of the meetings of the club, Board and committees.
- E. Submit to the proper officers, committees, or members all communications received from Kiwanis International or the district.
- F. Promptly reply to correspondence and submit all official reports required by Kiwanis International or the district.
- G. Submit reports to the club at such times as the President or Board may require.
- H. Perform such other duties and responsibilities as usually pertain to such office or as may be assigned by the President or Board.

Article VII – BOARD OF DIRECTORS

See Club Bylaws with the following exceptions:

Section 8 – Board Meeting attendance

If any board member is absent more than 3 consecutive times during the fiscal year, they will be asked to resign and their spot will be filled with another club member.

Article VIII – CONTINUING OR LONG-TERM PROJECTS

See Club Bylaws

Article IX – RECONSIDERATION OF BOARD ACTION

See Club Bylaws

Article X – COMMITTEES

See Club Bylaws with the following exceptions:

Section 1a – Committee Structure

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- A. Committee Structure is at the discretion of the club President.

Article XI – MEETINGS

See Club Bylaws

Article XII – NOMINATION & ELECTION OF OFFICERS & DIRECTORS

See Club Bylaws

Article XIII – VACANCIES IN OFFICE

See Club Bylaws

Article XIV – REMOVAL OF OFFICERS OR DIRECTORS

See Club Bylaws

Article XV – INTERNATIONAL & DISTRICT OBLIGATIONS

See Club Bylaws with the following exceptions:

Section 8 – Background Checks

- A. Every member of the Kiwanis Club of Enid shall submit to a Criminal Background Investigation (CBI) to be conducted by District resources according to District procedures.
- B. A member who refuses to submit to a CBI, or, who, after exhausting all appeals, does not pass the CBI will be considered by the Board of Directors of the Kiwanis Club of Enid as a person unqualified for membership, and shall be asked to resign.

Article XVI – OFFICIAL PUBLICATION

See Club Bylaws

Article XVII – PUBLIC ACTIVITIES

See Club Bylaws

Article XVIII – REVENUE

See Club Bylaws

Article XIX – FINANCE

See Club Bylaws with the following exceptions:

Section 5 – Borrowing Powers

- A. Borrowing from any lending institution and/or person must be approved by a 2/3 vote of the active/senior members in attendance at a club meeting announced for that purpose and at which a quorum is present. (Quorum is 1/3 of the active and senior members).

Article XX – NATIONAL OR LOCAL REQUIREMENTS

See Club Bylaws

Article XXI – OTHER AUTHORITIES

See Club Bylaws

Article XXII – SEVERABILITY

See Club Bylaws

Article XXIII – PARLIAMENTARY AUTHORITY

See Club Bylaws

Article XXIV – AMENDMENTS

See Club Bylaws

Article XXV – APPROVAL OF KIWANIS INTERNATIONAL

See Club Bylaws