**OPTIONAL CLUB FOUNDATION POLICIES**

Section 12.4 of the foundation bylaws provides: “The foundation board may adopt additional policies, provided they are not in contravention of the laws of local jurisdiction, these bylaws, Kiwanis International Bylaws or Policies, and any district or regional bylaws that may apply. Policies may be adopted by at least a majority vote of the foundation 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 because they may assist in club foundation operations. However, they are not mandatory and may or may not be adopted, at the club foundation’s discretion. Optional policies do not require approval by Kiwanis International but should be included in overall policy documents. Optional policies the club foundation does not wish to have may be omitted.

**OPTIONAL POLICY J. COMMITTEE OPERATIONS**

*Bylaws Section 4.6 provides: “A committee quorum shall be a majority of its members. A majority vote of the members present and voting is required to approve committee business. Committees will be governed in other aspects by foundation policies.” State any relevant rules regarding foundation committees below.*

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*Add lines and text as necessary.*

**OPTIONAL POLICY K. ADDITIONAL DUTIES (if any) OF OFFICERS AND DIRECTORS**

*Bylaws Section 5.4 and 5.5 provide that a club foundation may state additional duties for any officers and/or the directors as provided in policies. If your foundation has any additional duties, state them below.*

1. President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. President-elect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Vice-president(s) (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Immediate past president: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. All directors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Add lines and text for each office as necessary.*

**OPTIONAL POLICY L. DIRECTORS ELECTION PROCESS**

*Bylaws Section 6.3 provides: “Additional nomination and election processes for directors may be adopted by the foundation board and stated in foundation policies.” If the club foundation has any additional rules or processes, state them below.*

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*Add lines and text as necessary.*

**POLICY M. PERFORMANCE AND EFFECTIVENESS ASSESSMENT**

*A written policy about an annual or biannual performance and effectiveness assessment is required by Charity Navigator and the Better Business Bureau’s Wise Giving Alliance in order to be highly rated by those groups. If the club foundation wishes to have high ratings, it should adopt the following policy.*

1. This foundation shall have a standing Performance Assessment Committee, which shall, annually or biannually: a) assess the foundation’s performance and effectiveness; b) formally evaluate its success and impact in fulfilling its mission, goals and objectives; c) determine such future actions as are necessary to accomplish its mission; and d) submit a written report to the board at the next annual meeting that outlines the results of the assessment and recommendations for future actions.
2. The committee shall be composed of at least three (3) persons, including one member from each class of directors, each of whom will continue to serve on the committee during the remainder of his/her term as a director. Initial appointments will include a one-year, two-year, and three-year term; thereafter, all members shall serve for a three-year term, with each new President adding one new member to the committee.

**ADDITIONAL POLICIES (OPTIONAL)**

*Section 12.4 of the foundation bylaws provides that “The foundation board may adopt additional policies that are not in contravention of the laws of local jurisdiction, these bylaws, Kiwanis International Bylaws or Policies, and any district or regional bylaws that may apply. Policies may be adopted by at least a majority vote of the foundation board members present and voting, provided at least fourteen (14) days previous notice is given to the board members.” A policy on any additional topic(s) should assist foundation operations in a strategic way and should be long-term, lasting multiple years until or unless changed or rescinded. If your club wishes to have any additional policies, state them below.*

***POLICY TITLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***POLICY CONTENT:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Add lines and text as necessary.*

*Note: Repeat the two fields above for each additional club policy and complete as appropriate.*

**CERTIFICATION OF OPTIONAL POLICIES APPROVAL**

These policies were adopted or last amended at a meeting of the club foundation board held on [date]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in accordance with Section 12.4 of the foundation bylaws.

**CLUB FOUNDATION OPTIONAL POLICIES ADOPTION KIWANIS INTERNATIONAL APPROVAL**

Date adopted by the foundation: Date approved by Kiwanis International

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Foundation President or Secretary: By:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_