



# Kiwanis Club of Poquoson

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## *Club Policy*

### **Member Status Change**

**Purpose.** The purpose of these procedures is to set forth specific steps to be taken by the President, Secretary, Treasurer, and Club Board of Directors to implement the By-Laws concerning members who fail to maintain themselves as members in good standing whereby they do not fulfill their expected obligations for payment of member's account and participation in club events.

**Policy.** Members in good standing are expected to have their accounts current (not more than four months overdue) and have participated in at least four club events (a combination of meetings or club activities) within the last six months.

#### **Procedures:**

- 1. Involuntary Leave of Absence.** If a member's account is not more than four months overdue but the member has failed to participate in at least four club events during a six-month period, the Secretary shall notify the President. The President or Designated Representative shall both attempt to telephone the member and notify the member in writing that if the member takes no action to participate within 60 days the member will be subject to being placed on Involuntary Leave of Absence by the Club Board of Directors. If after another 30 days the member persists in not participating, the Secretary shall notify the President and dismissal procedures may be initiated.
- 2. Suspension.** If any member is delinquent on payment of member's account for four months or more but the Secretary finds that during the previous six months the member has participated in at least four club events, then the Treasurer shall notify the President. The President or Designated Representative shall both attempt to telephone the member and notify the member in writing that if the account is not brought up to date within 30 days the member will be subject to suspension by the Club Board of Directors. A suspended member may not participate in club events but continues to be liable for payment of regular dues until the member either is dismissed or resigns or brings the account up to date. If after another 30 days the member persists in being delinquent, the Treasurer shall notify the President and dismissal procedures may be initiated.
- 3. Dismissal.** If any member becomes delinquent on payment of member's account for six months or more, the Treasurer shall notify the Secretary, who shall examine the member's participation record for the previous six months. If during that time the member has participated in fewer than four club events, or if the member is already suspended for a delinquent account, then the Secretary shall notify the President. The President or Designated Representative shall both attempt to telephone the member and notify the member in writing that unless the member's account is brought up to date within 30 days, the member will be subject to dismissal by the Club Board of Directors.
- 4. Reinstatement.** The Board may reinstate a member who has been placed on Involuntary Leave of Absence once the Secretary reports that the member has resumed participation in club events. The Board may reinstate a member who has been placed on Suspension for non-payment of member's account, once the Treasurer reports that the member's account is current. Once dismissed, a member may not be reinstated but, wishing to re-join, must complete an application for new membership.
- 5. Notices and Board Action.** The Treasurer and the Secretary shall give the President the required notices directly, not at Board meetings. After making notifications and after the requisite time has elapsed, the President shall report to the Club Board of Directors at the next regular meeting. At the meeting, the President shall briefly list the actions taken and the response(s) if any by the member. The Treasurer shall report to the Board any payment(s) received and the Secretary shall report any recent participation in club events by the member. The President shall give a recommendation and ask for a motion of action. The Board shall consider all the facts and member's response(s) and act promptly and decisively, unless extenuating circumstances exist. The Board may direct the Treasurer to cease efforts to collect the delinquent account from a member who has been dismissed. The Board may place on Senior Member status any member whose record indicates Involuntary Leave of Absence but whose tenure in the club qualifies as Senior Member. The President may

assign the Membership Committee Chair or any other Board member to assist the Secretary in reviewing the participation records of members.

## Social Media

Recognizing that the individual actions of each Kiwanis club member reflect upon the entire organization, Kiwanis Club Members shall adhere to the following guidelines when posting to a blog, making comments online or using Facebook, Twitter, YouTube, LinkedIn, Flickr or any other tools that fall within the social media realm.

- a. Be aware that you are responsible, legally and morally, for what you say and post online.
- b. Remember that your audience may include Kiwanis-family members and nonmembers, both adults and youth, from many cultures throughout the world.
- c. Talk about your Kiwanis experience in positive terms.
- d. Make it clear that you are speaking only for yourself and any views posted are yours alone.
- e. Online conversations should be open, honest and honorable.
- f. Do not post any items, make any comments or share any material that would be inappropriate for children to read, view or share.
- g. Add value to the conversation.
- h. Know when to respond. You may disagree with a post, but never fight or air grievances online, and don't get caught up in someone else's rant or rage.
- i. Do not use foul language.
- j. Don't speak of others in derogatory or degrading terms.
- k. Prior to posting any media online, obtain permission from any individuals who appear in that media. It could be illegal to do otherwise.
- l. Adhere to copyright and fair use.
- m. Use factual information and cite sources.

In any case, the Conduct Unbecoming a Member of the Kiwanis Family policy applies.

## News Media Relations

It is club policy not to grant interviews to the media without prior approval of the club President. With respect to club matters which are appropriate for public knowledge, it is our policy to cooperate with news media inquiries and communicate truthfully with the media.

So that accurate information is disseminated to the media for those matters which are appropriate for public knowledge, it is necessary to obtain permission from the above named club official before granting any media interview. Courtesy and common sense should always be used in dealing with reporters. If a reporter asks a question or asks to interview a club member, he/she will politely decline and explain that the club President must first be contacted for approval. The member should ask the reporter for his/her name, the name of the publication or television or radio station, a telephone number, and the topic they wish to discuss. The member will then contact the above named club officer with the information received from the reporter. If permission is given for the interview, each member will cooperate completely and truthfully with the media.

In any case, the Conduct Unbecoming a Member of the Kiwanis Family policy applies.

## Inviting Candidates for Election

Because our Kiwanis club actively supports the Objects of Kiwanis, we seek to educate all of our members to promote and develop serviceable citizenship and to increase patriotism.

Part of an American citizen's responsibility includes the high privilege of voting for our government representatives. When a public election that affects our members is imminent, we believe it is appropriate to invite all candidates for that office to address our members at a regular membership meeting. Each candidate will be offered the same opportunity to use a "standard" amount of time at the meeting, normally 15 minutes. This time may be used to speak and invite questions if desired.

It is important to invite all candidates to ensure access to all points of view and to avoid any appearance of partisanship. Although all candidates are invited, some may decide not to accept our invitation. Regardless of who accepts our invitations, they may speak to our club.

In no case will the Kiwanis Club of Poquoson endorse any candidate or any political party in any election. Our expressed goal is solely to provide an opportunity for all Kiwanians to experience a person-to-person introduction to candidates for public office, thus becoming more serviceable and knowledgeable citizens leading to increased patriotism.

Kiwanis Club Members shall adhere to the following conduct guidelines:

- a. Conversations should be open, honest and honorable.
- b. Do not make any comments or gestures that would be inappropriate; especially for children to hear or see.
- c. Add value to the conversation.
- d. Know when to respond. You may disagree with another candidate or club member, but never fight or air grievances during speaker presentations, and don't get caught up in someone else's rant or rage.
- e. Do not use foul language.
- f. Don't speak of others in derogatory or degrading terms.

In any case, the Conduct Unbecoming a Member of the Kiwanis Family policy applies.

## **Conduct Unbecoming a Member of the Kiwanis Family**

Conduct unbecoming a member of the Kiwanis family (Kiwanis, Kiwanis Junior, Circle K, Key Club, Builders Club, K-Kids, and Aktion Club), is defined as any conduct that:

- a. is incompatible with the best interests of the public or of members of the Kiwanis family; or
- b. tends or threatens to harm the standing or reputation of the Kiwanis family in the local or global community.

Violation of the policy defining conduct unbecoming a member of the Kiwanis family may result in disciplinary action against the offending member. Disciplinary action can result in a private reprimand, a public reprimand, or dismissal from the organization. A private reprimand is communicated to the individual violating the conduct policy as a warning. A public reprimand requires notification to the Capital District Board of Trustees and/or(?) the Capital District Governor. This notification will include the name of the member and a factual summary of the misconduct. Dismissal means removal from the member's office or club. Club dismissal requires notification to the Capital District Board of Trustees and the Capital District Governor. Any member receiving written notice as provided in the applicable bylaws shall be permitted to hear all evidence against him or her and be afforded the opportunity to provide evidence in his or her defense. An appropriate ruling body as determined by the Club Board of Directors shall hear the evidence and determine what sanction, if any, shall be imposed, and such decision shall be final.