

**POLICIES & PROCEDURES**  
GEORGIA DISTRICT KIWANIS FOUNDATION, INC.  
August 15, 2019

**100 Administration**

100.1 Definitions

Audit: Review of books and records of Foundation by outside independent firm.

Board Candidate: Any Georgia Kiwanis member in good standing.

Board Member: An officer or director of the Board of Directors.

Conflict of Interest: Direct or indirect financial benefits a person of authority over the Foundation could potentially receive from a decision they could make while in such position.

Disaster Relief: Grant award program for club service project that provides immediate relief for those afflicted by natural or manmade disaster.

Foundation Board: The officers and directors of the Foundation, including the Foundation Administrator

Foundation Recognition Awards: Award for Kiwanis member, family or individual. Namely: The Henry Heinz Fellowship Endowment.

Fund Development: Fundraising activity, program or campaign.

Governance: The bylaws, policy and procedures by which the Foundation Board functions.

Grant: An award of money to provide community programs and services.

Record Retention: Maintaining documentation of the storage and/or destruction of Foundation documents and records.

Removal Procedure: Procedure to be utilized when a Board member involved in a conflict of interest refuses to resign.

Service Leadership Programs: Kiwanis sponsored service organizations and leadership development programs for young people and adults.

SLP: Service Leadership Programs.

Aktion Club: Kiwanis Sponsored Service Leadership Program for young people and adults with disabilities.

Circle K: Any reference to "Circle K" in these policies shall refer to the Georgia District of Circle K International.

Key Club: Any reference to "Key Club" in these policies shall refer to the Georgia District of Key Club International

Builders Club:

K-Kids:

Special Committee: A Board committee that is established for a special purpose and/or for a specific term.

Standing Committee: One of the permanent committees of the Board of Directors, which is comprised only of Board Members.

Whistleblower: A person who reports illegal practices or serious violations of the Foundation policy, including but not limited to illegal or improper conduct.

- 100.2 The following will be standing committees of the Georgia District of Kiwanis Foundation Board and will be comprised of Board members only as appointed by the President as needed.
- Board Development
  - Executive
  - Finance
  - Ambassador Program
  - Disaster Relief
  - Grants Committee
  - Governance
- 100.3 The President shall appoint, with the approval of the Board, such special committees as are necessary to support the administrative and program service functions of the Foundation.
- 100.4 If a vacancy is expected to occur as a result of a board member's election to a Foundation or District office, the board may fill that prospective vacancy to be effective when the vacancy occurs.
- 100.5 Conflict of Interest Policy

This Conflict of Interest Policy of the Georgia District of Kiwanis Foundation (the "Foundation"): (A) defines conflicts of interest; (B) identifies classes of individuals within the Foundation covered by this policy; (C) facilitates disclosure of information that may help identify conflicts of interest; and (D) specifies procedures to be followed in managing conflicts of interest.

## **GEORGIA DISTRICT KIWANIS FOUNDATION Conflict of Interest Policy/Disclosure Agreement**

### **A. Conflict of Interest**

- i. No member of the Board of Trustees of the Kiwanis Foundation of Georgia District shall be prevented from pursuing personal interests, business or otherwise, individually, or as an officer, director, employee or independent contractor of any for-profit or nonprofit entity, so long as said interests or activities do not result in a conflict of interest between that Trustee and the activities and purposes of the Kiwanis Foundation of Georgia District. Each Trustee shall make a full and complete disclosure of each and every circumstance in which a reasonable person would believe a possibility of a conflict of interest exists between the Trustee and the Organization. If the Trustee has or acquires any conflicting interest, he/she shall, within 90 days of ascertaining such fact, either eliminate the conflicting interest or be excused from voting on any issue that touches upon the conflict. Should the matter actually be brought to a vote, neither the affected Trustee nor any other Trustee with the potential for pecuniary benefit from the transaction shall vote on it.
- ii. Any member of the Board who is or has been convicted of a felony, declared bankruptcy, commits any offense that results in a loss of their professional license or is charged with any act that reflects adversely on the good name of the Kiwanis Foundation of the Georgia District should immediately notify the Foundation Administrator who will investigate and report to the Executive Committee of the Foundation.
- iii. Should the conflict or offense be of such serious nature so as to affect the Trustee's ability to participate in the majority of the activities of the Board of Trustees of the organization, then, at the discretion of the other Trustees, said member may be asked to resign.

**B. Nondisclosure**

i. I agree that any information disclosed to me by members or staff of Kiwanis International, the Georgia Kiwanis District, the Kiwanis Foundation of Georgia District or by third parties, in connection with my membership on the Kiwanis Foundation of Georgia District Board of Trustees or employment by the Foundation, will be considered privileged and confidential, including all such information relating to individual donors, any actions to establish, amend or implement the Kiwanis Foundation of Georgia District operations, policies, plans, goals, objectives and discussion by Kiwanis members, the Kiwanis Foundation of Georgia District staff and third parties regarding these subjects.

ii. Confidential information shall not include information previously known to me, the general public or previously recognized as standard practice in the field.

iii. I agree that I will hold all such privileged and confidential information in confidence during my lifetime and will not use or disclose such information except as may be authorized by Kiwanis International, the Georgia Kiwanis District and/or the Kiwanis Foundation of Georgia District and will make my best effort to prevent its unauthorized disclosure. I acknowledge that unauthorized disclosure could cause irreparable harm and significant injury to Kiwanis International, the Georgia Kiwanis District, the Foundation and staff. I agree that upon request, I will return to the Kiwanis Foundation of Georgia District, as appropriate, all written or descriptive matter supplied by the Foundation, including committee agendas, minutes and supporting documents.

I have read this Conflict of Interest and Nondisclosure Agreement and agree to its terms.

Signed this \_\_\_\_ [ ] day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**Definition of conflicts of interest.** A conflict of interest arises when a person in a position of authority over the Foundation may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy also relates to grants and other funds given by the Foundation, when the recipient is a Foundation members club or a committee within the Georgia District that is receiving the funds. This policy is focused upon material financial interest of, or benefit to, such persons.

- A. Individuals covered. Persons covered by this policy are the Foundation’s officers, directors, and Foundation Administrator.
- B. Facilitation of disclosure. Persons covered by this policy will annually disclose or update to the Foundation President on a form provided by the Foundation their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.
- C. Procedures to manage conflicts. For each interest disclosed to the Foundation President, the President will determine whether to: (a) take no action; (b) assure full disclosure to the Board of Directors and other individuals covered by this policy; (c) ask the person to recuse himself/herself from participation in related discussions or decisions within the Foundation; or (d) ask the person to resign from his or her position in the Foundation or, if the person refuses to resign, become subject to possible removal in accordance with the Foundation’s removal procedures. The Foundation’s Executive Director and Secretary/Treasurer will

monitor proposed or ongoing transactions for conflicts of interest and disclose them to the Foundation President in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

#### 100.6 Whistleblower Policy

This Whistleblower Policy of the Georgia District of Kiwanis Foundation (the “Foundation”): (A) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Foundation; (B) specifies that the Foundation will protect the person from retaliation; and (C) identifies where such information can be reported.

- A. Encouragement of reporting. The Foundation encourages complaints, reports or inquiries about illegal practices or serious violations of the Foundation’s policies, including illegal or improper conduct by the Foundation itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Foundation has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Foundation’s human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
- B. Protection from retaliation. The Foundation prohibits retaliation by or on behalf of the Foundation against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Foundation reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
- C. Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the Secretary/Treasurer or President; provided however, if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Chair of the Governance Committee of the Foundation. The Foundation will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Foundation may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

#### 100.7 Document Retention and Destruction Policy

This Document Retention and Destruction Policy of the Georgia District of Kiwanis Foundation (the “Foundation”) identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Foundation’s documents and records.

- A. The rules for document retention are as follows:
  1. The Foundation’s staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules:
    - a) Paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Foundation Administrator-
    - b) All other paper documents will be destroyed after seven years; and
    - c) No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

- B. The minimum terms for document retention are as follows:
1. Retain permanently:
    - Governance records - Articles of Incorporation and amendments, Bylaws, other organizational documents, governing board and board committee minutes.
    - Tax records - Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
    - Intellectual property records - Copyright and trademark registrations and samples of protected works.
    - Financial records - Audited financial statements, attorney contingent liability letters.
- Retain for at least ten years: All other electronic records, documents and files except for general correspondence - Past budgets, bank statements, publications, and grant requests.

## **101 Ambassador Program**

- 101.1 The Foundation President shall make all assignments of the Foundation Board Members.
- A. Each elected Board Member will represent the Foundation in the divisions, as assigned by the Foundation President in order to effectuate the Ambassador program. Preference will be given to the Board Member representing their home division.
  - B. Each elected Board Member will present at least one program in each assigned division during the administrative year, as negotiated with the Lt. Governor of the division, in support of Foundation programs.
  - C. Each elected Board Member will be available to their respective divisions, as may be requested, to assist in education of and support for Foundation programs.
  - D. The Foundation President may request support and assistance from the District Governor. This may encompass support and assistance from current or past, Lt. Governors and/or assigned Kiwanians.

## **102 Board Development Committee**

### **102.1 Identification of Candidates**

The ability of the Georgia District of Kiwanis Foundation to meet the ever-growing needs of the Georgia District depends on a nominating committee that is dedicated to the mission of the Foundation. It is the responsibility of the nominating committee to identify potential candidates for the Foundation Board from Kiwanians throughout the District. Preference should be given to those divisions that currently do not have representation on the Foundation Board. When a potential candidate is identified, the Committee will contact the person to explain the duties and responsibilities of a Foundation Director and to ascertain his or her interest in serving as a Director.

### **102.2 Recommendation and Election of Foundation Board Members**

The Foundation President will present the nominations from the nominating committee at the House of Delegates Meeting at the Annual District Convention.

### **102.3 Structure of Nominating Committee**

The Nominating Committee will consist of the Governor of the Georgia District of Kiwanis International and the President of the Georgia District Kiwanis Foundation and they will choose one other person to serve on the committee. The nominating committee, in considering candidates for election to the Board, shall make every effort to attain geographic representation from throughout the district. This Committee shall be formed on or about May 31 of each year.

## 103 Grants Committee

- 103.1 Grant applications received by the Georgia District of Kiwanis Foundation will be handled through a Grant Committee which will be comprised of all of the Foundation members.
- 103.2 Procedures for submitting a grant request application.

### Grant Policy

Upon completion of the Georgia District Kiwanis Foundation's grant request application, the Foundation reviews applications and awards grants to Kiwanis Clubs (in good standing) for up to \$5000 and requires an equal match by the Club.

1. Grant requests from Kiwanis--family clubs can be used for non--Kiwanis organizations, if said non--Kiwanis organization is
    - a. located in the United States,
    - b. qualified by the Internal Revenue Service for tax exemption as a 501 © (3) organization, and
    - c. holds proper liability insurances to indemnify the Foundation.
  2. Grant funding commitments are made by the Foundation for twelve (12) consecutive months only. The Foundation will not fund a grant to the same program/project for more than two consecutive years.
  3. Grants will be for programs/projects located within the boundaries of the Georgia District of Kiwanis, unless approved by the Foundation Board.
    - A. Grants are approved 3 times a year and must be submitted by the following dates for consideration.  
  
September 30  
  
January 31  
  
June 30
    - B. Grant applications must be submitted by the relevant deadline to the: **Georgia District Kiwanis International Foundation Attention: Alexia Lieber, P.O. Box 6618 Macon, GA 31208 FAX: 478-474-3647 PH: 478-474-6169 EMAIL:-[alexia@kiwanis.mgacoxmail.com](mailto:alexia@kiwanis.mgacoxmail.com)**
- 103.3 Grant Approval Process:
- A. All grant requests will be distributed to all of the Foundation Board members prior to any Foundation meeting.
  - B. Grants can be approved at any of the regular scheduled meetings or any called meetings.
- 103.4 Grant Selection Criteria:
- A. Upon completion of the GA Foundation's grant request application, the Foundation reviews applications and awards grants to Kiwanis Clubs (in good standing) for up to \$5000 and requires an equal match by the Club.
  - B. Grant requests from Kiwanis-family clubs can be used for non-Kiwanis organizations, if said non-Kiwanis organization is:
    1. located in the United States,
    2. qualified by the Internal Revenue Service for tax exemption as a 501(c)(3) organization, and
    3. holds proper liability insurances to indemnify the Foundation.
  - C. Grant funding commitments are made by the Foundation for twelve (12) consecutive months only. The Foundation will not fund a grant to the same program/project for more than two consecutive years.
  - D. Grants will be for programs/projects located within the boundaries of the Georgia District of Kiwanis, unless approved by the Foundation Board.

- E. Special grants can be approved for more than \$5,000. The Foundation Board must approve grants in excess of \$5,000.
  - F. Foundation President has authority to forward grants to board or disapprove based on grant guidelines.
- 103.5 Approval Timeline of Foundation Grant Awards:
- A. The Foundation Board approves grant funding applications at one of the three Foundation meetings noted above.
  - B. The Kiwanis Club submitting the application will be notified of the Foundation Board's decision no later than 30 Days following the Board's meeting. The Board's Decision is final.

## **104 Disaster Relief Committee**

- 104.1 The Georgia District of Kiwanis Foundation was founded in part to assist those who have been affected by natural or man-made disasters. It shall be the policy of this Foundation to assist others whenever possible.
- 104.2 All of the Foundation Board members shall serve as the Disaster Relief Committee.
- 104.3 Due to the wide range of disaster grants, there is not a formal application process. All grant requests must be submitted in writing.
- 104.4 Authorization to approve disaster grants shall be made by the entire Foundation Board.
- 104.5 Disaster relief grants may not exceed \$5,000 and may not be brick and mortar grants.
- 104.6 100% of funds raised for a specific disaster will be designated for that disaster; however, donors will be advised that funds, which cannot be spent on a specific disaster, will be held for future disaster assistance.
- 104.7 It shall be the policy of the Foundation to work with other agencies and/or foundations when possible and practical to assist the greatest number of individuals.
- 104.8 Foundation President has approval of Disaster Grants request up to \$500.00. Amounts larger than \$500.00 must be approved by vote of the Board.

## **105 Finance Committee / Financial Policies**

- 105.1 Functions
- a. To know the operating plan and procedures of the Georgia District of Kiwanis Foundation and its financial requirements.
  - b. To prepare the annual budget and to present the budget to the Foundation Board for approval.
  - c. To ensure the books and records of the Foundation are kept in conformity with generally accepted accounting principles.
  - d. To examine and consider the reports of financial operations for the Foundation and to make recommendations concerning such reports to the Board.
- 105.2 Structure
- The Committee will consist of all the members of the Foundation Board.
- 105.3 Meetings
- A. The Finance Committee shall meet at such time and place as the Foundation President may designate.

- B. The annual budget meeting will be held prior to the annual Georgia District of Kiwanis Convention. The Foundation Treasurer is authorized to pay normal operating expenditures for the upcoming year prior to the approval of the budget by the Board.
- C. Special meetings may be called by the President or by a majority of the Foundation.
- D. At least a ten day notice shall be given for either regular or special meetings.

105.4 Contracts and Agreements

- A. To carry out its functions and responsibilities, the Finance Committee shall review all contracts and other documents pertinent to the financial structure of the Foundation.
- B. The Treasurer or Foundation Administrator shall be the only person authorized to execute a contract for the Foundation, with approval by the Board.
- C. The Treasurer ~~is~~ or Foundation Administrator is authorized to execute contracts for time, materials, goods and services for all budgeted line items, provided no material exceedance (10% or more) of the line item budget exists.
- D. A material exceedance shall require review by the Foundation Board

105.6 Budgets / Preparation of the Annual Budget

- A. The Finance Committee appointed by the President/President-designate shall meet prior to the annual Georgia District of Kiwanis annual convention to prepare the budget for the twelve-month period beginning at the conclusion of the convention.
- B. All budget requests made by committees or officers shall be submitted to the Foundation President prior to the budget meeting of the Finance Committee.
- C. The proposed budget shall be presented by the Foundation President to the Board at its first meeting.

105.7 In the budget, as adopted by the Finance Committee, total estimated expenditures shall not exceed the estimated income.

105.8 A budget of estimated income and expenditures for the administrative year shall be approved and adopted by each Board at its first meeting.

105.9 Budget Changes or Modifications

- A. Any request for changes or modifications of the budget should be submitted in writing to the Foundation President and should set forth the reasons for the request.
- B. The request for changes or modifications of the budget shall be considered by the Finance Committee at its next meeting.
- C. Any changes or modifications of the budget must be approved by the Board.

105.10 Requests for Funds Not Budgeted

- A. Any request for funds not budgeted should be in writing to the Foundation President and such request should be handled as a request for budget change or modification as provided in Section 105.9 above. Such request shall be considered on the basis of need and the financial status of the Foundation at the time the request is made.
- B. No funds within the budget may be transferred or used for any purpose other than the stated budget items without approval of the Finance Committee.



#### 105.11 Process for Compensation Determination

This Policy for Determining Compensation of the Georgia District of Kiwanis Foundation (the "Foundation") applies to the compensation of the Foundation's Foundation Administrator and the Foundation's Treasurer.

The process includes all of these elements: (A) review and approval by the Foundation Board of Directors; (B) use of data as to comparable compensation; and (C) contemporaneous documentation and recordkeeping.

- A. Review and approval. The compensation of the Foundation's ~~Executive Director~~ Administrator and the Foundation's Treasurer is reviewed and approved by the Foundation Board of Directors, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.
- B. Use of data as to comparable compensation. The compensation of the Foundation's Executive Director and the Foundation's Treasurer is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.  
**Compensation for Foundation Administrator: A monthly fee paid to the Foundation Administrator will be approved annually as included in the approved annual budget.**
- C. Contemporaneous documentation and recordkeeping. There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.

105.12 Any proposed resolution or other action by the Board that has financial or budget implications shall be referred to the Finance Committee before any action is taken.

### 106 Books and Records

#### 106.1 Generally Accepted Accounting Principles

The Foundation books and records shall be maintained in accordance with generally accepted accounting principles and with proper internal controls.

#### 106.2 Inspections

The books and records of the Foundation at all times shall be open for inspection by the any Board member.

#### 106.3 Closing of Books and Records

By the date of the annual Georgia District of Kiwanis convention, every effort will be made by the Treasurer to account for all of the prior year's receipts and expenses to permit the closing of the books and records, and to process any excess funds (or deficit) increasing (or decreasing) the appropriate reserve account.

### 107 Revenue

#### 107.1 Receipts and Distributions of Income

- A. Receipts designated to the Henry Heinz Fellowship Endowment Fund shall be allocated as follows unless specified otherwise. All donations of \$1,000.00 or more to the Henry Heinz Fellowship Endowment Fund will be recognized with a plaque, pin and medallion. Funds will be disbursed as follows:
  - 1. 80% Unrestricted Funds
  - 2. 10% Reserve Funds
  - 3. 10% Disaster Relief Funds

- B. Receipts designated to the Georgia District Projects shall be disbursed as follows unless specified otherwise.
  - 1. 85% Unrestricted Funds
  - 2. 10% Reserve Funds
  - 3. 5% Disaster Relief Funds
- C. The Foundation shall hold all funds given to the Foundation by designated endowments, including but not limited to the Georgia District of Kiwanis Foundation, in a guarded corpus subject to the terms of the endowment.
- D. For any donations that are received for a fund or program that does not exist, The Board shall determine the proper procedures when needed.

## **108 Financial Reports**

- 108.1 The Treasurer shall present a financial report to the Board of Directors at each of its regular meetings.
- 108.2 A report on Foundation investment performance shall be presented to the Board of Directors at each of its regular meetings.

## **109 Foundation Auditors**

- 109.1 A three Board member audit committee shall be appointed by the Board prior to the close of each fiscal year in accordance with Section 5.4 of the Bylaws. Upon completion the report shall be rendered to the full Board. Upon a change in the Board Treasurer, Foundation Administrator, or upon the request of a majority of the members of the Board an Independent Audit by a CPA may be authorized.
- 109.2 The annual audit shall be conducted in accordance with generally accepted auditing standards, and the report shall contain an opinion and financial statements, prepared in accordance with generally accepted accounting principles for the fiscal year. The auditors also shall review the internal control of financial procedures, and the Foundation accounting procedures.

## **110 Audit Committee**

Audit Review: To certify the accuracy of the books and records of the Georgia District Kiwanis Foundation. To assure the membership that the Foundation's resources/funds are being managed in a business-like manner within the procedures established.

Auditing involves following financial transactions through the records to be sure that receipts have been properly accounted for and expenditures made as authorized in the budget, as approved by the Foundation and in conformity with the Bylaws and Procedures. All accounts shall be reviewed.

The Committee shall be comprised of not less than 3 members appointed by the Officers of the Foundation at least 30 days prior to the last meeting of the year.

An Audit Review shall be performed:

At the end of the fiscal year.

When an authorized check signer is added or deleted on any bank account.

At any time deemed necessary by the President or three or more members.

General Audit Review Process:

- 1. Track all financial transactions through the records to assure that all transactions were properly recorded in accordance with the approved budget.
- 2. Verify that receipts were provided for all expenses paid.
- 3. Review all bank statements, including cancelled checks.
- 4. Review the GDKF Bylaws.
- 5. Discuss various Procedures with the Officers as needed.

#### Preparing for the Audit.

The Treasurer shall prepare all documents necessary and deliver to the audit committee.  
Copy of Last Audit.  
Checkbooks, cancelled checks, and all unused checks for all accounts.  
Bank statements and deposit receipts.  
Treasurers books and ledgers.  
The annual financial report.  
All receipts of bills paid.  
Copies of minutes from all Foundation Meetings regarding Financial records.  
Adopted Budget as amended.  
Sales tax returns, if any.  
Form 990, if required.  
All correspondence with any taxing authority.  
Report of all fundraising events, if any.  
List of the Officers of the Foundation.  
Current Bylaws and Policies and Procedures.  
Any other information requested by the Audit Committee.

#### Conducting the Audit Review.

Start with the first transaction posted after the last audit review. Verify beginning balance.  
Verify all written checks have proper substantiation.  
Verify deposits were made in a timely manner.  
Verify all ledger entries back to the cancelled checks and validated deposit slips. And properly charged to the appropriate budget category.  
Verify that bank reconciliations are done monthly.  
Verify all math calculations.  
Verify the accuracy of the annual report and retain in permanent file.  
Determine if a 990 is required to be filed, and if so, confirm it was filed timely and accurately.  
Verify money collected for a purpose was only spent on that purpose.

After the Treasurer has corrected any errors, if any, and the committee is satisfied that the financial records are correct. Write "Examined and found Correct" where the audit concludes and have the committee members date and sign the entry.

## 111 Investment Committee

### GEORGIA DISTRICT OF KIWANIS FOUNDATION INVESTMENTS AND FINANCES INVESTMENT FUND (8/16)

- a. **Mission:** The mission of the Investment Fund (the Fund) is to manage the assets entrusted to the Georgia District Foundation of Kiwanis (the Foundation) to support its goals and objectives. Some of the Fund assets were endowed by designated donor gifts and are expected to exist in perpetuity, and therefore, maintaining purchasing power is one of the Fund's primary objectives. High volatility of investment returns should be avoided where possible. The goal of the GDFK investment program is to generate total return (interest, dividends, royalties, and capital appreciation) from its endowment assets, consistent with acceptable risk levels and the GDFK's need for a predictable level of spendable endowment revenue.
- b. **Purpose:** The purpose of this policy is to assist the Georgia District Foundation of Georgia (the Board) in effectively planning, overseeing, monitoring, and evaluating the management of the Fund's assets.
- Stating in a written document the Board's attitudes, expectations, objectives, and guidelines for the investing of assets
  - Setting forth an investment structure for managing assets. This structure includes various asset classes, asset allocation policies, and investment approaches. In total, the structure is expected to produce adequate diversification and total investment return over a long- term horizon
  - Establishing a stated spending policy for the Fund
  - Providing guidelines for each investment portfolio so that all assets are managed in accordance with stated objectives

**c. Guidelines:**

**Time Horizon:**

The Foundation shall be allowed to invest in both Short Term and Long-Term investments. Short Term shall be defined as any investments to be held 3 years or less. Long Term shall be defined as 3 years or more.

**Short Term** shall be invested in Insured Deposits such as Money Market of Certificates of Deposit as to protect the short-term funding needs of the Foundation from market volatility.

The Foundation reserves the right to work with whatever Bank or Financial institution meets their needs as long as the Short-Term investments are federally insured through a program such as FDIC.

**Long Term** with approval of the Board may decide to invest up to a Maximum of 70% of the Reserve and Unrestricted Funds in Long Term Investments. Monies invested in Long Term Investments must be allocated to only Publicly Traded Securities that are liquid on any business day to make sure the Foundation always has access to its funds. Private Securities would be excluded from the possibility of investment. Public Traded Securities would include such investments as mutual funds, stocks, bonds, ETFs, and any other investment that can be accessed any Business Day. The Foundation reserves the right to work with any Financial Institution that can offer these public securities and is covered under SIPC Insurance. The Foundation should request an Annual Review be included with any Long-Term Investment it enters into. The Foundation should work with the Financial Institution to understand the risk involved with any Long-Term Investments. The Foundation should not invest in any investment the Board feels could be too risky or volatile for the needs of the Foundation.

When investing Long Term, the Foundation should make every effort to practice a responsible spending discipline as it pertains to these investments. The Foundation should try to limit spending from Long Term Investments to not more than 5% a year unless a Board vote approves this due to changing of the Foundation.

**SPENDING POLICY:**

Net appreciation realized or unrealized may be expended in amount not to exceed 7% of the market value by the Board for the uses and purpose for which each fund was established. To the extent permissible by Georgia Law, the annual distribution is 5% of the permanent fund balance of each endowment fund as of year-end. The spending policy amounts for the upcoming year budget will be determined based on the permanent fund balances at previous year- end.

## **112 Governance Committee**

### **112.1 Structure**

The Governance Committee shall have no less than five (5) members who shall be appointed by the Foundation President. The Committee membership shall include the Foundation President, Vice-President, Past President, Secretary and Treasurer.

### **112.2 Function**

The function of the Governance Committee shall be to review the Foundation Bylaws and Policies, and make recommendations to the Foundation Board of Directors for changes or corrections the Committee deems necessary.

### **112.3 Review of International and District Changes**

The Committee shall review on an annual basis all District and International Bylaw and Policy changes which may influence the practice, benefits and activities the Foundation performs for Kiwanians in the Georgia District.

### **112.4 Time for Review**

The Committee shall make every effort to accomplish the review of any changes in sufficient time to make their recommendations to the Board of Directors with appropriate explanations by the second meeting of the administrative year.

112.5 Order of Review

The Committee shall undertake to review the Bylaws first and then the Policy Manual second.

**113 Public Relations/Publicity Committee**

113.1 A standing committee comprised of the Foundation Administrator, Foundation President, Foundation Vice President and no less than three (3) Directors shall review and evaluate the current and future promotion of the Foundation to increase the Foundation's visibility and welfare. The promotion of the Foundation may involve activities which are aligned with the mission and vision of the Foundation.

113.2 The Foundation President and/or Appointee shall have the primary responsibility for all marketing, publicity and public relations matters and shall represent the Foundation in all media contacts and relations.

**114 Strategic Planning Committee**

114.1 Mission

The Strategic Planning Committee will develop, review, and update a District-wide Strategic Plan, which will include planning and operational strategies to address specific areas/topics of concern to the District Foundation. This Committee shall be appointed at the discretion of the President when deemed necessary.

114.2 Structure

This Committee shall be composed of members of the Foundation Board including the President, Vice President, and not less than three Directors. The Foundation President shall make the selection of the chair from the current Committee.

114.3 Term and Appointment

This Committee shall be appointed by the President for a term of one year beginning at the annual District Convention.

114.4 Meetings

- A. This Committee shall function during the entire year at such time and place as the Chair and/or President may designate, with a minimum of one meeting during the administrative year.
- B. Additional meetings may be called by the President, the chair or by a majority of the Committee.
- C. At least two (2) weeks written notice shall be given for any meeting.
- D. A quorum shall consist of a majority of the members of such Committee.

114.5 Operating Objectives

The Committee shall develop a comprehensive, District-wide Strategic Plan. The Committee shall annually review the Strategic Plan, Mission Statement and Core Values to ensure their relevance to the Foundation's programs and services.

114.6 Plan of Action

The Committee will work on an annual basis, with the appropriate Foundation committees to establish, and review and update the Strategic Plan. The Strategic Plan shall be reported to the Foundation Board of Directors for approval as developed and/or changed.

The Committee will monitor and report on the level of success the Foundation has achieved in implementing the Strategic Plan, in terms of outcomes and/or performance.