

**THE FRIENDSHIP FORCE OF KANSAS
POLICIES AND PROCEDURES
REVISED BY BOARD VOTE MARCH 14, 2013**

All Officers and Board Members

The Board of Directors shall meet at least four times per year in month preceding each Quarterly Meeting.

An Annual Report shall be prepared by the officers and committee chairs. This report should include the financial expenditures during their year of service as well as a proposed budget for the coming year.

Officers

President

The club President, President-elect, Vice President or one other representative of the club should plan to attend the annual International Conference and the Southwest Regional Conference. The cost of one registration fee and room fee, paid from the club treasury, shall be voted on annually by the Board. If the club is unable to bear the full cost of the Conferences, the Board may decide an appropriate amount, with the anticipation that in the succeeding years the full amount will be provided

Vice-President

The Vice-President or President Elect is designated either to obtain or to designate someone to obtain a gift for the outgoing President, not to exceed \$40.00

Treasurer

Treasurer will assist the Membership Chairman, President, Newsletter Chairman, and any other necessary committees in maintaining a list of current members.

Treasurer will order name badges for new members.

Treasurer will, annually, complete the necessary reporting forms to the State of Kansas and the Internal Revenue Service as set out below:

KANSAS – Form NP (Not-for-Profit Corporation Annual Report) Due June 15 with a fee of \$40. (see kssos.org)

IRS – For 990-N due May 15, “if gross receipts are normally less than \$50,000. (see eportcard.form990.org

OR

Form 990-EZ due May 15, if gross receipts are under \$1,000,000 (see IRS-gov)

Any leftover funds from an Outgoing Exchange that are under \$25 per participant, will be retained in the club treasury. Any left over funds from an Outgoing Exchange that are over \$25 per participant, will be refunded to each participant.

Upon the death of a member of the club, his/her spouse or child(ren), treasurer will make a twenty dollar (\$20) memorial contribution to the organization chosen by the member's family.

Keep the list of dues for each calendar year separately so that the annual audit can be reconciled with the membership list.

Secretary

The Secretary shall retain a copy of a booklet from each inbound exchange, if available.

The Secretary shall distribute a copy of the minutes from each board and membership meeting to all board members as soon as practicable.

Standing Committees:

Membership

The Membership Committee shall follow this procedure:

Keep a guest book at all general meetings and give attendance numbers to the Secretary for inclusion in the minutes.

Send a letter, packet of information, and current Newsletter to any prospective new members.

Follow up with phone calls offering information on the club and invitations to upcoming events.

New members joining July 2 and after are exempt from the subsequent calendar year's dues. These will not be shown on the FFI fee report as members until after the first full year of membership. (This provision shall not apply to previous members who rejoin – they will not be considered "new" members)

Give dues over to the Treasurer in a timely manner.

Notify Newsletter, Social/Telephone Chairs, and web coordinator of any new or changed members' names, addresses, phone numbers and/or email addresses.

Keep a roster of club members, provide the Board current copies at the Board meetings, and provide the membership copies at the membership meetings.

Members who have failed to pay their dues for the current year will be dropped from membership, newsletter and e-mail lists if their dues remain unpaid as of May 1st to comply with our bylaws.

Members of any other Friendship Force Clubs may also be considered members of Friendship Force of Kansas.

Social

Select a committee of at least 5 members. Ask for volunteers other than board members or ask for help from individual members. Coordinate the following activities with the committee:

Meetings: Arrange for refreshments and/or food service, and set-up and clean-up for membership meetings.

Special Events: Coordinate any extra social occasions such as Dinners for Eight, Ethnic Dinners, etc. at the direction of the Board.

Send Get Well cards and Sympathy cards to club members as needed.

Newsletter

Prepare and mail a newsletter 2-3 weeks before the quarterly meetings.

Maintain or have access to membership mailing roster and labels.

Provide Membership Committee with copies of the Newsletter to mail to prospective members.

During an election year, include the names of proposed slate of officers from the Nominating Committee prior to the October meeting.

Publicity

Send out news releases to newspapers and other media.

Maintain a current list of persons available for a Speakers' Bureau.

Update newspaper contacts and their e-mail addresses at least once every year.

Keep articles and clippings about the club's activities.

Property/Merchandise

Maintain an inventory including wholesale purchase price and retail sales price for all merchandise available to club members.

Bring a retail sales price list to all meetings or bring the products to the meetings for members to purchase.

Contact FFI website for current merchandise for purchase and bring a copy to meetings for members' information. Members can purchase these items directly from FFI.

Web Coordinator

Establish and maintain the club web site.

Exchanges:

For liability reasons, non-members wishing to join outbound exchanges must become members in order to be included in the exchange.

The Exchange Director will be in charge of exchange functions. She/he will keep the host applications, encourage members to become involved in hosting, keep the exchange booklet and any other information on the exchange. He/she will follow the guide lines mailed from FFI.

The club shall participate in Interclub Visits with other Friendship Force Clubs in the USA. This includes both inbound and outbound 1-3 day and 4-7 day exchanges.

It is the policy of the club to accept minors on Exchanges only when they are accompanied by their parent or guardian and they will be hosted with their parent or guardian.

Criteria for Considering Applicants as Ambassadors for Outbound Exchanges:

Completing Ambassador Applications and Ambassador Agreement

Deposit of \$100 minimum or other amount at the discretion of the ED.

In addition to any fees charged by FFI and by the host club, there will be a \$25, non-refundable fee to be retained by our own club.

If the applicant is a first-time Ambassador, an interview with ED, and/or Application Committee, should be done to acquaint applicant with goals and responsibilities of exchange.

When there are more applicants than space available, a waiting list should be established.

When exchanges consistently fill quickly and there are waiting lists, consideration should be given to maintain a certain percentage of first-time Ambassadors or club should consider adding an additional outbound exchange to its yearly schedule.

Follow FFI guidelines.

Criteria for Inbound Exchange Hosting:

Complete Host Application and Host Agreement.

First-time host, should be interviewed with Exchange Director and/or Hosting Committee to acquaint applicant with goals and responsibilities of exchange and evaluate applicant's suitability.

Mentors for New Exchange Directors:

A "New Exchange Director" is defined as one who has not previously served as an ED

When the Board approves a new exchange director, the President shall assign a previous exchange director, with their consent, to work with the exchange director to familiarize him/her with procedures, forms and policies.

Assistant Exchange Director:

It is highly recommended that an Assistant Exchange Director be appointed to assist the ED on an exchange, and to be trained as a potential ED. The ED is not required to have an AED, however. The Board shall have final approval of the AED candidate.

The role of the AED shall be mutually agreed upon with the ED, but should include participation in exchange planning to the extent feasible, some ED activities, and may additionally include an exchange committee assignment. The attributes of the AED should be approximately those required of an ED, except that lesser experience and/or demonstrated leadership is acceptable since this is considered a training position.

International Exchange Compensation for EDs

Inbound International EDs will be awarded \$15. per Inbound Ambassador with a maximum amount of \$300, held in trust by the treasurer, toward expense of that person's next Outbound Exchange, or Regional or International Conference.

For outbound International Exchanges, the cost of the ED's exchange-related trip expenses should be divided equally among the participants of the exchange.

Covered expenses include:

- Travel costs to and from the host community/country
- Travel & tour costs that are a required part of the exchange
- Host club program fees
- FFI program fees, if any are imposed. (These are prorated by FFI if total number of participants is between 15 and 20, not including the ED. If there are 20 or more, no fee is imposed)

Not included are:

- Personal expenses, such as passport or visa fees
- Tours not part of the actual exchange, such as extra tours taken before or after the home-hosted exchange.

Interclub (Domestic) Exchanges:

The club shall participate in Interclub Visits with other Friendship Force Clubs in the USA. This includes both inbound and outbound 1-3 day and 4-7 day exchanges.

Interclub Exchanges are an adjunct to the scheduled International Exchanges (inbound and outbound), and shall not be allowed to interfere or supplant those exchanges.

The purpose of the Interclub Exchanges is to maintain a level of club activity in the absence of International exchanges, and to foster good working relationships among USA clubs.

Since Interclub Exchanges are secondary to the International Exchanges, no Interclub exchange will be accepted unless an ED is first identified. The ED should meet the same general requirements as specified for any other exchange director except lesser experience is acceptable.

The activities planned should be commensurate with a program fee determined by the Exchange Committee, plus the FFI administrative fees. This fee should be paid to the club treasurer not later than two weeks prior to the exchange date, and is non-refundable. An earlier due date may be required when advance deposits are required for planned functions. The board may approve a contingency fee in extraordinary circumstances. Club gifts are discouraged.

In addition to any fees charged by FFI and by the host club, there will be a \$25 fee to be retained by our own club.

REFUNDS ON CANCELLATION: If a participant cancels more than 30 days before a domestic exchange, he/she will receive a full refund, unless money has already been obligated to the host club. If cancellation occurs less than 30 days before the exchange, there will be no refund.

These Policies and Procedures shall be reviewed at least every 3 to 5 years by a review committee and may be amended by a majority vote of the Board.

Rita Pressnall, Bylaws chair