

WISCONSIN-UPPER MICHIGAN KIWANIS DISTRICT FOUNDATION, INC.

(“KDF”)



POLICY CODE

Most recently revised in **October, 2011.**

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POLICY CODE

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POLICY CODE

Foreword. This Policy Code has been created, amended, and maintained to set forth the operational procedures and policies of the Wisconsin-Upper Michigan Kiwanis District Foundation, Inc. ("KDF"). As an "operations manual" for the Foundation, it shall guide Kiwanians, General Member Kiwanis Clubs, the Foundation's Board of Directors and other interested parties as to the operation of the Foundation. The provisions of this Policy Code shall conform in all respects to KDF's organizing documents and By-Laws. The By Laws shall supercede and control where there is inconsistency between this Policy Code and the By Laws, or where the By Laws are more specific.

Policy Code Organization. Policy topics are presented alphabetically for ease of use.

I. ANNUAL AUDIT OR FINANCIAL REVIEW and ANNUAL REPORT

A. Annual Audit or Financial Review. The Annual Audit or Financial Review shall be completed, as prescribed in the KDF By-Laws, following each fiscal year.

B. Annual Report. The Annual Report shall be completed, as prescribed in the KDF By-Laws, on or before February 15th following each fiscal year.

"Annual Audit and Annual Report" policy history: Adopted on April 13, 2002.

II. ANNUAL CLUB GIVING CAMPAIGN

A. Amount Requested. Each fiscal year, the Foundation shall encourage and request that each General Member Kiwanis Club contribute to the Foundation's "Annual Club Giving Campaign" a minimum amount equal to Five Dollars (\$5.00) per individual Kiwanis member in said club, or more, or such other amount deemed reasonable and appropriate by the General Member Kiwanis Club's Board of Directors.

B. Awards and Recognition for Annual Club Giving.

1. General Recognition. All clubs contributing to the Foundation in any given fiscal year shall receive recognition from the Foundation, including mention in the Annual Report and by other means as devised by the Foundation Board of Directors.

2. Per-Capita Giving Awards.

a. "Cornerstone Club" Awards. All General Member Kiwanis clubs contributing Five Dollars (\$5.00) per individual Kiwanis club member, or more, in any fiscal year shall be considered a "**Cornerstone Club**" and shall be accorded special recognition from the Foundation, including receipt of a banner patch and by other means, as devised by the Board of Directors.

b. The single General Member Kiwanis Club contributing the most per capita to the Foundation in any given fiscal year shall receive the "**KDF President's Award for Exceptional Per-Capita Giving.**" When feasible, the Foundation President who served during that fiscal year shall personally present the award to a representative of such General Member Kiwanis Club.

3. Total-Amount Giving Awards.

a. “Cornerstone Club” Awards. All General Member Kiwanis clubs contributing a total of Five Hundred Dollars (\$500.00) or more in any given fiscal year shall be considered a “**Cornerstone Club**” and shall receive special recognition from the Foundation, which may include receipt of a banner patch or pin, and/or by other means, as devised by the Board of Directors.

b. The single General Member Kiwanis Club contributing the most in total dollars to the Foundation in any given fiscal year shall receive the “**KDF President’s Award for Exceptional Total-Giving.**” When feasible, the Foundation President who served during that fiscal year shall personally present the award to a representative of such General Member Kiwanis club.

C. Payment and Timing of Contributions. General Member Kiwanis Club contributions to the “Annual Club Giving Campaign” shall be made payable to the “Wisconsin-Upper Michigan Kiwanis District Foundation, Inc.” on each October 1st, or as soon thereafter as practicable.

D. Record Keeping. All contributions to the Annual Club Giving Campaign shall be recorded by the Treasurer.

“Annual Club Giving Campaign” policy history: Adopted August 24, 2002; amended on August 9, 2003.

III. AWARDS.

In addition to the “**KDF President’s Award for Exceptional Per-Capita Giving**” and the “**KDF President’s Award for Exceptional Total Giving,**” the Foundation may issue additional awards at its discretion , such as those indicated below.

1. Club Awards. Club-level awards may be awarded, such as: best service project; best fundraiser; best scholarship program; most-improved contributor; best club for individual giving; or such other or similar awards as it may devise from time to time.

2. Lt. Governor Awards. The Foundation ~~shall award the following~~ may issue Lt. Governor awards, such as the “**One Hundred Percent (100%) Club Giving**” awards, or such other or similar awards as it may devise from time to time.

3. Director Zone Representative Awards. The Foundation may issue Director Zone Representative awards, such as the “**One Hundred Percent (100%) Club Giving**” award, or such other or similar awards as it may devise from time to time.

“Awards” policy history: Adopted October, 2011.

IV. COMMITTEES.

A. Standing Committees. The Standing Committees of this Foundation shall be listed in the By Laws. Currently, they are: the Executive and Finance Committee; the By Laws and Policies Committee; the Fund-raising Committee; the Grants and Scholarships Committee; the Individual Donor/Charitable Giving Committee; the Marketing, Development and Public Relations Committee; and the Nominations and Elections Committee.

B. Committee Duties and Responsibilities. In addition to those duties which may be delineated in the By Laws or elsewhere in this Policy Code, the committees shall have the following respective duties and responsibilities:

1. The Executive and Finance Committee shall serve as a defacto “steering committee” for the Foundation. It shall also periodically review the status of, and strategy regarding, the finances and investments of the Foundation; shall work closely with the Foundation’s Financial Consultant and make recommendations to the Board on administrative, managerial, operational and financial matters.

2. The By Laws and Policies Committee shall monitor and periodically review the By Laws and this Policy Code, recommending changes to the Board as may be necessary to reflect changes in structure, policy or operation of the Foundation.

3. The Fund-raising Committee shall promote the Annual Club Giving Campaign; seek, devise and implement appropriate fund-raising activities to benefit the Foundation, including those fund-raising activities which occur at the Kiwanis District Convention and the Kiwanis District Mid-Winter Conference.

4. The Grants and Scholarships Committee shall meet prior to each general Board of Directors meeting; initially review and screen all applications received for grants and scholarships, make appropriate recommendations on all such applications to the Board of Directors.

5. The Individual Donor/Charitable Giving Committee shall promote, monitor and track membership in the Life Member Giving Program and the KDF Legacy Society.

6. The Marketing, Development and Public Relations Committee shall: update and monitor the KDF web page; safe-keep, update and present the “Wall of Honor” and other KDF displays at Kiwanis District and divisional events, as feasible; arrange for the presentation of programs to General Member Kiwanis Clubs; develop and distribute marketing materials; arrange for workshop presentations at Kiwanis District and divisional events; arrange for articles and exposure in the *Kiwanews* or other Kiwanis publications; and promote the Foundation in general.

7. The Nominations and Elections Committee shall: promote, implement, monitor and ensure enforcement of the Nominations and Elections provisions in the By Laws and the policy set forth below.

C. Ad Hoc Committees. Ad hoc or temporary committees may be appointed by the President or by the Board of Directors.

“Committees” policy history: Adopted on August 24, 2002; revised on December 13, 2003.

V. CONFLICT OF INTEREST POLICY

A. Purpose. The purpose of this Conflict of Interest policy is to protect the interests of the Foundation, as a tax-exempt organization, whenever the Foundation, any Member of the Board of Directors, an Officer or any Committee member, is contemplating or enters into a transaction or arrangement that might benefit the private interest(s) of a member of the Board of Directors, an Officer or Committee member, or an immediate family member of any such person, or that might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws or regulations governing conflicts of interest applicable to non-profit and charitable organizations.

B. Definitions.

1. Compensation. Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial. Compensation does not include reimbursements for lodging, meals and mileage.

2. Interested Person. Any Member of the Board of Directors, Officer, or Committee member, or immediate family member of any such person, who has a direct or indirect financial interest, as defined below, is an Interested Person under this conflict of interest policy.

3. Financial Interest. A financial interest is not necessarily a conflict of interest. Under Article V.C. below, a person who has a financial interest may have a conflict of interest only if the Board of Directors, or applicable Committee, determines that a conflict of interest exists. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

a. A potential tax benefit, such as a tax exemption or credit, whether actually realized or not, to be received as the result of a financial transaction or arrangement involving the Foundation or entered into in the name of the Foundation.

b. An ownership or investment interest in any entity with which the Foundation has a transaction or arrangement.

c. A compensation arrangement with the Foundation or with any entity or individual with which the Foundation has a transaction or arrangement, or

d. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Foundation is negotiating a transaction or arrangement.

C. Procedures.

1. Duty to Disclose. In connection with any actual or potential conflict of interest, an Interested Person must disclose the existence of the financial interest and be given the full and fair opportunity to disclose all material facts to the Board of Directors and any applicable Committee members considering the proposed transaction or arrangement, or any person who might be affected or benefitted by such transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists. The potential conflict of interest shall be considered at a Board of Directors meeting, or applicable Committee meeting, with proper notice being given. After the disclosure of a potential conflict of interest, or a prohibited transaction or arrangement, the financial interest(s) involved and all of the material facts, including any presentation by the Interested Person, discussion may be held with the Interested Person being present. After any discussion with the Interested Person being present, he/she shall leave the Foundation Board of Directors meeting, or applicable Committee meeting, while the determination of a conflict of interest is discussed, deliberated and potentially voted upon. However, a determination of a conflict of interest may not be voted upon until due diligence has been exercised by the Foundation. Accordingly, the President, or applicable Committee chairperson having authority, may, if appropriate or necessary, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

3. Potential for Alternatives. After exercising due diligence, the Board of Directors or applicable Committee, shall determine whether the Foundation can obtain with reasonable efforts a more appropriate or advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more appropriate or advantageous transaction or arrangement not producing a conflict of interest is not reasonably possible under the circumstances, the Board of Directors or applicable Committee shall determine by a majority vote of the disinterested voting members whether the transaction or arrangement is in the Foundation's best interests, for its own benefit, and whether it is fair and reasonable under the circumstances. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Ultimate Determination. Ultimately, the remaining members of the Board of Directors, or applicable Committee members, not including the Interested Person, shall determine by majority vote if a conflict of interest exists.

D. Failure to Disclose.

1. If the Board of Directors, or applicable Committee, has reasonable cause to believe that an Interested Person has failed to properly and fully disclose an actual or potential conflict of interest, or has engaged in a prohibited transaction or arrangement, it shall inform such person of the basis for such belief and afford such Interested Person a full and fair opportunity to explain the alleged failure to properly and fully disclose an actual or potential conflict of interest or the alleged prohibited transaction or arrangement.

2. If, after hearing the Interested Person's response, and after making further and complete investigation as warranted by the circumstances, the Board of Directors or applicable Committee determines that the Interested Person has failed to properly and fully disclose an actual or potential conflict of interest, or has engaged in a prohibited transaction or arrangement, the Board of Directors or applicable Committee shall take appropriate disciplinary and/or corrective action as indicated below.

E. Disciplinary Action for Violations. At the discretion of the Board of Directors, or applicable Committee, disciplinary and/or corrective action may be taken for any violations of this conflict of interest policy commensurate with the violation. Such disciplinary and/or corrective action may include, but is not limited to, private reprimand, public censure or removal from the Board of Directors, office or committee, as may be appropriate.

F. Records of Proceedings. The minutes of the Board of Directors or applicable Committee meetings shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board of Director's or applicable Committee's decision as to whether a conflict of interest in fact existed.

2. The names of the persons who were present for discussions, deliberations and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

G. Compensation. When matters of compensation are at issue, the following rules apply:

1. A voting member of the Board of Directors who receives pay or other compensation, directly or indirectly, from the Foundation for services is precluded from voting on matters pertaining to that member's compensation.

2. A voting member of any applicable Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Foundation for services is precluded from voting on matters pertaining to that member's compensation.

3. No voting member of the Board of Directors or any applicable Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Foundation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

H. Annual Conflict of Interest Statement. Each member of the Board of Directors, Officers and Committee Members shall annually sign a statement, to be kept on file by the Secretary, which affirms that such person:

1. Has received a copy of this Conflict of Interest policy.
2. Has read and understands this Conflict of Interest policy.
3. Has agreed to comply with this Conflict of Interest policy in all respects, and
4. Understands that the Foundation is a charitable, non-profit organization with federal tax-exempt status, and, in order for the Foundation to maintain its federal tax exempt status, it must adhere to all applicable laws, rules and regulations and it must engage primarily in the activities which accomplish one or more of its stated tax-exempt purposes.
5. Has signed the statement knowingly, voluntarily and not under any duress or coercion.

I. Periodic Reviews.

1. To ensure that the Foundation operates, and its Board of Directors, Officers and Committee members behave, in a manner appropriate and consistent with the Foundation's charitable purposes and does not engage in any activities that could potentially jeopardize its tax-exempt status, periodic reviews shall be conducted by the Board of Directors. Such periodic reviews shall be conducted at least once annually. The periodic reviews shall, at a minimum and in no particular order, include the following subjects:

- a. Whether any changes to this conflicts of interest policy are advisable or necessary;
- b. Whether members of the Board of Directors, Officers and Committee members understand and are strictly conforming to this conflicts of interest policy;
- c. Whether any compensation arrangements and benefits are reasonable, under all current circumstances, based on competent survey information, and the result of arm's length bargaining; and
- d. Whether any partnerships, joint ventures, and/or arrangements with investment or management organizations conform to the Foundation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

2. Use of Outside Experts or Advisors. When conducting the periodic reviews as provided for above, the Foundation may, but need not, use outside experts or advisors. If outside experts or advisors are used, their use shall not relieve the Board of Directors of its responsibility for ensuring periodic reviews are conducted and that this conflicts of interest policy is complied with.

"Conflict of Interest" Policy history: Adopted on August 20, 2010.

VI. CONTRIBUTIONS MADE TO OR ON BEHALF OF CLUBS AND FEE

The Foundation, at the discretion of the Board of Directors, and as a service to its General Member Kiwanis Clubs, may accept donations or contributions from any General Member Kiwanis Club or from other organizations, such as other tax-exempt, non-profit 501(c)(3) organizations, to or on behalf of General Member Kiwanis Clubs, for the benefit of such clubs or their projects on temporarily restricted basis. The Foundation, however, shall assess and collect an administration and processing fee of up to four percent (4%) on the total value of any such temporary restricted funds received.

"Contributions Made To or On Behalf of Clubs and Fee" Policy history: Revised April 24, 2010 and October, 2011.

VII. DISCIPLINE AND REMOVAL POLICY.

A. Purpose. It is important for the Foundation to maintain order and a sense of purpose as it strives to achieve its mission, its goals and its tax exempt stated purposes. Accordingly, it is important to regulate the Foundation with discipline and removal authority.

B. General Statement. In general, any Director, Officer or Committee member may be disciplined or removed for "just cause" by two-thirds (2/3) majority vote of all of the Board of Directors at a regularly scheduled meeting, or a special meeting, of the Board of Directors upon proper notice, as indicated in the Foundation's Bylaws and Policy Code.

C. Procedure. Whenever there appears to be sufficient just cause for discipline or removal of a Director, Officer or Committee member, the Board of Officers or the President, or other Officer authorized to act in place of the President, shall immediately notify such person of such circumstances and further notify such person of the next scheduled meeting of the Board of Directors where such issue(s) will be addressed. Due consideration shall be given to all of the facts, circumstances and other reasons which may give rise as to why the particular office or directorship should be declared vacant. The Director, Officer or Committee member in question shall be given a full and fair opportunity to explain the facts and circumstances which may be at issue and to refute any allegations properly made. In the event that the Board of Directors should find the alleged facts and circumstances to be true, and a finding of just cause is made, then by a two-thirds (2/3) majority vote of all of the Board of Directors, the Board of Directors shall have the authority to mete out discipline, such as a private letter reprimand, a public censure, or declare such Directorship, Office or Committee Membership vacant, thereby removing such Director, Officer or Committee Member. Any such vacancy should be filled in accordance with the applicable provisions contained in the Foundation's Bylaws and Policy Code.

D. Just Cause. "Just Cause" may be found at the sole discretion of the Board of Directors. Just Cause may include but is not limited to: repeated acts or omissions of failure to properly perform applicable duties as outlined in the Foundation's Bylaws and Policy Code; felony criminal conviction(s) on any charge(s) deemed to be reasonably- related to the exercise or performance of duties to the Foundation or which unreasonably impugn the name and reputation of the Foundation; serious violation(s) of the Conflict of Interest policy; absence from three (3) or more regularly scheduled Board of Directors meetings within one year or within an administrative year; or any action or omission which might reasonably jeopardize the Foundation's tax exempt status.

"Discipline and Removal" Policy history: Adopted on August 20, 2010.

VIII. DISPLAYS AND RECOGNITION

As a charitable foundation, KDF should make every effort to recognize those individuals, entities and General Member Kiwanis Clubs who have contributed to the Foundation. The Foundation shall permanently honor those individuals who have attained the status of "Case Van Kleeff Fellow," "Distinguished Case Van Kleeff Fellow," "KDF Life Member," "Distinguished KDF Life Member," or who have become members in the "KDF Legacy Society" or any other recognition program devised by the Foundation. Contributions which are either received "anonymously" or requested to remain anonymous by the Donor shall be recognized as being made anonymously. Without limitation, the Foundation shall recognize all contributions, whether financial, in-kind or otherwise, in the following ways:

A. Acknowledgement Letter. All financial and in-kind contributions shall be recognized by the Foundation via an Acknowledgement Letter, consistent with provisions in the Internal Revenue Code, including Section 501(c)(3).

B. Annual Report. Consistent with the applicable provisions of the Bylaws and this Policy Code, KDF shall display and honor all contributions in its Annual Report.

C. "Wall of Honor" KDF shall maintain a "Wall of Honor" display which shall permanently honor those individuals who have attained the status of "Case Van KleeF Fellow," "Distinguished Case Van KleeF Fellow," "KDF Life Member," "Distinguished KDF Life Member," or who have become members in the "KDF Legacy Society" or any other recognition program devised by the Foundation. ~~"Case Van KleeF Fellows," "Distinguished Case Van KleeF Fellows," "KDF Life Members," "Distinguished KDF Life Members,"~~ and Members of the "KDF Legacy Society" All individuals who are to be recognized shall have their names and date(s) of honor permanently inscribed on a brass plaque or other appropriate manner on the wall or display. The "Wall of Honor" shall be a portable, lighted display wall, as feasible. As permitted and as feasible, the Wall shall occupy a prominent place of honor at all formal functions of the Wisconsin-Upper Michigan District of Kiwanis International, such as the annual Mid-Winter Conference, the annual District Convention and the International President's visit. Upon reasonable request, it shall be made available for display at all Kiwanis Club and Divisional meetings of the Wisconsin-Upper Michigan District of Kiwanis International.

D. Website. Consistent with the applicable provisions of the Bylaws and this Policy Code, KDF shall display and honor all contributions on its official website.

Displays Policy history: Section V. adopted on June 18, 1998; revised on August 24, 2002.

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IX. FOUNDATION FUNDS AND ACCOUNTS.

A. The Endowment Fund and The General Fund.

1. General Statement. As a charitable foundation, the Wisconsin-Upper Michigan Kiwanis District Foundation, Inc. (“KDF”) shall at all times operate, manage, control, maintain and perpetuate both an Endowment Fund and a General Fund, respectively, along with any accounts and sub-accounts it deems reasonable or necessary, to carry out the Purpose, Mission and goals of the Foundation, and fund its activities, according to the Foundation’s Bylaws and the policies below. The Board of Directors shall serve as a Fiduciary for both the Endowment Fund and the General Fund.

2. Comprisement. The Endowment Fund and the General Fund, respectively, shall be comprised of such fund-categories and held in such accounts, as described below.

B. Definitions and Treatment of “Fund-Categories.” The Foundation shall use “Fund-Categories” to ultimately determine the financial make-up of its “Endowment Fund” and “General Fund.” There are three (3) “Fund-Categories” to be applied to all contributions or donations received by the Foundation, in order to determine the proper placement of such contributions and donations into either the Endowment Fund or the General Fund, as follows: 1. ***Restricted Funds Category***; 2. ***Unrestricted Funds Category***; and 3. ***Temporarily Restricted Funds Category***. These three (3) “fund-categories” are further defined as follows:

1. “Restricted Funds” Category. The Restricted Funds Category shall refer to those monies or funds received by or held by the Foundation which are designated, either by the Donor or by the Foundation’s Bylaws or Policy Code, to be placed into and considered to be a part of the Endowment Fund. Restricted Funds are to be included, held and managed as part of the Foundation’s Endowment Fund. The ***Restricted Funds Category*** includes all of the following:

- (a) Investment Funds and Interest Income. The total value of any and all investment funds, including without limitation, stocks, bonds, mutual funds, bond funds, securities and the like, along with any resulting interest accrued, income realized, dividends or any attendant gains or losses from such funds;
- (b) Fund-raising Efforts for the Endowment Fund. The value of any and all of the proceeds of any auctions, games of chance, lottery, raffle, sale or fund-raiser, whether conducted by the Foundation or other persons or entities, which advertises, designates, markets, promotes or intends the Endowment Fund as the beneficiary or recipient of such fund-raising efforts. This may include fund-raising efforts at Kiwanis District Convention, Midwinter Conference and other Kiwanis events if the proceeds benefit the Endowment Fund or if there is a specifically-designated use or purpose for such proceeds;
- (c) Van Kleeef Fellowships. The net proceeds, after award and recognition expenses, of any and all contributions or donations received for Van Kleeef Fellowships and Distinguished or higher-level Van Kleeef Fellowships;
- (d) KDF Legacy Society Membership Contributions. The net proceeds, after award and recognition expenses, of any and all contributions or donations received for KDF Legacy Society Memberships or additional contributions, including bequests and other beneficial contributions;
- (e) Undesignated Tributes and Memorials. The value of any Tribute or Memorial gifts which do not have a specifically designated use or purpose by the Donor;
- (f) Audio or Video Product Sales. The net proceeds from the sale of any audio, video or related products, including without limitation any leadership or other audiotapes, videotapes, CDs or DVDs;
- (g) Endowment Cash Accounts. The total value held in any Endowment Cash account(s) and the interest accrued or income earned thereon; and

- (h) Annual Kiwanis Club Giving (25%). An amount equal to TWENTY FIVE PERCENT (25%) of the Annual Kiwanis Club Giving Campaign Funds, as they are received.

2. “Unrestricted Funds” Category. The Unrestricted Funds Category refers to those monies or funds that have been received by or held by the Foundation and for which there is no specifically-designated use or purpose, either stated by the Donor or otherwise by the Foundation’s Bylaws or Policy Code. Unrestricted Funds are to be included, held and managed as part of the Foundation’s General Fund. The ***Unrestricted Funds Category*** shall include, without limitation, all of the following:

- (a) General Fund-Raising Efforts. The value of any and all of the proceeds of any auctions, games of chance, lottery, raffle, sale or fund-raiser, whether conducted by the Foundation or other persons or entities, which are for the general benefit of the Foundation, or for which there is no specific designation or intended use of the proceeds, other than for the Foundation or its administration or operational expenditures. This would include fund-raising efforts at Kiwanis District Convention, Midwinter Conference and other Kiwanis events so long as there is no specifically-designated use or purpose for such proceeds.
- (b) Individual or Charitable Donations. The value of any and all individual or charitable donations, including anonymous or miscellaneous donations, which are not considered KDF Legacy Fund Contributions and for which there is no specifically-designated use or purpose;
- (d) Administrative Fees for Contributions Made to or For the Benefit of a Kiwanis Club. The administrative processing fees assessed by the Foundation for any and all contributions made to or for the benefit of a specific Kiwanis Club, including those contemplated in or subject to Section VI of this Policy Code; and
- (e) Annual Kiwanis Club Giving (75%). An amount equal to SEVENTY FIVE PERCENT (75%) of the Annual Kiwanis Club Giving Campaign Funds, as they are received.

3. “Temporarily Restricted Funds” Category. The Temporarily Restricted Funds Category refers to those monies or funds received or held by the Foundation that are designated for a specific purpose, project, program, or person, including those designated by the Donor. Temporarily Restricted Funds shall be included, held and managed in the Foundation’s General Fund until such time as they are properly paid to the rightful beneficiary or recipient(s) of such funds, or returned to the Donor(s). The ***Temporarily Restricted Funds Category*** shall include, without limitation, all of the following:

- (a) Service Leadership Program (SLP) funds. The total value of any and all funds received for Kiwanis Service Leadership Programs (SLPs) or the SLP’s Outreach Fund, as addressed in Section XVIII of this Policy Code;
- (b) Designated Tributes or Memorials. The total value of any and all Tribute or Memorial gifts which have a specifically-designated use or purpose stated by the Donor;
- (c) Contributions Made to or For the Benefit of a Kiwanis Club. The total value of any and all contributions made to or for the benefit of a specific Kiwanis Club by a Donor, including other non-profit or 501(c)(3) organizations, such as those contributions contemplated in or subject to Section VI of this Policy Code; and
- (d) Governor’s Project or District Project Funds. The total value of any and all funds designated for the purpose of a “Governor’s Project” or project sponsored by the Wisconsin-Upper Michigan District of Kiwanis International.

C. Determination of Fund-Category for Contributions or Donations Received. Upon receipt, all contributions or donations received by the Foundation shall be determined and considered to be included in one of the three (3) fund-categories, as defined above in this Policy Code: 1. Restricted Funds; 2. Unrestricted Funds; or 3. Temporarily

Restricted Funds.

D. Fund-Categories Comprising the General Fund. The General Fund is and shall be comprised of all of the following fund-categories and monies:

1. Unrestricted Funds. All Unrestricted Funds, as defined in this Policy Code;
2. Temporarily Restricted Funds. All Temporarily Restricted Funds, as defined in this Policy Code;
3. The Annual Endowment Fund Transfer Value. The Annual Endowment Fund Transfer Value , if any, as determined below (see below for Endowment Transfer Procedure); and
4. Interest Accrued or Income Earned. Any interest accrued or income earned by the General Fund or any of the account(s) holding General Fund monies.

E. General Fund Management.

1. Use and Manner of Holding the General Fund in Accounts The General Fund, except for any Temporarily Restricted Funds contained in it, may be used for administrative, operational or discretionary expenditures of the Foundation. The General Fund may be held in one or more cash accounts, whether or not interest-bearing, including without limitation: savings accounts, checking accounts, money-market accounts and short-term certificates of deposit (CD's).

2. Periodic Review. At each Regular Meeting, the Board of Directors shall review the status of the General Fund and determine any necessary changes.

F. Fund-Categories Comprising the Endowment Fund. The Endowment Fund is and shall be comprised of all of the following fund-categories and monies:

1. Current Endowment Funds. Any and all funds currently contained in the Endowment Fund, whether held in the form of Investment Account(s), Cash Account(s) or a combination thereof;
2. Donations Designated for Endowment Fund. Any and all contributions or donations received by the Foundation which are designated by the Donor to be included in the Endowment Fund;
3. Restricted Funds. Any and all Restricted Funds, as defined in this Policy Code; and
4. Interest Accrued or Income Earned. Any interest accrued or income earned by the Endowment Fund or any of the account(s) holding Endowment Fund monies.

G. Endowment Fund Management.

1. Use and Manner of Holding Endowment Fund in Accounts. The Endowment Fund, or any portion of it, consistent with applicable law and the KDF Investment Policy and other policies of this Foundation, at the discretion of the Board of Directors, may be held in bank, cash or investment accounts, or any combination thereof. Such accounts shall be properly labeled and referred to as either “*Endowment Investment Accounts*” and “*Endowment Cash Accounts*,” respectively.

2. Determination of Total Value of Endowment Fund. At any point in time, the total value of the KDF Endowment Fund shall include, without limitation, the sum of the value of any and all Endowment Cash Account(s) and the value of any and all Endowment Investment Account(s).

3. Periodic Review and Transfer. At each Regular Meeting, the Board of Directors shall review the status of the Endowment Fund to determine the timing and amount, if any, that is to be transferred from Endowment Cash Account(s) into Endowment Investment Account(s).

H. Split Treatment of Annual Kiwanis Club Giving Campaign Funds. All funds donated and received by the Foundation from its General Member Kiwanis Clubs, which are designated under or considered to be a part of the “KDF Annual Kiwanis Club Giving Campaign” or general club giving, shall be split such that TWENTY FIVE PERCENT (25%) of such funds are designated and immediately placed into the Endowment Fund and SEVENTY FIVE PERCENT (75%) of such funds are designated and placed immediately into the General Fund. There shall be no such split of any other funds received by the Foundation.

I. Transfers from Endowment Fund to General Fund. Transfers from the Endowment Fund to the General Fund may occur only according to the procedures set forth below.

1. Determination of Annual Endowment Fund Closing Value. Upon the final date of each fiscal year (known as “the Endowment Closing Date”), and no later than forty-five (45) days thereafter (“the Final Transfer Date”), the Board of Directors *shall* determine the total value of the KDF Endowment Fund as of the Endowment Closing Date, regardless of how, where and in what accounts the Endowment Fund may be situated. Once determined, this value shall be referred to as the “Endowment Fund Closing Value”.

2. Annual Endowment Fund Transfer. Within the same forty-five (45) day period described above, on or before the Final Transfer Date, the Board of Directors *may*, at its discretion, vote, approve and fully-effectuate a one-time annual transfer of funds from the Endowment Fund into the General Fund in an amount of up-to and not to exceed Five Percent (5%) of the Endowment Fund Closing Value. The vote shall be taken in accordance with Section IX. J below. The amount of the Endowment Fund so-transferred into the General Fund shall be known and referred to as the “Annual Endowment Fund Transfer Value.” The Annual Endowment Fund Transfer Value, once added to the General Fund, may be used for administrative, operational or discretionary expenditures of the Foundation during the new fiscal year.

3. Emergency Use of Endowment Fund. In the case of emergency, disaster or other extreme circumstances, as determined solely by the Board of Directors, the Endowment Fund may be used for special project funding, emergency expenses, disaster relief or other distributions, with the approval by a three-fourths (3/4) affirmative vote of the Board of Directors . However, as a general rule, the Endowment Fund should not be used in this manner.

J. Amendments to this Policy section. All provisions of this policy section “Foundation Funds and Accounts,” including without limitation any provisions affecting the Endowment Fund, may be amended only by a three-fourths (3/4) affirmative vote of the Board of Directors and then only provided a written true and accurate copy of the proposed amendment(s) has been sent to each Member of the Board of Directors via U.S. Mail, electronic or other verifiable means at least ten (10) calendar days prior to the vote.

K. Distribution Upon Dissolution. In the event of total dissolution of the Foundation, the total value held in the Endowment Fund shall be withdrawn and distributed as provided by the Foundation’s By Laws.

“Foundation Funds and Accounts” policy history: Adopted on August 19, 2011 to replace and supercede the former “Endowment Fund” policy.

X. GOOD STANDING

A. Definition of Good Standing. To be considered “in good standing” with this Foundation, a General Member Kiwanis Club must have currently made contributions to the Foundation’s “Annual Kiwanis Club Giving Campaign” (directly benefitting the Endowment Fund), as follows:

- (a) Established Kiwanis Clubs. Kiwanis Clubs which have been in existence for at least five (5) years must have contributed monies in at least two (2) of the immediate-past three (3) administrative years.
- (b) Newer Kiwanis Clubs. Kiwanis Clubs which have been in existence for the less than five (5) years must have made at least one (1) annual contribution to the Foundation.

B. Importance of Good Standing. “Good Standing” shall be a consideration on all Grant Applications.

“Good Standing” policy history: Adopted on August 24, 2002; amended on December 13, 2003 and December 10, 2009.

XI. GRANTS: APPLICATION AND APPROVAL PROCESS FOR GENERAL GRANTS .

A. General Criteria. All Grants Applications funded by the Wisconsin-Upper Michigan District Kiwanis District Foundation, Inc. shall conform and be consistent with the Objects and Purposes of Kiwanis International and the Wisconsin-Upper Michigan District of Kiwanis International, as prescribed in their respective By Laws.

B. Specific Selection Criteria. The following selection criteria shall be applied by the Foundation Board of Directors to a Grant Application when considering a proposed service project, program or grant request for funding:

1. Who May Submit General Grant Applications. General Grant Applications must be submitted by any one of the following:

- (a) The Board of Directors of a General Member Kiwanis Club considered “in good standing” with both the Wisconsin-Upper Michigan District of Kiwanis International and this Foundation, as defined in this Policy Code;
- (b) The Board of Trustees of the Wisconsin-Upper Michigan District of Kiwanis International;
- (c) The Board of Officers of the Wisconsin-Upper Michigan District of Circle K International;
- (d) The Board of Officers of the Wisconsin-Upper Michigan District of Key Club International;
- (e) A Member of the Board of Directors of this Foundation; or
- (f) Non-profit organizations, other than General Member Kiwanis clubs. (However, such non-profit organizations must be qualified and currently recognized by the Internal Revenue Service (IRS) for tax exemption purposes as an I.R.C. Section 501(c)(3) non-profit organization and have proper liability insurance, in an amount determined to be sufficient by the Foundation Board of Directors, to indemnify the Foundation. Evidence of such qualification and liability insurance shall accompany any Grant Application.)

2. Service Projects or Programs Considered High Priority. Service projects or programs which relate to the ideals, purposes, goals and objectives of Kiwanis International, the Wisconsin-Upper Michigan District of

Kiwanis International, the Wisconsin-Upper Michigan Kiwanis District Foundation Inc., or their respective Kiwanis-sponsored affiliates, **and** which are sponsored by a General Member Kiwanis Club or the Wisconsin-Upper Michigan District of Kiwanis International, shall be accorded the highest priority by the Board of Directors. In terms of scope and affect, service projects or programs shall have a community, county, or other geographic area impact, or a Kiwanis division-wide or District-wide scope. If the proposed project or program is a new or pilot project, it shall have identifiable potential and value as a Kiwanis division-wide or District-wide or area-wide project.

3. Other Projects or Programs. Other projects or programs of an area-wide, Kiwanis division-wide, District-wide, national or international scope, which are deemed to be in conformance with the respective Objects, Missions and Purposes of Kiwanis International, the Wisconsin-Upper Michigan District of Kiwanis International, the Wisconsin-Upper Michigan Kiwanis District Foundation Inc., and applicable to all General Member Kiwanis Clubs, Divisions or Districts, but operated through a separate legal entity unaffiliated with a Kiwanis-Family or affiliated organization, may be considered for grants or support. Grant Applications for such projects or programs shall be submitted through or with the approval of a Kiwanis club in the area to be affected by the project or program or by the Wisconsin-Upper Michigan District of Kiwanis International.

4. Prohibited Projects or Programs. The Board of Directors shall not consider any Grant Applications for funding any of the following:

- (a) Ongoing general operating expenses;
- (b) New building or large capital improvement projects (however, requests made to fund market analyses, surveys, or other viability research needed to facilitate the commencement or completion of such projects exclusively undertaken by General Member Kiwanis Clubs may be considered for grant purposes);
- (c) Religious organizations for strictly religious purposes;
- (d) Political parties, political action committees or political candidates seeking local, state or national governmental office;
- (e) Lobbying activities;
- (f) Endowment(s) and/or debt reduction;
- (g) Academic or scholarly research;
- (h) Annual fund-raising drives;
- (i) Community services which are directly supported by government funding or tax dollars;
- (j) Travel grants;
- (k) Printed or promotional materials which are income producing (see Section VIII. B. 10 below);
- (l) Projects or programs which primarily or substantially promote alcohol, drugs, gambling, illicit or illegal behavior of any type;
- (m) Projects or programs which may serve to demean, impugn or tarnish the respective good names of Kiwanis or the Foundation;
- (n) Projects or programs which directly benefit the interest(s) or cause(s) of a single individual only.

5. Board Discretion Regarding Funding Amounts. The Board of Directors has full authority, in its sole discretion, to fund a Grant Application in the full amount requested in the application, or in such other amount as it determines to be reasonable under the circumstances or which will not place an undue strain on the assets of the Foundation. However, the Foundation shall not consider applications for funding grants in excess of Three Thousand Dollars (\$3,000.00), unless the circumstances of the proposed project or program are of an extremely unusual and worthy nature, or in the case of an emergency, and within all other applicable grant guidelines including without limitation being in conformance with the respective Objects, Missions and Purposes of the Foundation and the Wisconsin-Upper Michigan District of Kiwanis International, all as determined solely by the Board of Directors.

6. Funding Commitments for General Grants. All funding commitments for General Grants shall be made for up to and not to exceed one (1) year only. The only projects or programs which shall be funded annually by the Foundation, from year to year, without the submission of a new Grant Application, but which still require an annual prior written request from the proposed recipient and approval by the Board of Directors, unless otherwise directed or determined by the Board of Directors, shall be the following:

- (a) The Kiwanis International Foundation Matching District Scholarships for the Key Club and/or Circle K Districts, if such scholarship program(s) exist;
- (b) Easter Seals Camp Wawbeek in Wisconsin;
- (c) Bay Cliff Health Camp in Upper Michigan;
- (d) Key Leader Program in Wisconsin-Upper Michigan;
- (e) Circle K District Robert S. Wilson Memorial Scholarship; and
- (f) Endowed, name-sake scholarships for which there is a written commitment and guarantee of continuous multi-year funding.

7. Form of General Grant Applications. The Board of Directors shall consider only those General Grant Applications which are submitted on a formal grant application provided by the Foundation or in a format approved by the Foundation. The formal Grant Application can be supplemented with any and all materials which the applicant believes relevant to adequately describe or outline the project or program which is the subject of the Grant Application.

8. Limit on Grant Applications. Only one (1) General Grant Application will be considered for each General Member Kiwanis club in any given year. However, re-application for a General Grant in successive years is permitted, as defined in the next paragraph. This limit on General Grant Applications does not preclude a General Member Kiwanis Club from also separately applying for participation in the KDF Local Match Scholarship Program, as defined in this Policy Code.

9. Re-Application. All successful General Grant Recipients may submit further applications for the same project or program in successive years. However, the Board of Directors shall be under no obligation to fund the project or program in successive years and is prohibited from making any commitment beyond one (1) year. Under no circumstances shall any project or program be funded for more than three (3) consecutive years. Likewise, there shall be no promise or guaranty that, should successive-year applications for the same or similar projects or programs be received, that they will be funded at all or in an amount equal to that of the prior years' application(s).

10. Non-Revenue Producing Requirement. Grants which provide for the funding of production and/or duplication of printed materials, or the costs of training, promotional or educational materials shall be made on a non-income producing basis. No product so produced may be sold, nor may any contribution be solicited, except to cover the reasonable postage and handling costs, in exchange for such material(s).

C. Other Criteria. In making decisions on Grant Applications, the Board of Directors shall perform due diligence as well as reasonably seek answers to and consider the following questions, as additional decision criteria, which are not listed in any particular order of priority:

1. Whether the proposed project or program is endorsed and supported by more than one General Member Kiwanis club. (That is, is the project or program supported and endorsed by all of the Kiwanis clubs in the proposed or affected community, county, geographic area or Division?);
2. Whether the General Member Kiwanis club(s) submitting or supporting the Grant Application will be matching any funds received from the Foundation. ~~and~~, [I]f so, to what extent and how will those funds be raised and/or used?

3. Whether the proposed project or program is beyond the means of the Kiwanis clubs in the proposed or affected community, county, other geographic area, Division or District to carry out;
4. Whether the proposed project or program is realistic, as measured both by the club's or the project organization's capability of achievement, financially and/or otherwise;
5. Whether the proposed project or program is a District-wide project sponsored by the Wisconsin-Upper Michigan District of Kiwanis International;
6. Whether the proposed project or program benefits, enhances, furthers or promotes the cause of children or "The Family" concept in some manner, as promoted by the Foundation;
7. Whether the proposed project or program is the major focus of a General Member Kiwanis club, as opposed to one which is spearheaded or sponsored by some other organization;
8. Whether the proposed project or program is the major focus of another organization or entity outside of Kiwanis;
9. Whether the proposed project or program provides a practical solution to a current problem in the community which affects more than one individual;
10. Whether the proposed project or program promotes cooperation among organizations without duplicating services;
11. Whether the project or program stimulates others to participate in solving the problem or issue being addressed;
12. Whether the proposed project or program promotes volunteer involvement;
13. Whether the proposed project or program strengthens any organization's effectiveness or stability;
14. Whether the proposed project or program, if applicable, addresses itself to prevention as well as remediation.

D. Procedure.

1. Submission by U.S. Mail, electronic or other means. All Grant Applications shall be directed and addressed to the attention of "Grants and Scholarships Committee," but sent via U.S. Mail, electronic or other verifiable to the current Foundation Secretary at the address listed in the current Foundation directory. The Secretary shall acknowledge receipt of the Grant Application by U.S. Mail, electronic or other verifiable means and indicate the date upon which the request will be considered by the Foundation's Board of Directors.

2. Deadlines. To be considered for approval, all General Grant Applications must be received by the Foundation Secretary according to the following schedule:

<u>Received on or before:</u>	<u>Considered at the meeting held in:</u>
September 1	October (or as determined by the Board of Directors)
March 1	April (or as determined by the Board of Directors)

Because of the tight time-lines faced by the Foundation, the number of Grant Applications typically received by the Foundation in a given administrative year, and the extremely limited amount of funds available, there shall be no exceptions to these deadlines. It shall be the Applicant's responsibility to ensure that the Grant Application is sent and received by the stated deadline. (Note: All General Grant Applications must be submitted with a minimum of five (5) copies of any promotional materials or photographs being submitted along with the Grant Application. If insufficient copies of any promotional materials or photographs are submitted, then none of the promotional materials or photographs will be distributed prior to the meeting.)

"Grants: Deadlines" Policy history: Amended on July 21, 2007.

3. Copies to Committee and Board. The Secretary shall by U.S. Mail, electronic or other verifiable means, send or provide copies of all General Grant Applications received to the Grants and Scholarships

Committee within three (3) working days of their receipt. Additional copies of Grant Applications may be provided to all remaining Members of the Board of Directors with the next regular mailing to the Board or at the next regular Board of Directors meeting.

4. Committee Consideration. The Grants and Scholarships Committee shall meet either in person or by telephone or electronic means at a time prior to each meeting of the regular Board of Directors for the purpose of reviewing and considering all General Grant Applications submitted. The Committee shall prepare recommendations on each Grant Application and its reasons for each such recommendation. The Grants and Scholarships Committee shall make its recommendations on any pending Grant Applications to the Board of Directors at each of the Board of Directors regular meetings, according to the deadlines schedule above.

5. Announcement and Notification. The President or designated representative of the Foundation shall, at the Mid-Winter Conference and the Annual District Convention of the Wisconsin-Upper Michigan District of Kiwanis International, when permitted and as feasible, shall announce and/or post the names of successful General Grant Applicants. Both successful and unsuccessful Grant Applicants shall receive written notification, by U.S. Mail, electronic or other verifiable means when possible, from the Secretary as soon as possible and in no case later than by the end of the full month following Board action. In the case of those Grant Applicants who are unsuccessful, the Secretary shall by U.S. Mail, electronic or other verifiable means, by the end of the week following Board action, notify such applicants of the denial, return the Grant Application to them with a letter of appreciation for considering the Foundation as a source of funding, wish them success in their project or program, and when appropriate or directed by the Board of Directors, explain the reason(s) for the denial of the Grant Application by the Foundation's Board of Directors.

6. Publicity. The Secretary, or a member of the Grants and Scholarships Committee or the Marketing, Development and Public Relations Committee, shall within thirty (30) days following approval of General Grant Applications by the Board of Directors, send a press release to the *Kiwanews* and/or to the local print, radio and television media in the Grant Recipient's area, as appropriate and feasible.

7. Finality of Decisions. All decisions of the Board of Directors regarding General Grants shall be final.

E. General Grant Recipient Obligations.

1. Promotion of the Foundation. General Grant Recipients agree to acknowledge and promote the Foundation. The name of the Wisconsin-Upper Michigan Kiwanis District Foundation, Inc., and its logo, shall be prominently and clearly identified and displayed on any and all materials, publicity and signage associated with the project or program approved for funding by the Foundation.

2. Reporting to the Foundation. General Grant Recipients shall submit to the Foundation any available photographs of and a written report regarding the project's progress on an interim basis (for longer term projects) and/or the outcome of the project or program in a final written report. For longer-term projects or programs, a six (6) month report, and/or an annual report and/or a final report, as appropriate and as determined by the Board of Directors, shall be submitted by General Grant recipients.

F. Funding.

1. Pending the availability of KDF funds, as determined solely by the Board of Directors, funding to successful General Grant Applicants from the Foundation shall be effective and made available within thirty (30) days following notification.

2. The recipient organization of an approved General Grant may spend up to and including the specified full amount for the sole purpose of the project or program as approved by the Foundation, and will receive up to the approved amount after submitting any requested information or verification, and/or copies of paid invoices to the KDF Treasurer, or may request that the Foundation pay its vendor invoices directly.

"General Grants: Application and Approval" Policy history: Adopted on October 11, 1997; amended on August 24, 2002, December 13, 2003.

**XII. GRANTS: APPLICATION AND APPROVAL PROCESS FOR
"PARENTING THE FIRST (or SECOND or THIRD) YEAR" PROJECT GRANTS**

"Parenting The First Year" Policy History: approved on October 11, 1997; revised August 24, 2002. On December 10, 2009, this Section was temporarily eliminated, pending review by the KDF Board of Directors

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XIII. INDIVIDUAL DONOR/CHARITABLE GIVING

A. Foreword. As individual Kiwanis members, their spouses, and other individuals within the Wisconsin-Upper Michigan District of Kiwanis International may wish to give financial support, beyond the annual contributions made by the General Member Kiwanis Clubs to which they belong or are associated with, the Foundation establishes this “Individual Donor/Charitable Giving” policy. The purpose of this policy is to provide clarity and an orderly means by which such special programs and donations may be properly promoted, inspired, administered, facilitated, received and recognized.

B. Annual Donors Program.

1. Purpose. The purpose of the Annual Donors Program is for the Foundation to encourage, inspire, promote, administer, facilitate and recognize annual and repeat giving by Kiwanians and other individuals under the Annual Donors program.

2. Giving Levels. In addition to any other applicable Individual Donor/Charitable Giving programs administered by the Foundation under which an individual might be qualified for recognition, individual Annual Donors to the KDF Endowment Fund shall be recognized on an annual basis as follows:

<u>(a)</u>	<u>\$ 1.00 - \$ 250.00</u>	<u><i>KDF Donor</i></u>
<u>(b)</u>	<u>\$ 251.00 - \$ 500.00</u>	<u><i>KDF Friend</i></u>
<u>(c)</u>	<u>\$ 501.00 - \$ 750.00*</u>	<u><i>KDF Founder</i></u>
<u>(d)</u>	<u>\$ 751.00 - \$ 1,000.00*</u>	<u><i>KDF Builder</i></u>
<u>(e)</u>	<u>\$ 1,001.00 - \$ 1,500.00*</u>	<u><i>KDF Angel</i></u>
<u>(f)</u>	<u>\$ 1,501.00 - \$ 2,500.00*</u>	<u><i>KDF Major Donor</i></u>
<u>(g)</u>	<u>\$ 2,501.00 - \$ 5,000.00*</u>	<u><i>KDF Elite Donor</i></u>
<u>(h)</u>	<u>\$ 5,001.00 - \$ 7,500.00*</u>	<u><i>KDF President's Club Elite Donor</i></u>
<u>(i)</u>	<u>\$ 7,501.00 - \$ 10,000.00*</u>	<u><i>KDF President's Club Copper Elite Donor</i></u>
<u>(j)</u>	<u>\$ 10,001.00 - \$ 25,000.00*</u>	<u><i>KDF President's Club Bronze Elite Donor</i></u>
<u>(k)</u>	<u>\$ 25,001.00 - \$ 50,000.00*</u>	<u><i>KDF President's Club Silver Elite Donor</i></u>
<u>(l)</u>	<u>\$ 25,001.00 - \$ 50,000.00*</u>	<u><i>KDF President's Club Golden Elite Donor</i></u>
<u>(m)</u>	<u>\$ 50,001.00 or more in year*</u>	<u><i>KDF President's Club Platinum Elite Donor</i></u>

*Annual Donors at these levels may also be recognized as Legacy Society Members, as indicated below.

3. Recognition. Individual Annual Donors shall be recognized in the KDF Annual Report and by other means determined by the Foundation Board of Directors from time to time.

C. Case Van Kleef Fellowship Program.

1. Purpose. The purpose of the Case Van Kleef Fellowship Program is to honor worthy Kiwanians and individuals, in the spirit of Kiwanian Case Van Kleef, who served two terms as KDF President and one term as KDF International President.

2. Van Kleef Fellowship. The Foundation shall award the Case Van Kleef Fellowship to any worthy Kiwanian or individual for whom the initial sum of One Thousand Dollars (\$1,000.00) is contributed to the Foundation Endowment Fund.

3. Distinguished Van Kleef Fellowships. Any Case Van Kleef Fellow contributing another One

Thousand Dollars (\$1,000.00) to the Foundation Endowment Fund shall be recognized as a Case Van Kleeef Distinguished Fellow. For each additional One Thousand Dollars (\$1,000.00) contributed to the Foundation Endowment Fund, additional levels of distinguished recognition shall be achieved, as follows:

(a)	\$ 2,000.00 donated	Distinguished Van Kleeef Fellow
(b)	\$ 3,000.00 donated	<u>Double Distinguished Van Kleeef Fellow</u>
(b)	\$ 4,000.00 donated	<u>Triple Distinguished Van Kleeef Fellow</u>
(b)	\$ 5,000.00 donated	<u>Quadruple Distinguished Van Kleeef Fellow</u>
(c)	\$ 6,000.00 donated	<u>Diamond Distinguished Van Kleeef Fellow</u>
(d)	\$ 7,000.00 donated	<u>Double Diamond Distinguished Van Kleeef Fellow</u>
(e)	\$ 8,000.00 donated	<u>Triple Diamond Distinguished Van Kleeef Fellow</u>
(f)	\$ 9,000.00 donated	<u>Quadruple Diamond Distinguished Van Kleeef Fellow</u>
(g)	\$ 10,000.00 donated	<u>Black Diamond Distinguished Van Kleeef Fellow</u>
(h)	\$ 11,000.00 donated	<u>Double Black Diamond Distinguished Van Kleeef Fellow</u>
(i)	\$ 12,000.00 donated	<u>Triple Black Diamond Distinguished Van Kleeef Fellow</u>
(j)	\$ 13,000.00 donated	<u>Quadruple Black Diamond Distinguished Van Kleeef Fellow</u>
(k)	\$ 14,000.00 donated	<u>Elite Diamond Distinguished Van Kleeef Fellow</u>
(l)	\$ 15,000.00 donated	<u>Double Elite Diamond Distinguished Van Kleeef Fellow</u>
(m)	\$ 16,000.00 donated	<u>Triple Elite Diamond Distinguished Van Kleeef Fellow</u>
(n)	\$ 17,000.00 donated	<u>Quadruple Elite Diamond Distinguished Van Kleeef Fellow</u>
(o)	\$ 18,000.00 donated	<u>Presidential Distinguished Van Kleeef Fellow</u>
(p)	\$ 19,000.00 donated	<u>Special Presidential Distinguished Van Kleeef Fellow</u>
(q)	\$ 20,000.00 donated	<u>Highly-Decorated Presidential Distinguished Van Kleeef Fellow</u>
(r)	\$ 21,000.00 donated	<u>Most Highly-Decorated Presidential Distinguished Van Kleeef Fellow</u>

4. Recognition.

(a) General Recognition. Van Kleeef Fellows shall be recognized by: receipt of a medallion; an appropriate article with an appropriate photograph of the Legacy Society Member to be submitted to the Kiwanews and the Legacy Society Member's local newspaper, if applicable; recognition at club and divisional events where feasible; invitation to all KDF general receptions and gatherings; recognition on KDF displays at all Kiwanis District Conventions and Kiwanis District Mid-Winter Conferences; a listing in the KDF Annual Report; and by other means determined by the Foundation Board of Directors from time to time.

(b) Additional Recognition. Van Kleeef Fellows who properly qualify may also be recognized as Legacy Society Members, as indicated below.

5. Requests for Anonymity. While KDF prefers to publicly recognize its donors, including all Legacy Society Members, KDF will, to the extent permitted by law, respect and honor any request for privacy or anonymity by a legitimate donor who properly and lawfully gives a charitable donation to the Foundation.

D. Life Member Giving Program. The Life Member Giving Program is concluded as of September 30, 2005. All individuals who achieved "Life Member" status shall be recognized by the Foundation indefinitely.

E. Legacy Society Membership Program.

1. Purpose. The KDF Legacy Society program was designed to encourage, inspire, promote, administer, facilitate and recognize "life-time and beyond" individual giving to the Foundation. Unless otherwise designated or earmarked, all KDF Legacy Society Member donations shall be added to the KDF Endowment Fund.

2. Membership. Membership in the Legacy Society may be achieved in one of two ways:

(a) One, an individual may provide for KDF in the form of a bequest or future commitment in his or her estate planning documents (such as a Will, Trust or Life Insurance Policy) naming the Wisconsin-Upper Michigan Kiwanis District Foundation, Inc. (KDF) as a beneficiary or payee, and then notify the Foundation of the same. Anyone achieving Legacy Society Membership in this manner shall initially be considered a Legacy Society General Member. Upon actual receipt of the bequest or commitment by KDF, the Legacy Society General Member shall be assigned and accorded the appropriate membership level as shown below.

(b) Two, an individual may provide life-time gifts of cash to the Foundation and be recognized at the Membership Levels indicated below.

3. Membership Levels. Membership Levels in the KDF Legacy Society are as follows:

<u>(a)</u>	<u>\$ 500.00 or more cumulative gift(s)</u>	<u>KDF Legacy Society <i>General Member</i></u>
<u>(b)</u>	<u>\$ 1,000.00 - \$ 5,000.00</u>	<u>KDF Legacy Society <i>Foundation Friend</i></u>
<u>(c)</u>	<u>\$ 5,001.00 - \$ 10,000.00</u>	<u>KDF Legacy Society <i>Founder</i></u>
<u>(d)</u>	<u>\$ 10,001.00 - \$ 15,000.00</u>	<u>KDF Legacy Society <i>Builder</i></u>
<u>(e)</u>	<u>\$ 15,001.00 - \$ 20,000.00</u>	<u>KDF Legacy Society <i>Angel</i></u>
<u>(f)</u>	<u>\$ 20,001.00 - \$ 25,000.00</u>	<u>KDF Legacy Society <i>Major Donor</i></u>
<u>(g)</u>	<u>\$ 25,001.00 - \$ 30,000.00</u>	<u>KDF Legacy Society <i>Elite Donor</i></u>
<u>(h)</u>	<u>\$ 30,001.00 - \$ 40,000.00</u>	<u>KDF Legacy Society <i>Copper Elite Donor</i></u>
<u>(i)</u>	<u>\$ 40,001.00 - \$ 50,000.00</u>	<u>KDF Legacy Society <i>Bronze Elite Donor</i></u>
<u>(j)</u>	<u>\$ 50,001.00 - \$ 75,000.00</u>	<u>KDF Legacy Society <i>Silver Elite Donor</i></u>
<u>(k)</u>	<u>\$ 75,001.00 - \$ 100,000.00</u>	<u>KDF Legacy Society <i>Golden Elite Donor</i></u>
<u>(l)</u>	<u>\$ 100,001.00 or more cumulative gift(s)</u>	<u>KDF Legacy Society <i>Platinum Elite Donor</i></u>

4. Recognition. All members of the Legacy Society shall receive recognition as deemed appropriate by the Board of Directors. Legacy Society Members achieving "Foundation Friend" or higher status shall receive recognition which may include any or all of the following: a commemorative plaque and/or pin; an appropriate article with an appropriate photograph of the Legacy Society Member to be submitted to the Kiwanews and the Legacy Society Member's local newspaper, if applicable; recognition at club and divisional events where appropriate and feasible; an invitation to all KDF general receptions and gatherings; recognition on KDF displays at all Kiwanis District Conventions and Kiwanis District Mid-Winter Conferences; a listing in the KDF Annual Report; and by other means determined by the Foundation Board of Directors from time to time.

5. Requests for Anonymity. While KDF prefers to publicly recognize its donors, including all Legacy Society Members, KDF will, to the extent permitted by law, respect and honor any request for privacy or anonymity by a legitimate donor who properly and lawfully gives a charitable donation to the Foundation.

F. Tribute and Memorials Program. Special gifts, in the form of memorial or commemorative contributions gifts, in any amount are appreciated. The Foundation will send notification that such a donation has been made.

The notification will be sent to whomever the donor designates.

G. Proceeds. In general, all funds received through these Individual Donor/Charitable Giving Programs shall be deposited into the Endowment Fund (See “Endowment Fund” Policy provisions above). However, annual individual donors may specifically designate or “earmark” their contributions for use in support of a specific, established District Foundation Project or Scholarship Fund.

H. Chairperson and Committee. The Foundation President, with the advice and consent of a majority of the Foundation Board of Directors, shall designate annually one elected Director to serve as Chairperson of the Individual Donor/Charitable Giving Committee. This Chairperson shall be responsible for promoting, administering and facilitating the Foundation's Charitable Giving programs (in coordination with the Foundation Officers and other appropriate individuals), for designing periodic appeals to individual Kiwanians, their spouses, and other individuals within the Wisconsin-Upper Michigan District of Kiwanis International, and for arranging the timely and proper recognition of such donors. There is no limitation as to the number of times or years this Chairperson may be re-appointed through the process set forth above.

“Individual Donor/Charitable Giving” Policy history: Originally adopted on August 21, 1987; revised on June 18, 1998, August 24, 2002 and April 24, 2010.

XIV. INVESTMENT POLICY

A. Statement of Purpose. The Wisconsin-Upper Michigan Kiwanis District Foundation, Inc. (“KDF”), by its Board of Directors, has approved this Investment Policy in recognition of its fiduciary responsibility to supervise the investment and management of KDF’s assets. The purpose of this policy is to set forth the investment objectives, constraints and policies of KDF. It is intended that this Investment Policy provide meaningful guidance in the management, performance and evaluation of KDF’s assets and not be overly-restrictive, given the ever-changing economic, business, legal and investment market conditions.

B. Investment Objectives. The investment objective of KDF is to achieve and maintain at all times a balanced approach with an emphasis on “capital appreciation.” The return expectation, on an annual basis, is to outperform an index made up of Sixty percent (60%) of the S&P 500, and Forty percent (40%) of the Lehman Brothers Government/Corporate bond index.

C. Asset Allocation and General Properties.

1. Allowable Asset Mix Ranges. Given that market changes require a degree of flexibility in asset allocation, KDF may work within allowable asset mix ranges to permit the movement of capital within the asset classes, as deemed appropriate by KDF under this policy. Such allowable asset mix ranges are:

- | | | |
|-----|-------------------|----------|
| (a) | Equities | 30 – 80% |
| (b) | Fixed Investments | 20 – 60% |
| (c) | Cash Reserve | 0 – 20% |

2. General Properties. All assets must have readily ascertainable market value and be easily marketable. There shall be sufficient diversification with no single equity issue exceeding five percent (5%) of the equity portion of total assets, and no single stock mutual fund exceeding fifteen (15%) of the equity portion of total assets. Not more than ten percent (10%) of the fixed income portion of KDF’s assets shall be invested in securities of any one issuing entity, with the exception of the United States government or U.S. governmental agencies.

3. Prohibited Transactions. The following types of transactions and asset styles are prohibited:

- (a) Commodity trading
- (b) Puts, calls, hedging, straddles, or options
- (c) Margin purchases
- (d) Private placements, or restricted stock
- (e) Short sales
- (f) Initial public offerings

D. Investment Universe. Under this policy, Equity investments may come from the NYSE, AMEX, regional exchanges, or NASDAQ. Mutual fund investments shall be limited to SEC registered funds. Corporate debt issues must meet or exceed a credit rating of A, or equivalent, by Moody's or Standard & Poor's at the time of purchase and during the holding period. Any corporate debt that does not meet this standard must be considered part of the equity investments. Bond mutual fund investments shall be limited to SEC registered funds.

E. Management and Control

1. Delegation and Review. The Board of Directors delegates to its Executive & Finance Committee the responsibility for implementation, management and control of the Investment Policy. The Executive & Finance Committee shall report to the Board of Directors whenever it takes action under this policy, and at least semi-annually, at which time the actions of the Committee may be ratified, modified or re-directed by the Board of Directors as a whole.

2. Investment Professional. The Executive & Finance Committee shall be authorized to employ or utilize the services of an Investment Professional, preferably the Financial Consultant, as defined in the KDF By-laws. Such professional shall assist KDF in its investment activities, in accordance with this policy. The Investment Professional shall also serve as KDF's custodian of assets, with responsibilities for purchase, safe-keeping, sale, and disbursement of funds. The Investment Professional shall carry applicable errors and omissions in a coverage amount deemed appropriate by the Board of Directors. The Investment Professional shall provide proof of such insurance to the Board of Directors on an annual basis, on each October 1 or as soon thereafter as the Investment Professional is selected to serve for that fiscal year.

3. Application of "Prudent Man Rule." At all times, the Executive & Finance Committee and the Investment Professional shall use the "Prudent Man Rule" standards in managing assets in seeking to meet KDF's Investment Objectives, as defined above.

F. Review and Evaluation. This Investment Policy shall be reviewed and evaluated as follows:

1. Review of Policy. This Investment Policy shall be reviewed and evaluated by the Board of Directors at least annually, and more frequently as changing circumstances may require.

2. Report and Review of Results. The Investment Professional shall report to the Board of Directors at least once during each fiscal year. Investment results shall be reviewed on a regular periodic basis to assess performance, including whether the above Investment Objectives are being met, and adherence to this Investment Policy.

"Investment Policy" history: Originally adopted on June 3, 2006.

XV. MEETINGS AND SCHEDULE

A. Meetings in General. The Board of Directors shall provide notice of its meetings, meet the required number of times and conduct the business of the Foundation at its meetings, as prescribed in the Foundation's By-Laws. At its discretion, the Board of Directors may alter its meeting schedule at any time, including the cancellation and dates of meetings. However, the Board of Directors must still adhere to the number of meetings, notice requirements and other provisions in the By-Laws regarding meetings.

B. Schedule. Board of Directors meetings shall generally be scheduled as follows, unless otherwise determined in advance by the Board of Directors:

1. On the second or third Saturday in October;
2. On the second or third Saturday in December;
3. At the annual Mid-Winter Conference of the Wisconsin-Upper Michigan District of Kiwanis International or on the second or third Saturday in February;
4. On the second or third Saturday in April;
5. On the second or third Saturday in June; and
6. On the second or third Saturday in August or at the Annual District Convention of the Wisconsin-Upper Michigan District of Kiwanis International.

"Meetings and Schedule" Policy history: Adopted on October 11, 1997; revised on August 24, 2002.

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XVI. NOMINATIONS AND ELECTIONS PROCEDURES

A. Annual Call for Nominations. Annually, during the month of March or earlier, the Nominations and Elections Committee Chairperson or designee shall notify all Lieutenant Governors, all General Member Kiwanis Club Presidents and the official District Bulletin of the Wisconsin-Upper Michigan District of Kiwanis International that nominations for the position of Foundation Director are open. This notification shall include a summary of the procedures for nominating and electing Directors, as prescribed by Foundation By-Laws and these policies, including all applicable deadlines, and the person(s) to whom nominations should be sent.

B. Qualified Candidates.

1. All persons nominated must be considered a “Qualified Candidate” under these policies. To be considered a Qualified Candidate, candidates must meet all qualifications to serve as Director, as prescribed in the Foundation By-Laws, and must be Kiwanians in “Good Standing” with their respective General Member Kiwanis Clubs.

2. Additionally, the General Member Kiwanis Club of an otherwise Qualified Candidate must be in “Good Standing” with the Wisconsin Upper-Michigan District of Kiwanis International as well as with this Foundation.

C. Nominations.

1. Number of Nominations. Each General Member Kiwanis Club President may submit no more than one name, and that nomination must be endorsed by the General Member Kiwanis Club Board of Directors.

2. Form and Manner of Nominations Submission. At the discretion of the Committee, nominations may be submitted either in the form of a letter from the General Member Kiwanis Club President or on a common or standard form supplied by the Committee. Regardless of form, nominations may be submitted either via U.S. Mail, or by electronic means where feasible, unless otherwise directed by the Committee.

3. Rationale and Resume for Candidate. Whatever form and whichever format is used, space should be provided for the General Member Kiwanis Club President to convey his or her reasons for supporting the nominee. Each nomination form shall be accompanied by a resume or summary of the candidate's pertinent Kiwanis experience, related experience, fund-raising abilities, financial background or other useful preparation.

D. Slate of Qualified Candidates. The Nominations and Elections Committee shall review and screen all nominations received prior to the announced deadline. Upon such review, the Committee shall propose to the Board of Directors a Slate of Qualified Candidates, consisting of no more than two (2) qualified candidates for each vacancy on the Board of Directors.

1. If an insufficient number of qualified candidate nominations are received prior to the deadline, the Nominations and Elections Committee may, upon its own motion, propose persons who meet the criteria for this office. Insofar as possible, emphasis should be given to maintaining a broad geographical representation on the Board of Directors.

2. The Board of Directors may amend the Committee's proposed Slate of Qualified Candidates for good cause. However, the final Slate of Qualified Candidates must be adopted no later than June 15th each year, or sixty (60) days prior to the Annual Meeting, whichever is sooner.

3. The Foundation President, or the President's designee, shall, prior to July 1st, inform all General Member Kiwanis Club Presidents and the official District Bulletin of the Wisconsin-Upper Michigan District of Kiwanis International of the approved Slate of Qualified Candidates nominated.

E. Elections of Directors. Directors shall be elected as prescribed by the Foundation By-Laws at the Annual Meeting of the Board of Directors. The following procedure shall be used:

1. Voting shall be by secret, written ballot, with a majority of those Directors present required to elect, unless the Board approves a voice vote or other method of election.
2. When choices must be made between or among several candidates who have received majority votes, decision shall favor the candidate(s) receiving the greatest number of votes.
3. When no majority exists, re-balloting shall occur until the matter is resolved.

F. Notification of Elections Results.

1. Notification to Candidates and Clubs. Final results of elections shall be conveyed expeditiously and in writing by the Foundation Secretary or by the Chairperson of the Nominations and Elections Committee to all candidates and General Member Kiwanis Club Presidents which submitted a nomination.

2. Notification to Kiwanis District Board. Thereafter, as a courtesy and in an effort to foster a spirit of cooperation and communication, the Foundation Secretary or the Chairperson of the Nominations and Elections Committee shall notify the Wisconsin-Upper Michigan District of Kiwanis International Board of Trustees of the outcome of elections. Notice may be accomplished by or shall also be sent to the official District Bulletin of the Wisconsin-Upper Michigan District of Kiwanis International.

3. Copy of Result Notifications. All notifications regarding the results of elections shall be copied to the Secretary and the Nominations and Elections Chairperson, respectively.

"Nominations and Elections" Policy history: Revised October, 2011.

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XVII. SCHOLARSHIPS.

A. Kiwanis International Foundation (KDF) Matching District Scholarships for both the Circle K District and Key Club District.

1. The Foundation shall annually match, dollar for dollar, the funds made available and disbursed by the Kiwanis International Foundation for Circle K and Key Club Scholarship recipients from the Wisconsin-Upper Michigan District. The student recipients shall make themselves available for photographs and other publicity opportunities for the Foundation.

B. Local Circle K/Key Club and High School/College Student "Scholarship Match" Grant Programs.

1. Purpose. The Foundation originally created the Local Scholarship Match Grant program to enable and assist Kiwanis Clubs that sponsor a local Circle K club or Key Club to operate a meaningful scholarship program for members of its sponsored youth club(s). In 2004, the Foundation extended this local scholarship match opportunity to Kiwanis Clubs which do not currently sponsor a Key Club or Circle K Club. As a result, the Foundation shall annually make funds available for the purpose of matching funds by General Member Kiwanis Clubs which have qualifying scholarship programs. Kiwanis Clubs may apply for matching funds from the Foundation on an annual basis, subject to Paragraph 7 below. Priority shall be given to Kiwanis Clubs which sponsor a Key Club or Circle K Club.

2. Annual Establishment of the "Local Scholarship Match" fund. Each fiscal year, based upon funds availability, the Foundation shall set aside a predetermined pool of money which shall constitute that year's "Local Scholarship Match" fund. The amount of each "Local Scholarship Match" shall be a predetermined amount of money determined by this Foundation's Board of Directors at the beginning of each Administrative Year as the amount of money per matching scholarship grant which will be paid directly to each eligible recipient and the college, university or technical college which the recipient will be attending.

3. Contribution to Scholarship Programs of General Member Kiwanis Clubs. Under the "Local Scholarship Match" program, the Foundation shall contribute monies from the Local Scholarship Match fund to annual scholarship programs administered by local Kiwanis clubs benefitting members of their sponsored Circle K Club or Key Club and other students. In the sole discretion of the Foundation Board of Directors, the amount of money awarded to each General Member Kiwanis Club applicant by the Foundation may be an amount equal to, or less than, that amount contributed by the local Kiwanis Club itself.

4. Amount Awarded to Each Kiwanis Club Applicant. The Foundation Board of Directors, in its sole discretion, shall determine the amount awarded to each successful "Local Scholarship Match" Grant applicant. Depending on the amounts requested in a given fiscal year, and pending availability of funds, the Foundation may award the same or differing amounts to each Kiwanis Club Applicant. In no case shall any single Local Scholarship Match Grant exceed Five Hundred Dollars (\$500.00).

5. Amount Contributed by the Kiwanis Club Applicant. Local General Member Kiwanis clubs who are successful applicants under this program in any fiscal year shall contribute an amount equal to or greater than the Foundation's contribution toward the scholarship to be awarded in that fiscal year by the local Kiwanis Club.

6. Eligible Scholarship Recipients.

a. For Key Club scholarships, an "Eligible Scholarship Recipient" of a "Local Scholarship Match" shall

be a high school student member in good standing of a Key Club, sponsored by the Kiwanis Club Applicant, who, upon graduation from high school, shall be attending an accredited two or four year college or university, or technical school leading to a degree.

b. For Circle K scholarships, an "Eligible Scholarship Recipient" shall be a college student in good standing with his or her Circle K club, sponsored by the Kiwanis Club Applicant, who is attending a two or four year accredited college, university or technical school in Wisconsin or Upper Michigan leading to a degree.

c. For non-Key Club High School student scholarships, an "Eligible Scholarship Recipient" of a "Local Scholarship Match" shall be a high school student, in the community of the Kiwanis Club Applicant, who, upon graduation from high school, shall be attending an accredited two or four year college or university, or technical school leading to a degree.

d. For non-Circle K College student scholarships, an "Eligible Scholarship Recipient" shall be a college student in good standing with his or her Circle K club, in the community of the Kiwanis Club Applicant, who is attending a two or four year accredited college, university or technical school in Wisconsin or Upper Michigan leading to a degree.

7. General Member Kiwanis Club Eligibility Years. The "Local Scholarship Match" Grants are made for one (1) year only. General Member Kiwanis Clubs may re-apply each fiscal year. However, there shall be no guarantee that the General Member Kiwanis Club will again be successful. In no case shall any one General Member Kiwanis club be eligible for a "Local Scholarship Match" Grant in more than three (3) successive fiscal years. Once a Kiwanis Club receives a "Local Scholarship Match" Grant for three (3) successive years, it shall be not be eligible to re-apply in the fourth year, but instead must take a year off from this program. The Kiwanis Club may re-apply commencing in the fifth year and the two years thereafter and the eligibility process shall repeat itself. The Foundation Secretary shall keep records as to years of eligibility for each General Member Kiwanis Club participating in this program.

8. Eligibility of General Member Kiwanis Clubs. In determining whether a General Member Kiwanis club shall be eligible for a "Local Scholarship Match" Grant, the Foundation Board of Directors shall determine whether the Kiwanis Club is in good standing with the Foundation, as defined by this Policy Code.

C. Procedure for Local Circle K/Key Club and High School/College Student "Scholarship Match" Grants.

1. Budget. At the beginning of each fiscal year, the Board of Directors of the Wisconsin-Upper Michigan Kiwanis District Foundation Inc. shall determine the gross dollar amount to be budgeted for the "Local Scholarship Match" program, the maximum number of Key Club and Circle K Club or other student Scholarships to be "matched" and the amount to be awarded with each "Match".

2. Notification of Availability. The Foundation Secretary shall annually announce the availability of the "Local Scholarship Match" Grant Program by letter or by electronic means to club presidents, Kiwanis District Lieutenant Governors and the District Administrators for both the Circle K District and the Key Club District on or before December 31st of each Administrative Year, as well as in the January issue of the *Kiwanews*.

3. Application Due Date and Form. Each club interested in participating in the "Local Scholarship Match" program shall submit an application on the proper Grant Application form provided by the Foundation to the Secretary at the address in the current Foundation directory by **March 1st** of the fiscal year in which its scholarship will be awarded. In that Grant Application, the Kiwanis Club Applicant shall provide the Foundation with a brief history of its scholarship program. If selected, the Kiwanis Club shall comply with all requirements of this policy.

Amended on December 10, 2009.

4. Order of Review. Assuming that each "Local Scholarship Match" Grant application complies with all of the Selection Criteria outlined above, approval of such applications for each category (i.e. Circle K members, Key Club members, non-Circle K college students and non-Key Club high school students) shall be made in the chronological order in which they are received.

5. Notification of Selection. On or before April 30th of each fiscal year in which the scholarship is awarded, the General Member Kiwanis club shall be notified of its selection and the amount of the "Local Scholarship Match" awarded.

6. Kiwanis Club Obligations. Upon being selected for the "Local Scholarship Match" Grant the local Kiwanis Club shall comply with the following requirements:

- (a) Select their recipient in accordance with their criteria and procedure and proceed to make the scholarship award. A separate check will be sent to the eligible recipient for the Foundation's match. The check will be made payable to the eligible recipient and the college, university or technical college they will be attending.
- (b) At the time the scholarship award is made, the name of the Wisconsin-Upper Michigan Kiwanis District Foundation, Inc. shall appear in all correspondence to the recipient, certificates of award and news releases concerning the scholarship award as having contributed to the scholarship amount.
- (c) By no later than June 30th following the granting of the scholarship, the Kiwanis club which applied for the "Local Scholarship Match" shall submit to the Secretary of the Foundation the following information in order to receive the agreed upon "matching" amount:
 - i. A copy of the signed scholarship recipient information form; and
 - ii. A copy of the local Kiwanis club's check to the recipient and/or college, university or technical college which the recipient will be attending.

7. Payment. All checks made payable to the recipient and university, college or technical college which the recipient will be attending shall be mailed to the recipient with a copy to the sponsoring Kiwanis Club on or before August 31st, subject to a second semester scholarship award request below.

8. Second Semester Scholarship Awards. All applications are due on March 1st. However, the Kiwanis Club Applicant may request that the Foundation award a second semester scholarship for the recipient.

9. Expiration of Scholarship Awards. All Local Scholarship Match Grant awards which have not been paid by the Foundation due to lack of information or cooperation by the Kiwanis Club Applicant shall expire on the following March 14th.

"Scholarships" Policy history: Adopted on October 11, 1997; revised August 24, 2002, August, 2004, April 11, 2005 and October, 2011.

XVIII. SERVICE LEADERSHIP PROGRAMS (SLPs) OUTREACH FUND

A. Purpose. The Wisconsin-Upper Michigan District of Kiwanis International promotes and/or sponsors various Service Leadership Programs (SLPs) for young people, including: Circle K (a Kiwanis program for college and university students); Key Club (a Kiwanis program for high school students); Builders Club (a

Kiwanis program for junior high and middle school students); K-Kids (a Kiwanis program for elementary school students); Action Club (a Kiwanis program for special needs adults); and Key Leader (a servant leadership development program open to high school and college students). Accordingly, the SLP Outreach Fund was created. The SLP Outreach Fund is designed to give general member Kiwanis Clubs, Kiwanians and individuals an opportunity to financially support and fund such SLPs.

B. Contributions. In cooperation with members or participants of the various Kiwanis Service Leadership Programs (“SLPs”), the Foundation and individual Kiwanians shall solicit contributions from the General Member Kiwanis Clubs and Individual Kiwanians for the benefit of the SLPs. Individual contributors shall receive an appropriate written acknowledgment from the Foundation. Any contributor may designate or earmark a contribution or donation for a particular SLP or purpose. Unless designated otherwise, any such contributions shall be added to the Foundation’s Endowment Fund for general benefit of the SLPs at the discretion of the Board of Directors.

C. “Designated” and “General” SLP Outreach Funds.

1. Designated SLP Outreach Funds. Designated Service Leadership Program Outreach Funds are those Service Leadership Program Outreach Funds which are “earmarked” or designated by a contributor or donor for a particular Service Leadership Program (such as Circle K, or Key Club, or Builders Club, or K-Kids, or Action Club, or Key Leader), or a particular SLP event or purpose.

2. General Service Leadership Program Outreach Funds. All other SLP Outreach Fund contributions received shall be considered General Service Leadership Program Outreach Funds.

D. Distributions.

1. Written Request needed. Service Leadership Program Outreach Funds may be distributed by the Foundation upon proper receipt of advance written request from the respective District Administrator, District Chairperson or Coordinator of a particular SLP or event.

2. Use of SLP Outreach Funds. When earmarked or designated for a particular purpose by the donor, Service Leadership Program Outreach Funds shall be used for such purpose. Otherwise, Service Leadership Program Outreach Funds shall be used to finance: membership development programs, leadership training programs, and may include the cost of training manuals and materials, and part of the cost of administration of the SLPs, as determined by the leadership of the affected Service Leadership Program. General Service Leadership Program Outreach Funds shall be distributed upon proper motion and approval by the Foundation's Board of Directors.

E. General Service Leadership Program Outreach Funds Not Subject to Fee. All donations or contributions made to the Service Leadership Program Outreach Fund shall not be subject to any administration or processing fees, including any fees generally assessed on contributions to clubs.

"Service Leadership Programs (SLPs) Outreach Fund" Policy history: Adopted on August 20, 2010; revised October, 2011.

XIX. TIME RULE FOR DISCUSSION.

At any meeting of the Foundation, any agenda item considered or motion properly made shall be initially limited to ten (10) minutes of discussion time. A one-time motion may be made to extend the time for discussion by one additional ten (10) minute period. Thereafter, no further discussion shall be permitted on any agenda item or motion properly made unless a motion is made and carried to suspend this time rule for unlimited discussion or for a designated period of time. This time rule shall supercede any contrary rule in Robert's Rules of Order, most recently revised.

"Time Rule for Discussion" Policy history: Adopted June, 2003; revised October, 2011.

XX. VOUCHER SYSTEM AND REIMBURSEMENT OF EXPENSES.

A. General Provisions.

1. The Foundation shall reimburse its Officers and Directors as provided herein for travel, meals and lodging and other reasonable expenses incurred for attendance at all of its meetings. Further, the Foundation shall reimburse any of its duly authorized committees for all out-of-pocket expenses incurred in performing its committee functions under the Foundation's By Laws and Policies.

2. The Foundation shall reimburse any consultant and/or expert specifically invited by the Board of Directors of this organization to attend any of its meetings and/or to perform services for this organization for travel, meals and lodging incurred for such attendance. Concerning submission for reimbursement, such consultant or expert shall be subject to the same rules, regulations and/or policies to which all corporate officers and/or Directors of this organization shall from time to time be subject. They shall, upon request, be furnished by the Treasurer with an approved voucher form (a copy of which is attached hereto and incorporated herein by reference) upon which to make such submission for reimbursement and a copy of the appropriate policy(s) of this organization regarding reimbursement.

3. The Foundation shall reimburse any member of the Board of Directors for services provided to the Board of Directors in that member's professional capacity.

4. No reimbursement shall be permitted to Members of the Board of Directors who have been reimbursed in whole or in part for attendance at its meeting by the Wisconsin-Upper Michigan District of Kiwanis International or by a members' home Kiwanis club.

B. Submission of Expenses for Reimbursement. All requests for reimbursement of expenses shall be submitted in writing to the Treasurer for review and certification on an approved voucher form with supporting receipts.

C. Form of Voucher. The voucher form approved by the Board of Directors and which must be used is attached hereto as Addendum B and incorporated by reference.

D. Reimbursable Expenses. The Foundation shall reimburse Members of the Board of Directors, its invited Consultant(s) and/or its invited Expert(s), as follows:

1. **Mileage.** Mileage incurred by the use of a private automobile for attendance at meetings of the Board of Directors, portal-to-portal, shall be reimbursed at the rate of Thirty Cents (\$ 0.30) per mile. No other costs associated with travel such as commercial transportation, parking tolls and baggage handling gratuities shall be claimed for reimbursement.

2. **Lodging.** The cost of overnight lodging incurred for attendance at regular meetings of the Board of Directors, except for the Annual Meeting, shall be reimbursed in an amount up to and not to exceed the sum of Seventy Five and 00/100 Dollars (\$ 75.00) per night for pre-authorized lodging or lodging necessitated due to emergency or inclement weather only. Lodging for the Annual Meeting shall be reimbursed at the nightly rate for a regular single room or comparable room charged by the hotel or other facility chosen by the Board of Directors.

3. Meals. The cost of meals taken while in attendance at, or traveling to and from, meetings of the Board of Directors shall be reimbursed in an amount not to exceed the sum of Twenty Five and no/100 dollars (\$ 25.00) per day for meals with receipts.

4. Other Reasonable Expenses. Other reasonable expenses may be reimbursed at the discretion of the Board of Directors.

“Voucher System and Reimbursement of Expenses” Policy history: Amended on August 24, 2002, January 20, 2007 and June 14, 2008.

XXI. ZONES.

A. Division into Zones. Consistent with the By-laws, the geographic territory of the Foundation is currently divided into eleven (11) numerically and consecutively numbered zones. A Foundation Director is assigned to each zone.

B. Current Zones. The Foundation's Zones, and the Kiwanis divisions currently comprising them, are identical in terms of the division numbers and geographic maps currently utilized by the Wisconsin-Upper Michigan District of Kiwanis International.

Addendum A to KDF Policy Code

KDF Annual Conflict of Interest Statement

As a member of the Wisconsin-Upper Michigan Kiwanis District Foundation, Inc. (KDF) Board of Directors, whether a Director, Officer or Committee Member, I hereby acknowledge and sign this Annual Conflict of Interest Statement (“Statement”), to be kept on file by the KDF Secretary, which affirms the following:

1. I have received a copy of the KDF’s Conflict of Interest policy, which is contained in its Policy Code.
2. I have read and understand the KDF Conflict of Interest policy.
3. I agree to comply with the KDF Conflict of Interest policy in all respects.
4. I understand that the Foundation is a charitable, non-profit organization with federal tax-exempt status, and, in order for the Foundation to maintain its federal tax exempt status, it must adhere to all applicable laws, rules and regulations and it must engage primarily in the activities which accomplish one or more of its stated tax-exempt purposes.
5. I have signed this Statement knowingly, voluntarily and not under any duress or coercion.

KDF Board Member Signature

Print name: _____

Title/Position: _____

Dated: _____

Witness Signature