

**THE FRIENDSHIP FORCE OF KANSAS
POLICIES AND PROCEDURES
REVISED 2020**

Note- Term definitions are on page 7

All Officers and Board Members

- a. The Board of Directors shall meet at least four times per year in month preceding each Quarterly Meeting, preferably (subject to conflicts) the 1st Thursday of the month.
- b. An Annual Report shall be prepared by the officers and committee chairs. This report should include the financial expenditures during their year of service as well as a proposed budget for the coming year.

Officers

President

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

Vice-President

- a. The Vice-President or President Elect is designated either to obtain or to designate someone to obtain a gift for the outgoing President, not to exceed \$50.

Treasurer

- a. Treasurer will assist the Membership Chairman, President, Newsletter Chairman, and any other necessary committees in maintaining a list of current members.
- b. Treasurer will order name badges for new members.
- c. Treasurer will, annually, complete the necessary reporting forms to the State of Kansas and the Internal Revenue Service as set out below:
 - KANSAS – Form NP (Not-for-Profit Corporation Annual Report) Due June 15 with a fee of \$40 (see kssos.org)
 - IRS (due May 15) – Use Form 990-N, “if gross receipts are less than \$50K” and use Form 990 or 990-EZ, “if gross receipts are under \$1M”.

- d. Any leftover funds from an Outbound Journey that are under \$25 per participant, will be retained in the club treasury. Any left-over funds from an Outbound Journey that are over \$25 per participant, will be refunded to each participant.
- e. Upon the death of a member of the club, his/her spouse or child(ren), treasurer will make a fifty dollar (\$50) memorial contribution to the organization chosen by the member's family.
- f. Keep the list of dues for each calendar year separately so that the annual audit can be reconciled with the membership list. Donation for non-profit shall be from club account, and not from fund raisers.

Secretary

- a. The Secretary shall retain a copy of a booklet from each Inbound Journey, if available.
- b. The Secretary shall distribute a copy of the minutes from each board and membership meeting to all board members as soon as practicable.

Standing Committees

Membership

The Membership Committee shall follow this procedure:

- a. Keep a guest book at all general meetings and give attendance numbers to the Secretary for inclusion in the minutes.
- b. Send a letter, packet of information, and current Newsletter to any prospective new members.
- c. Follow-up with phone calls offering information on the club and invitations to upcoming events.
- d. New members joining July 2 and after are exempt from the subsequent calendar year's dues. These will not be shown on the FFI fee report as members until after the first full year of membership. (This provision shall not apply to previous members who rejoin – they will not be considered “new” members.)
- e. Give dues to the Treasurer in a timely manner.
- f. Notify Newsletter, President, Treasurer, Social Chairs, and web coordinator of any new or changed members' names, addresses, phone numbers, and/or email addresses.
- g. Keep a roster of club members, provide the Board current copies at the Board meetings, and provide the membership copies at the membership meetings.
- h. Members who have failed to pay their dues for the current year will be dropped from membership, newsletter, and e-mail lists if their dues remain unpaid as of May 1st to comply with our bylaws.

Social

- a. Select a committee of at least 5 members. Ask for volunteers other than board members or ask for help from individual members. Coordinate the following activities with the committee:
- b. Meetings: Arrange for refreshments and/or food service, and set-up and clean-up for membership meetings.
- c. Special Events: Coordinate any extra social occasions such as Dinners for Eight, Ethnic Dinners, etc. at the direction of the Board.

Courtesy

Responsible for sending cards and/or calling Friendship Force members who are having health issues or who have experienced the death of an immediate family member. Also, to recognize members who are having significant events in their lives. Reports of contacts are given to the board, as well as to the membership.

Newsletter

- a. Prepare and mail or email a newsletter 2-3 weeks before the quarterly meetings.
- b. Maintain or have access to membership mailing roster and labels.
- c. Provide Membership Committee with copies of the Newsletter to mail or email to prospective members.
- d. During an election year, include the names of proposed slate of officers from the Nominating Committee prior to the October meeting.

Publicity

- a. Send out news releases to newspapers and other media.
- b. Maintain a current list of persons available for a Speakers' Bureau.
- c. Update newspaper contacts and their e-mail addresses at least once every year.
- d. Keep articles and clippings about the club's activities.

Property/Merchandise

- a. Maintain an inventory including wholesale purchase price and retail sales price for all merchandise available to club members.
- b. Bring a retail sales price list to all meetings or bring the products to the meetings for members to purchase.
- c. Contact FFI website for current merchandise for purchase and bring a copy to meetings for members' information. Members can purchase these items directly from FFI.

Web Coordinator

Establish and maintain the club web site.

Journeys

- a. For liability reasons, non-members wishing to join Outbound Journey must become members in order to be included in the Journey.
- b. The Ambassador/Host Coordinator will be in charge of Outbound/Inbound Journey functions. She/he will keep the host applications, encourage members to become involved in hosting, keep the Journey booklet and any other information on the Journey. He/she will follow the guide-lines mailed from FFI.
- c. The club shall participate in Interclub Visits with other Friendship Force Clubs in the USA. This includes both Inbound and Outbound 1-3 day and 4-7 day Journeys.
- d. It is the policy of the club to accept minors on Journeys only when they are accompanied by their parent or guardian and they will be hosted with their parent or guardian.

Criteria for Considering Applicants as Ambassadors for Outbound Journeys.

- a. Completing Ambassador Applications and Ambassador Agreement
- b. Deposit of \$25 minimum at initial sign up, refundable for any reason up to 6 months prior to trip, or closer to departure date if a family crisis or poor health.
- c. In addition to any fees charged by FFI and by the host club, there will be a \$25, non-refundable fee to be retained by our own club.
- d. If the applicant is a first-time Ambassador, an interview with AC, and/or Application Committee, should be done to acquaint applicant with goals and responsibilities of Journey.
- e. When there are more applicants than space available, a waiting list should be established.
- f. To be eligible to make the Journey, each Ambassador must have "Travel Insurance" satisfactory to Friendship Force International and to the Ambassador Coordinator by a time specified by the AC.
- g. When Journeys consistently fill quickly and there are waiting lists, consideration should be given to maintain a certain percentage of first-time Ambassadors or club should consider adding an additional Outbound Journey to its yearly schedule.
- h. Follow FFI guidelines.

Criteria for Inbound Journey Hosting:

- a. Complete Host Application and Host Agreement.
- b. A First-time host should be interviewed with Host Coordinator and/or Hosting Committee to acquaint applicant with goals and responsibilities of journey and evaluate applicant's suitability.

Mentors for New Ambassador or Host Coordinator:

- a. A “New Ambassador/Host Coordinator” is defined as one who has not previously served as an AC/HC.
- b. When the Board approves a new Host Coordinator, the President shall assign a previous Host Coordinator, with their consent, to work with the HC to familiarize him/her with procedures, forms and policies.

Assistant Ambassador Coordinator:

- a. It is highly recommended that an Assistant Ambassador Coordinator be appointed to assist the AC on a Journey, and to be trained as a potential AC. The AC is not required to have an Assistant AC.
- b. The role of the Assistant AC shall be mutually agreed upon with the AC, and should include participation in exchange planning to the extent feasible, some AC activities, and may additionally include a Journey committee assignment. The attributes of the AC should be approximately those required of an AC, except that lesser experience and/or demonstrated leadership is acceptable since this is considered a training position.

International Journey Compensation for HC’s

- a. Inbound International HC’s will be awarded \$15 per Inbound Ambassador with a maximum amount of \$300 held in trust by the treasurer, toward expense of that person’s next Outbound Journey or Regional or International Conference.
- b. For Outbound International Journeys, the cost of the AC’s exchange-related trip expenses should be divided equally among the participants of the journey.
- c. Covered expenses include:
 - Travel costs to and from the host community/country
 - Travel & tour costs that are a required part of the exchange
 - Host club program fees
 - FFI program fees, if any are imposed. (These are prorated by FFI if total number of participants is between 15 and 20, not including the Ambassador Coordinator. If there are 20 or more, no fee is imposed)
 - NOT INCLUDED are Personal expenses, such as passport or visa fees nor any tours that are not part of the actual journey, such as extra tours taken before or after the home-hosted journey.

Interclub (Domestic) Journeys:

- a. The club shall participate in Interclub Visits with other Friendship Force Clubs in the USA. This includes both Inbound and Outbound 1-3 day and 4-7 day Journeys.
 - Interclub Journeys are an adjunct to the scheduled International Journeys (inbound and outbound) shall not be allowed to interfere or supplant those Journeys.
 - The purpose of the Interclub Journeys is to maintain a level of club activity in the absence of International Journeys, and to foster good working relationships among USA clubs.
 - Since Interclub Journeys are secondary to the International Journeys, no Interclub Journey will be accepted unless an AC is first identified. The AC should meet the same general requirements as specified for any other AC except lesser experience is acceptable.
- b. The activities planned should be commensurate with a program fee determined by the Journey Committee, plus the FFI administrative fees. This fee should be paid to the club treasurer not later than two weeks prior to the journey date and is non-refundable. An earlier due date may be required when advance deposits are required for planned functions. The board may approve a contingency fee in extraordinary circumstances. Club gifts are discouraged.
- c. In addition to any fees charged by FFI and by the host club, there will be a \$25 fee to be retained by our own club.

REFUNDS ON CANCELLATION

- a. If a participant cancels more than 30 days before a Domestic Journey, he/she will receive a full refund, unless money has already been obligated to the host club. If cancellation occurs less than 30 days before the Journey, there will be no refund, except full refund (less host club expense) in case of health-related condition.

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

FRIENDSHIP FORCE DEFINITIONS OF TERMS

Ambassador – FF member who travels to another FF group to stay with them and experience the culture there_

Ambassador Coordinator – the person who coordinates the needed paperwork of the ambassadors and is in communication with the host coordinator regarding home assignments and activities of the journey

Day Host – members who take ambassadors to activities on days when the home host is not available to do so

Dinner Host – members who agree to host a dinner in their home for a few incoming ambassadors, their home hosts, and some other members or friends for the purpose of more member interaction with more ambassadors

Farewell Dinner – dinner, potluck or restaurant, where the ambassadors and the local FF membership can meet and bid one another goodbye; usually on the last night of the journey

Home Host – members who open their homes for ambassadors to stay during their time in your city_

Host Coordinator – the person who coordinates all the activities and home assignments with the ambassador coordinator from the other location; there is a separate coordinator for each incoming or outgoing journey and that person usually has helpers

Incoming Journey – a planned several days to a week time when an FF group comes from elsewhere to stay with our group and experience the culture here – organized by a host coordinator team

Outgoing Journey – an experience organized for an FF group going to another place to experience the culture there – organized by a host coordinator team

Welcome Dinner – dinner, potluck or restaurant, where the ambassadors and the local FF membership can meet and get to know one another; usually on the first or second night of the journey

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