

**THE FRIENDSHIP FORCE OF KANSAS
POLICIES AND PROCEDURES
ADOPTED 4/28/07**

All Officers and Board Members

1. The Board of Directors will meet four times per year in months preceding the Quarterly Meetings.
2. The Annual Report prepared by the officers and committee chairs shall include the financial expenditures during their year of service as well as a proposed budget for the coming year.

Officers

President

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

Vice-President

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

Treasurer

1. New members joining July 2 and after are exempt for the subsequent calendar year's dues. Enter the next year's date after their name when they join. The club will pay FFI the fee for this new member at the end of the next year and not the part year the new member joined.
2. The Treasurer will keep a roster of club members, provide the Board current copies at the Board quarterly meetings, and provide the membership copies at the membership quarterly meetings.
3. The Treasurer will provide the Membership Chairman a list of new members immediately after they pay their dues.
4. If excess funds from an Exchange are under \$25 per participant, the club will retain the funds in the club treasury. If excess funds from an Exchange are over \$25 per participant, the funds will be refunded to each participant.

Secretary

1. The Secretary will include any recommended changes to the Policies and Procedures in the Secretary's annual report.
2. The Secretary shall maintain an ongoing record of In Bound and Out Bound Exchanges

with dates of the Exchanges and name of the Exchange Directors.

Standing Committees

Membership

1. Keep a guest book at all general meetings.
2. The Membership Committee shall follow this procedure:
 - Names of prospective members will be given to the Membership Chair or he/she will have names of prospective members from the guest book.
 - Membership Chair will send a letter, packet and current Newsletter to the prospective new members.
 - Prospective members will be assigned to a committee member who will follow up with phone calls offering information on the club and invitations to upcoming events.
 - When prospective member joins, membership application and check will be sent to the Treasurer.
 - Membership Chair will notify Newsletter and Social/Telephone Chairs of any new members and give their names, addresses and phone numbers.
3. Members of any other Friendship Force Clubs may also be members of Friendship Force of Kansas

Social

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

1. Meetings: Arrange for refreshments and/or food service for meetings, arrange for facility use, arrange for greeters at the meetings.
2. Special Events: Arrange for extra social occasions such as Dinners for Eight, Ethnic Dinners, etc.
3. Communications: Establish a contact procedure utilizing 5 (five) or more helpers other than Board members. Call or e-mail membership before regular meetings and for special events. Call membership to give and receive information for the Board as requested. Determine members who have e-mail and their current e-mail addresses. E-mail should not be set up to forward attachments which many members cannot open.
4. Courtesy: Upon the death of a member of the club, their spouse or children, make a twenty dollar memorial contribution to the organization chosen by the member's family.
5. Send Get Well cards and Sympathy cards to club members as needed.

Newsletter

1. Prepare and mail a newsletter 203 weeks before the quarterly meetings.
2. Maintain or have access to membership mailing roster and labels.
3. Provide Membership Committee with copies of the Newsletter to mail to prospective members.
4. During an election year, include the names of proposed slate of officers from the Nominating Committee prior to the October meeting.

Publicity

1. Send out news releases to newspapers and other media.
2. Prepare and post fliers and other notices in libraries, etc.
3. Maintain a current list of persons available for a Speakers' Bureau
4. Update newspaper contacts and their e-mail addresses at least once every year.
5. Keep articles and clippings about the club's activities.

Property/Merchandise

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

Web Coordinator

Establish and maintain the club web site.

Exchanges

1. The Incoming Exchange Director will be in charge of exchange functions. She/he will keep the host applications, encourage members to become involved in hosting, keep the exchange booklet and any other information on the exchange. He/she will follow the guide lines mailed from FFI.
2. The club shall participate in Interclub Visits with other Friendship Force Clubs in the USA. This includes both inbound and outbound 1-3 day and 4-7 day exchanges.

Interclub (Domestic) Exchanges

- Interclub Exchanges are an adjunct to the scheduled International Exchanges (inbound and (outbound), and shall not be allowed to interfere or supplant those exchanges.
- The purpose of the Interclub Exchanges is to maintain a level of club activity in the absence of International exchanges, and to foster good working relationships among USA clubs.
- Since Interclub Exchanges are secondary to the International Exchanges, no Interclub exchange will be accepted unless an ED is first identified. The ED should meet the same general requirements as specified for any other exchange director except lesser experience is acceptable.
- The activities planned should be commensurate with a program fee determined by the Exchange Committee, plus the FFI administrative fees. This fee should be paid to the club treasurer not later than two weeks prior to the exchange date, and is non-refundable. An earlier due date may be required when advance deposits are required for planned functions. The board may approve a contingency fee in extraordinary circumstances. Club gifts are discouraged.

3. It is the policy of the club to accept minors on Exchanges only when they are accompanied by their parent or guardian and they will be hosted with their parent or guardian.
4. Criteria for Considering Applicants as Ambassadors for Outbound Exchanges:
 - Completing Ambassador Applications and Ambassador Agreement
 - Deposit of \$100 minimum or amount at discretion of the ED.
 - If first-time Ambassador, interview with ED, and/or Application Committee, to acquaint applicant with goals and responsibilities of exchange.
 - When there are more applicants than space available, a waiting list should be established.
 - When exchanges consistently fill quickly and there are waiting lists, consideration should be given to maintain a certain percentage of first-time Ambassadors or club should consider adding an additional outbound exchange to its yearly schedule.
 - Follow FFI guidelines.
5. Criteria for Inbound Exchange Hosting:
 - Complete Host Application and Host Agreement.
 - First-time host, interview with Exchange Director and/or Hosting Committee to acquaint applicant with goals and responsibilities of exchange and evaluate applicant's suitability.
6. Mentors for New Exchange Directors:
 - A "New Exchange Director" is defined as one who has not previously served as an ED
 - When the Board approves a new exchange director, the President shall assign a previous exchange director, with their consent, to work with the exchange director to familiarize him/her with procedures, forms and policies.
7. Assistant Exchange Director:
 - It is highly recommended that an Assistant Exchange Director be appointed to assist the ED on an exchange, and to be trained as a potential ED. The ED is not required to have an AED, however. The Board shall have final approval of the AED candidate.
 - The role of the AED shall be mutually agreed upon with the ED, but should include participation in exchange planning to the extent feasible, some ED activities, and may additionally include an exchange committee assignment. The attributes of the AED should be approximately those required of an ED, except that lesser experience and/or demonstrated leadership is acceptable since this is considered a training position.
8. Inbound International EDs will be awarded \$15. per Inbound Ambassador with a maximum amount of \$300 toward expense of their next Outbound Exchange.

9. It is recommended, at the discretion of the ED, the cost of the ED's trip expenses be divided among the participants of the Exchange.
10. The Club will host an Open Door Exchange every other year starting in 2005.

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

Submitted:

By Laws Committee 2007

Nancy Murry, Rita Pressnall, Nan Duncan