POLICIES and PROCEDURES

Friendship Force Greater Des Moines

Amended September 11, 2017

**1. ARTICLES OF INCORPORATION**

 1.1 The Articles of Incorporation must be renewed biannually with the Secretary of State. The Board President is the Agent of Record.

**2. FINANCIAL CONSIDERATIONS**

 2.1 Contributions received are credited to the Friendship Force of Greater Des Moines general account unless designated by the donor for a specific activity or journey. Any contributions being made to a specific activity or journey should be so specified on the check.

 2.2 The Treasurer shall establish sound bookkeeping procedures.

 2.3 The Treasurer shall have a written Treasurer’s Report available for each Board member at each Board meeting.

 2.4 Expenses incurred by the President (or designated representative) for usual expenditures (mileage, parking, printing, postage, and meals) relating to Friendship Force business shall be reimbursed. An itemized listing, with receipts where possible, of such expenses will be presented to the Treasurer for reimbursement. Any unusual expenses must be approved in advance by the Board of Directors.

 2.5 If a Club member is asked to make a presentation on behalf of Friendship Force, only necessary and reasonable travel expenses will be reimbursed.

 2.6 The Treasurer is responsible for filing federal e-postcard form 990-N annually and within the required time frame.

**3. MAINTENANCE AND USE OF CLUB RECORDS**

 3.1 FFGDM shall maintain permanent records for its operation and this will be the responsibility of the Board of Directors.

 3.2 FFGDM membership records, directory, and data base are to be used only for the business of the Club.

 3.3 Using the name of the Club by a member of FFGDM to promote trips, tours or other activities by a non-Friendship Force entity is strictly prohibited unless Friendship Force International or FFGDM has a partnership agreement with said entity.

**4. JOURNEYS**

 4.1 The President or Journey Director and the Journey Ambassador Coordinator or Journey Host Coordinator (aka Journey Coordinator), prior to implementing pre-journey planning and the appointment of committees, shall meet to plan the procedures which are to be followed during the active Journey period.

 4.2 The Journey Director or one of the members of the Board of Directors or an experienced JC, shall serve as advisor to the Journey Coordinator. The role shall be one of support and encouragement and the Journey Coordinator should feel free to consult with the advisor.

 4.3 Journey Coordinators are expected to keep the Board informed of the Journey progress at regular Board meetings which they will attend at the discretion of the Board. Journey Coordinators will serve as Ad Hoc Directors, but shall not have voting rights on Club matters brought before the Board.

 4.4 If a special mailing or flyer is requested by a Journey Coordinator for the sole benefit of a certain journey, the cost is the responsibility of the journey.

 4.5 Up to $25 per person may be added to the cost of a journey as an Administrative Fee. The fee is non-refundable if the ambassador fails to participate in the journey or the journey is cancelled.

 4.6 The Club, upon request and receipt of a preliminary budget provided to the Board of Directors by the Journey Coordinator, may provide each Journey Coordinator a cash advance not to exceed $500. This amount must be repaid to the Club at the time the Journey Final Financial Statement is made; the statement is due within 30 days of the completion of the journey.

 4.7 The Journey Coordinator shall provide to the Board of Directors a Journey Report for inclusion in the permanent records; the report is due within 30 days of the completion of a journey,

 4.8 The Journey Coordinator is responsible for compiling journey documentation including financial reports, ambassador applications, significant committee minutes, workshop materials, complete host information, and the journey program itinerary or booklet. The documents will be included in the permanent files.

 4.9 The Journey Coordinator is encouraged to appoint an assistant to serve as Journey Coordinator in the event s/he is unable to lead the Journey. Only one earned ticket will be provided per outbound journey.

 4.10 An outbound Journey Coordinator may incorporate into the Ambassador’s fees only his/her direct costs for transportation to and from the host city or cities, international or domestic. The cost shall be prorated between 50% for a minimum of 10 Ambassadors and 100% for 20 Ambassadors and shared equally by each Ambassador. The cost per Ambassador must not exceed $100.

 4.11 An inbound Journey Coordinator will receive a stipend of $250 to be awarded after the Journey is successfully completed. However, a Journey Coordinator may request ‘credit’ against the stipend to pay for their participation in journey activities.

 4.12 All excess funds from an inbound journey shall be disbursed as follows:

* If the individual amount is $20 or greater per ambassador, return to each ambassador the amount in multiples of $5. (Examples: $20, $25, $30).
* Any excess amount greater than $20 but not equal to a multiple of $5 will be deposited into the general fund. (Example: If excess funds of $22.50 per ambassador then $2.50 stays with the Club and $20 is returned to the ambassador.)
* If excess funds are less than $20 per ambassador, the money will be deposited into the Club’s operating fund.

**5. AMBASSADORS AND HOSTS**

 5.1 Ambassadors or hosts shall not utilize Friendship Force journeys as a means of personal financial gain.

 5.2 Ambassadors or hosts will not be asked to solicit funds for any project by foreign hosts.

 5.3 All outbound ambassadors are required to be members of the FFGDM or their home club.

 5.4 If FFGDM is asked to host for another FF club, the decision will be made by the Board of Directors.

 5.5 FFGDM will sponsor home-hosting only in connection with Friendship Force journeys.

 5.6 All Home Hosts who host for our club and are not members of our club shall be given a membership for the remainder of the current year or the current and following year if hosting after September 1.

**6. MEMBERS**

 6.1 In the case of a death of a member, an appropriate sympathy note shall be sent by the Secretary. The member’s name shall also be listed in the Newsletter.

 6.2 New members who join after October 1 will pay the full annual membership fee but their membership will carry over to December 31 of the following year.

**7. BOARD OF DIRECTORS**

 7.1 Article II, Section 1 of the Bylaws shall be interpreted that a “term” shall be considered as service of eighteen (18) months or more in duration for purposes of the “two consecutive terms” rule.

 7.1 A training session shall be planned and conducted for new Board members.

 7.2 A retreat for the Board of Directors shall be scheduled and conducted annually.

 7.3 The Board may annually adjust the dues for the Club for the coming year.

**8. NEWSLETTER**

 8.1 The Newsletter may include items from local international organizations, on a space-available basis.

 8.2 The Newsletter may include programs with international subjects sponsored by local organizations, on a space-available basis.

 8.3 The Newsletter may include items from any other organization with Board approval.

**9. SCHOLARSHIP**

 9.1 There shall be an ongoing Scholarship/Grant Committee to supervise a scholarship fund established by the Board of Directors with an initial contribution of $5,000.

 9.2 All scholarship/grant recipients who travel with FFGDM will be required to be members of the Club. They will receive a one-year membership in the Club as part of their scholarship/grant.

**10. INTERNATIONAL AND REGIONAL CONFERENCES**

 10.1 FFGDM will provide financial support to assist the President or Vice-President/President-Elect in attending the Friendship Force International Conference. The Friendship Force of Greater Des Moines will pay 100% of the conference registration fee and 50% of the costs of lodging and direct travel. If the President and Vice-President/President-Elect are unable to attend, a person selected by the Board may attend in the place of the President and Vice-President/President-Elect.

 10.2 FFGDM will provide financial support to the President and one additional Board member to attend the Regional Conference. Friendship Force of Greater Des Moines will pay 100% of the conference registration fee. If the President is unable to attend, another person may be selected by the Board as a substitute attendee. It is expected that the attendees give a verbal report to the Board upon return and implement strategies learned from the conference.

**11. ANNUAL MEETING AWARDS**

 11.1 The following Awards may be given at the Annual Meeting of the Club: 1) one or more Outstanding Volunteer awards and, 2) other awards, with no more than a total of five given per year.

 11.2 A special Board committee appointed by the President shall review and select the award recipients.

**12. OTHER CONSIDERATIONS**

 12.1 The promotion or sale of products by an outside group will not be allowed in conjunction with any Club function.