

ACTIVE 20-30 UNITED STATES and CANADA

2019-20

POLICIES & PROCEDURES

THE OBJECTIVES OF THIS ORGANIZATION SHALL BE:

1. To develop members, by precept and example, into a more intelligent, aggressive and serviceable citizenship, and to create in them a desire to participate actively in civic and welfare work in their respective communities.
2. To create in every member a personal desire for knowledge and self-improvement, and to develop trust, friendship and understanding between members in their professional and social activities.
3. To provide a practical means of forming enduring friendships and good-will among its members in their communities, their country, and throughout the world.
4. To hold and promote entertainment, instructions, programs and social gatherings in and for the furtherance of the purposes of "Active 20-30 United States and Canada."

BYLAWS AND POLICIES

1. All policy resolutions passed by the delegates at the Annual General Meeting shall be recorded as policy items. Such items shall be noted as action by the delegates, and may only be rescinded on the floor of the Annual General Meeting ("AGM").
2. The National Office will make proper revisions in the Operating Policies Manual immediately following each Board meeting, and distribute these changes to the Board and other interested parties.
3. Policy matters shall be adopted only by two-thirds majority of the Board members present and voting, and may be rescinded only by the same vote.
4. Operational authority in such matters as delinquencies, revocation of charters and adjustments of accounts, shall be given to the Executive Director and appropriate National Director consistent with the demands of the Bylaws.

PRINTING

1. A digital copy of the official stationary shall be supplied annually to all officers and directors if requested.

CORRESPONDENCE

1. All National Officers shall be required to send copies of all Active 20-30 correspondence and email to the National Office in order to provide a continuing review of activity by elected officials.
2. The Executive Director shall send all copies to Board members as needed.

AWARDS

1. Award categories shall be defined by the Awards Committee and approved by the Board of Directors.
2. e Awards Program, after recommendations from the Awards Committee, shall be approved by the Board of Directors and a copy sent to each club.

CLUBS

1. Each quarter, clubs will receive an electronically modifiable "Club Roster Report" at which time the club will make any change and mail the report back to the National Office by the due date indicated on the report.

2. Any club, which has been suspended, shall still be liable for financial obligations and other requirements until the suspension is terminated.
3. The term "suspension" shall mean that clubs so considered shall be deprived of all rights and privileges until the reasons for the suspension have been eliminated.
4. Each club is entitled to confer Honorary membership upon any person for meritorious service to the club, community or Nation. The individual shall pay no dues, but shall enjoy the privileges of the club except those of voting, holding office, or of having any interest in the property of the club. It has been interpreted that clubs may confer this status upon those of their own members who might not otherwise qualify for Past Active Life Membership.
5. Each club in good standing shall be added to and maintained on the IRS 501.c.4 Subsidiary List that exempts clubs from the payment of Federal Income Tax so long as they remain a club in good standing.
6. The National Board is to determine which region a club belongs to and this shall be reviewed from time to time.

NEW CLUBS

(Chair of New Club Charter committee will furnish a copy of the National Charter Manual to all potential clubs and sponsoring clubs.)

1. A minimum of ten (10) men and/or women must have paid dues to charter a club.
2. The new clubs will pay the prevailing new member fee for each new member signed. Each member will receive a new member kit with a name badge, charter member pin and certificate.
3. Each new club will have a sponsoring club or a club that will assist in their chartering and/or leadership development.
4. The sponsoring club will purchase the bell, banner and President's gavel through the National Office for the chartering club unless an existing bell and banner is available. If the sponsoring club is unable to purchase these items, they will be purchased by the National Association.
5. All forms must be completed and fees must be paid to the National Office prior to the charter night.
6. The first set of Bylaws for the club must be approved by the National organization.
7. Newly chartered clubs will receive the National Bylaws, Policies and Procedures and the Marketing/PR Tool Kit.

FINANCE

1. \$100.00 in National Dues will be collected from every member. Any subsequent dues increases shall be voted upon by the National Board. As stated in Article XIII of the Bylaws, dues shall be computed based upon the club's membership as of June 30 of the fiscal year reflected in official reports and records and shall be billed on an annual basis in July of the following fiscal year. Dues are payable on August 1. In the event dues are not paid before September 1, a late fee equal ten percent (10%) of the delinquency shall be added and become due.
2. Pro-rated dues must be paid for each new member and shall be set for each quarter of the National Fiscal Year.
3. A fee is charged for a member who meets the criteria of Past Active Life Status. An award, certificate, lapel pin and a lifetime subscription to the National Newsletter shall be given to the member. Contact the National Office for current price.
4. A \$75.00 annual dues fee will be paid to National by a member moving to a community where there is no Active 20-30 Club and becomes a Member-at-Large. This requires the recommendation of the club with whom he/she last held active membership. The Member-at-Large receives the National Newsletter and is contacted with the possible establishment of a new club in their area.
5. A member, or former member of another World Council organization, may be initiated into an Active 20-30 Club. They will be liable for the Active 20-30 United States and Canada new member fee and dues.
6. Adjustment of a club obligation may, for good cause shown, be made upon a majority vote of the National Board and upon the recommendation of the Executive Director.
7. The Executive Director shall assist in the preparation of the annual budget, and shall make the Board aware of any

Financial problems.

8. The agenda of each National Annual General Meeting (AGM) shall provide for a reasonable amount of time for budget discussion as deemed by the National Board.
9. Authorization for withdrawal of funds from any bank or savings account of Active 20-30 National shall be made by signature of the Executive Director upon approval from the President and Treasurer with the exception of any check made payable to the Executive Director.
10. All moneys paid to the National Association shall be payable in US funds.
11. All dues adjustments to the annual dues statement must be made prior to October 1st of the current year.
12. A \$50.00 fee will be charged for all returned checks.

BOARD/COMMITTEE EXPENSES

1. Each member of the National Board shall be reimbursed for the amount of their traveling expenses incurred while attending meetings of the National Association and to visitations to clubs within their respective regions as long as said expenses are within the annual budget allocated to Officer and Director travel costs.
2. Airline travel shall be made using the lowest fare possible given a reasonable travel schedule.
3. Mileage reimbursement shall be at the allowable established rate approved by the Internal Revenue Service annually when using personal car. Mileage reimbursement is not allowed for car rental.
4. Other reimbursable expenses shall include: lodging, parking, transportation, telephone, postage, photocopies and fax charges. Food and beverages for directors and committees are not permitted for reimbursement.
5. Officer must attend all meetings during event(s) to be eligible for reimbursement or excused from attendance by a majority of the remaining National Board members.
6. A reimbursement form must be submitted to the National Office with receipts for expenses where applicable prior to reimbursement as authorized by budget line items. Reimbursable expenses shall be submitted to the national association within thirty (30) calendar days of the expenses being incurred. Expenses submitted after thirty (30) calendar days will not be reimbursed.
7. If a national board member receives reimbursement from the National Office, and then does not attend the meeting, the National Board member will be responsible for reimbursing the National Office monies that were advanced to them.

MEETINGS AND CONVENTION

1. The National Convention shall be promoted in the National Active 20-30 newsletter. However, this expense and other promotional services, mailings, etc., shall be included in the Convention budget.
2. Proposed agendas will be sent to the Board of Directors and all clubs at least one week or (7) days prior to each Board Meeting. Failure to do so may be waived if not objected to.
3. All Conventions shall be held in accordance with the Active 20-30 National Convention manual.
4. The Chairperson of Laws and Regulations shall be sent an agenda of the AGM ninety (90) days prior to the meeting.
5. The National Office, or the Convention Committee, with oversight by the National Office will handle all pre-registrations for the National Convention.
6. Separate income and expense accounts will be established for the National Convention.
7. Purchases for the National Convention need to be approved by the Executive Director or National Board if outside the approved budget for National Convention.
8. Any changes to Convention budget/contracts must have the written approval of the host Club, the National Board and the

Executive Director.

9. All moneys will be given to the Executive Director at the close of the convention unless otherwise approved by the National Board.
10. The Convention Committee shall be responsible for tracking all attendance at each National Convention activity.
11. All attendees who have not pre-registered must fill out registration information at the door and pay the "last minute" Registration fees as established by the Convention Committee and approved by the National Board.

NATIONAL OFFICE

1. The Executive Director will inform each officer and club of the actual filing dates for Bylaw amendments and candidacy applications by mail in January.
2. The National Office shall send out a notice as a reminder to any delinquent or non-reporting club.
3. Removal of any National officer shall be communicated immediately to the clubs in that Region.
4. A new member kit shall contain the following: lapel pin, name badge, membership certificate and pertinent information about Active 20-30.
5. The office for the National organization shall be known as the National Office.

NATIONAL STORE

1. The store is run as a profitable member service through The National Office.

PUBLICATIONS

1. The Chair of the Public Relations committee shall be the editor of the National Active 20-30 newsletter.
2. The International Relations Officer of Active 20-30 National shall be listed by name and mailing address in every issue of the Active 20-30 newsletter throughout each term.
3. The Club Operations Manual and Public Speaking Handbook, reviewed and updated as necessary by the National Board, is the official publication for club operations and the material contained in these manuals must be consistent with the policies of Active 20-30 National.

SPEECH CONTEST

1. A Winner and Runner-Up will be selected as finalists in the National Speech Contest conducted at the National Convention. If the winner cannot attend the International Convention, the Runner-Up shall be given the opportunity to attend.
2. If a club has a "speak-off", only one member may enter the National contest from that club. And if a group of clubs decide to hold a "speak-off", then only one member from those clubs may enter the National contest.
3. Current National officers are ineligible to compete.
4. When budgeted, the national winner will be eligible to receive assistance from the National Association with related travel costs related to participating in the Speech Contest at the International Convention.

COMMITTEES

1. Each committee shall have a minimum of two active members; the Executive Director shall be a non-voting member of each committee; a committee may appoint other members to sub-committees for the purpose of dealing with specifically assigned subjects.

2. Any documents, manuals, etc., created by committees must send copies of those documents to the National Office for the Resource Library.
3. Awards: The committee shall be chaired by one or two members of the Association with a designated Advisor from the National Board. The purpose of the program is to provide positive recognition and share best practices among clubs. The committee shall publicize to the clubs the various National Awards, and review the rules and conditions in connection therewith, but in no case shall permit the contesting, either by a club or by one of its individual members, when such clubs are at the time suspended due to failure to comply with their obligations to Active 20-30. It shall strive to create interest and competition among the clubs. Adequate records shall be maintained as basis for said awards. All annual awards shall be made at the National Convention. The Awards Committee must receive all Annual Awards applications/nominations no later than the date recommended by the Awards Committee and approved by the National Board each year. The Awards Committee must distribute Annual Awards Application/Nomination packets to Clubs by the date recommended by the Awards Committee and approved by the National Board each year. No late entries will be accepted. The first place winner of ALL categories at the National Convention, that have an equivalent International award category, shall be submitted by the awards committee chair to International.
4. Budget and Finance: The National Treasurer shall chair the committee. The committee shall advise the Executive Director and supervise the handling of Active 20-30 funds and prepare an annual budget proposal for the incoming Board of Directors. (Clubs receive monthly financial reports in the board packet)
5. Historian: Whenever historical information is collected, it should be forwarded to the National Office for archiving.
6. International Relations: The committee shall serve as the liaison between the International community and National membership.
7. Laws and Regulations: The Immediate Past National President chairs this committee and shall appoint committee members at the start of each fiscal year. The committee shall examine the laws and regulations of the association and shall submit any recommendations concerning revisions thereof to the National Board. They will also make a report on all properly proposed amendments to the Bylaws to be submitted to any AGM. It shall further be the duty of the committee to interpret any and all provisions of the Bylaws whenever it shall be called upon to do so. Per the Bylaws, the interpretation of the committee shall be submitted to the National Board of Directors for approval.
8. Membership Growth: The National President shall appoint a committee chair. The committee should have at least one committee member from each region. The committee shall devise ways and means to encourage and assist the clubs in building membership to adequate size and continuing to maintain such adequate membership once it is attained. The committee shall also promote an aggressive program of expansion efforts, and shall supervise and assist in the creation of new clubs.
9. National Project: The National President shall appoint a committee chair. The committee shall formally develop, implement and promote a National Project to provide a source of National pride and exposure/promotion for all Clubs.
10. Public Relations: The National President shall appoint Chair for this committee. As the National Board works with individual clubs on membership growth and recruitment, opportunities to communicate with the media and to promote the activities of Active 20-30 should be pursued, as appropriate, to all social media accounts. This committee will also produce and send a National Newsletter.
11. Technology: The National President shall appoint a committee Chair with a designated Advisor from the National Board.
12. Other: The following other Association activities, previously handled by specific committees, shall be administered as indicated.
 - Convention: to be administered by the Host Club in conjunction with the National Treasurer and National Staff. The place or places approved by the Board of Directors shall be submitted to the Convention delegates at least one convention year in advance);
 - Education: Awards Committee and Clubs to filter information to the National Office on an as-available basis for inclusion in the National Resource Library;

FINANCIALLY DELINQUENT CLUBS

1. The National Office shall mail or email the 1st notice to all clubs in arrears not later than 30 days after the offending club becomes delinquent.
2. Any club more than thirty (30) days in arrears for any debt to Active 20-30 United States and Canada shall be considered delinquent in its account and not in good standing per the Bylaws.
 - I. The club shall be notified immediately by the Executive Director.

- II. The club has thirty (30) days from receipt of the notice to pay the delinquency in full or obtain a compromise payment agreement from the National Board of Directors or its representative.
 - III. In the event the delinquent account is not paid in full, or an acceptable compromise reached within the specified term, the club's charter could be subject to revocation.
 - IV. Within the next thirty (30) days, the delinquent club shall be contacted by a National Director for the purpose of settling the account.
 - V. Payment in full or a compromise agreement shall remove the delinquency and return the club to good standing.
3. If a club fails to cure the default, the National Office, with input and oversight from the National Board, shall send a Registered Letter to each delinquent club advising them of the impending charter revocation and why. The letters are to contain language indicating that all appropriate government, tax authority, media and local Chamber of Commerce in the club's locale will be notified of the charter revocation. The club may not represent itself as associated with Active 20-30. The club is to be listed as delinquent in the Association's newsletter.
 4. In the event that a club fails to comply with any compromise agreement, the written agreement shall be automatically Void and the entire balance shall be immediately due. The Executive Director shall send a final demand letter by registered mail, indicating that the outstanding balance is to be paid within fifteen (15) days. If the amount is not paid, the club's charter shall be automatically revoked without further notice.
 5. Any club that remains delinquent on January 1st and has not entered into an acceptable compromise agreement shall be subject to suspension upon appropriate notice and approval by the National Board. The Executive Director shall send letters, by registered mail, to all the club members advising them of the club's charter revocation and that their membership in Active 20-30 has been terminated. The Executive Director shall also send letters to the following entities advising them of the charter revocation: Secretary of State, tax authorities, local government entities, Chamber of Commerce, charitable groups, print and electronic media, and, any other entity that the Executive Director deems appropriate.

CLUBS IN "GOOD STANDING"

1. A "Club in Good Standing" is defined as:
 - (a) a Club with at least 10 members;
 - (b) a Club which has no unpaid or outstanding invoices owed to National;
 - (c) a Club which is current in filing its National "Club Roster Reports";
 - (d) a Club which has provided the National Association with proof of current General Liability Insurance Coverage (1 million dollar minimum). A current Certificate of Insurance must be submitted to the National Office with Active 20-30 United States and Canada listed as an Additional Insured.
2. Non-compliance with items (b), (c) or (d) of these requirements for Club in Good Standing status (per item 1 above), may result in suspension of a Club's Charter and related notification of appropriate state and federal taxing and incorporation authorities.
3. This language is also applicable to Article II and Article IX of the National Bylaws, as it relates to use of the Active 20-30 name, logo and voting eligibility at an AGM, respectively.

STEALING

The following National Rules for Stealing shall apply to all Member Clubs:

1. Legal Inter-Club Stealing (Between Clubs): Club Bells, Banners and Gavels may be stolen only in accordance with the following terms and conditions:
 - (a) the "steal" occurs during the time of a formally scheduled Club meeting (e.g., between the time the meeting is "rung in" through the time the meeting is "rung out");
 - (b) the item can be acquired **without** the use of physical force or the violation of pertinent local and state codes regulations and ordinances;
 - (c) within 14 days of the date of the "Steal", the "Stealing/Offending Club" must provide the "Victim Club" with written notification identifying the item(s) which were stolen and, (d) within 60 days of the date of the "Steal", the "Stealing/Offending Club" must return the stolen item(s) to the "Victim Club".

2. Illegal Inter-Club Stealing (Between Clubs): Only Club Bells, Banners and Gavels may be legally stolen between Clubs, and only during a formal Club Meeting. Steals are not permissible during the Annual National Convention or at any fundraising events/projects, public functions or other event where the visibility of the Club's Bell, Banners or Gavel is important to the visibility and promotion of Active 20-30. National Officer items: National Banners, bell, gavel, etc., ARE NOT STEALABLE AT ANY FUNCTION!
3. Enforcement of Stealing Policy: If a Club steals anything illegally, or anything other than a Bell, Banner or Gavel from another Club (e.g., Penny-A-Day Can, Nametags, etc.), the "Stealing/Offending Club" must return the item(s) with a formal apology to the "Victim Club" within 30 days of the date of the "Steal", or the National Board will initiate formal charter suspension proceedings against the "Stealing/Offending Club" in accordance with Article XIV, Section 9, Item 3 (Local Clubs, Termination of Club Charter, Discipline) of the National Bylaws.

MEMBERSHIP

1. Active 20-30 United States and Canada designates the following membership classifications: Active, Past Active, Life and Honorary. Membership classifications can be added from time to time as circumstances change or dictate. Membership classifications are defined through the Active 20-30 United States and Canada national bylaws.
2. Active, past active, life and honorary members are considered to be in good standing based upon payment of dues and meeting of attendance requirements, if applicable, and maintaining good moral character.
3. Active 20-30 United States and Canada reserves the right to request and receive a background investigation on a prospective member. The results of the background investigation will determine whether the prospective member can become an active member of Active 20-30 United States and Canada with full membership rights and privileges.

GOOD MORAL CHARACTER

1. To be considered and approved, and to continue to remain an active member of Active 20-30 United States and Canada in good standing, a member shall meet the minimum membership requirements, and shall be a member of good moral character who has not been convicted of crimes involving moral turpitude, as found in U.S. Department of State Foreign Affairs Manual section "9 FAM 40.21(a), N2 (et seq)
2. If a member has been convicted of any of those crimes, the member shall be immediately removed as a member of Active 20-30 United States and Canada, and cannot possess or hold membership privileges, which include active, past active, life or honorary membership status. The member can address his or her removal status to the Active 20-30 national board of directors, who will review and determine whether the member can remain in the Active 20-30 United States and Canada organization. The Active 20-30 National Board of Directors will establish a hearing and review process for addressing the removal of members not considered to be of good moral character.

Revised: May 14, 2012 (previously February 20, 2011)
March 9, 2020