

Policies Adopted by Friendship Force of Dallas Board of Directors 2016

Approved on date indicated below

Every organization or club should periodically review its objectives, strategies, tactics, organizational by-laws, guidelines, policies, etc. After the 2015 Friendship Force (“FF”) International (“FFI”) World Conference, several board members suggested and the FF Dallas Board approved a By-laws and Policies Committee to review the club’s bylaws and recently approved club policies and to propose amendments or revisions, respectively.

Ruth Barrow, our Secretary, collected all policies adopted by the board in the last six years. The committee has reviewed the club’s policies with the objectives of simplifying and better organizing them; clarifying roles, duties, time lines and language; and aligning them with FFI guidelines and best practices of other FF clubs

We hereby submit the revised club policies to the board for review and approval.

If you have any question about these revisions, please contact any member of the By-laws and Policies Committee: edward perez (chair), Mary Latham, Felicity Sentence, Paula Rose, Lou Ann King, and Ray Enstam.

Respectfully submitted,

edward perez

Unless stated otherwise, in the following policies, a) “FF Dallas” and “Club” means the “The Friendship Force of Dallas Club” and b) “FFI” means “Friendship Force International.”

Membership

Name Badges

Approved Mar 14, 2016

The club will provide new members of FF Dallas with one name badge without charge. Members may purchase an additional or replacement name badge for \$10.00 each or a price approved by the Board.

Privacy Policy

Approved Mar 14, 2016

In addition to being club policy, the following is to be included in the yearbook & membership directory.

“Personal Information provided to the Club by members, guest and former members is for use by the Club only for the conduct of its business and may not be used, disclosed or shared with third parties. Members may not use the Personal Information of other members for any purpose except as necessary for conducting Club business unless authorized by The Friendship Force of Dallas Board of Directors. “Personal Information” means name, address, phone number, email address, financial information or

other information that identifies an individual member, guest or former member.”

Meetings

Payment for Meetings

Approved Apr 11, 2016

Unless otherwise stated in an event announcement, the following policies apply to all events requiring pre-payment.

- 1) The club may charge an additional fee for any member who attends the event but who does not pre-pay by the stated deadline.
- 2) If a member or guest pre-pays for an event and then informs the event coordinator (within an appropriate time period before the event) that she/he will not attend the event, then the club will return or refund the amount pre-paid.
- 3) If a member or guest pre-pays for an event and then does not attend the event without informing the event coordinator (within an appropriate time period before the event), then the club will NOT be obligated to refund the amount pre-paid, except in extenuating circumstances at the discretion of the club.

Ways and Means

FF Dallas airport shuttle service donation

Approved Mar 14, 2016

The donation for the FF Dallas airport shuttle service is left up to the member who received the shuttle service. A donation of \$30.00 per one-way shuttle service is suggested.

Exchanges

Exchange Directors

- **Outbound Exchange Directors - Earned Seat fee**

Approved Feb 15, 2016

The exchange fee for an Ambassador participating in an Outbound Exchange of five (5) or more days and to one or more hosting clubs may include an *Earned Seat fee* to cover all or part of the Exchange Director’s (a) travel costs to and from the host community (including required visas or immigration fees), (b) travel and tour costs that are a required part of the exchange, and (c) FF Host Club program fees. The Earned Seat fee will not be used to cover any part of the Exchange Director’s FFI ambassador fee.

The total Earned Seat fee amount added to each Ambassador’s fees for an International Outbound Exchange shall not exceed the actual costs of the Earned Seat or \$100.00, whichever is less.

The total Earned Seat fee amount added to each Ambassador’s fees for a Domestic Outbound Exchange shall not exceed the actual costs of the Earned Seat or \$50.00, whichever is less.

- **Inbound Exchange Directors - Allowance**

Approved Feb 15, 2016

The Club will allocate a Three Hundred Dollar (\$300.00) *Inbound ED allowance* to each Exchange Director who organizes and manages an inbound exchange of five (5) or more days. The Exchange Director may use the allowance to cover any or all of her/his travel costs, FFI ambassador fee, or FF Host Club Program fees on an Outbound Exchange assigned to or arranged by the Club. The Inbound ED allowance may not be used for exchanges or travel assigned to, managed by, or arranged by another Friendship Force club or by FFI. Qualifying Exchange Directors must use the allowance within 24 months after the conclusion of the Inbound Exchange for which they served as Exchange Director. Any funds allocated as *Inbound ED* allowances and not used by the Exchange Director within that time period will revert to the Club's account. This policy will be effective for exchanges concluding as of February 15, 2016.

Funding for Inbound Exchanges

Approved Apr 11, 2016

When an Inbound Exchange Director creates an exchange budget for presentation to and approval of the board, if necessary, they may use up to \$300 of Club exchange funds for budget activities and costs. In the event that budgeted revenues or expenses will require additional Club funds over the \$300 initially budgeted, the Exchange Director, as soon as practically possible, must revise the exchange budget and present it to the board for review and approval.

Ambassador selection for Over-subscribed Exchanges

Approved Mar 14, 2016

For any Outbound Exchange organized by the Club, once the application deadline has passed, if the exchange is over-subscribed (the number of qualified applicants to be Ambassadors *is greater than* the capacity stated by the hosting club), the Exchange Director is encouraged to select Ambassadors as follows:

1. To encourage participation in exchanges by new members and non-members, not more than twenty percent (20%) of the Ambassador positions will be selected from those applicants who have never been on an outbound exchange (whether they are a member or a non-member). Should the number of applicants meeting these criteria be less than 20% of the available capacity, the remaining positions will be selected from other applicants as described below.
2. Eighty percent (80%) of the Ambassador positions will be selected from those applicants who have contributed to the club (whether they are a member or a non-member). The Exchange Director may give preference to an individual who has not contributed to the club but who wishes to travel with an individual meeting this criteria.

The Exchange Director's decision and selection of Ambassadors will be final.

Applicants must meet all other applicable FF Dallas & FFI Exchange Policies (e.g., membership, references, Health & Mobility, etc.). An application does *not* guarantee selection as an ambassador.

Examples [not inclusive of all possibilities]

If a person has not gone on an exchange, they meet criteria #1.

If a person has gone on an exchange, they do not meet criteria #1.

If a person has gone on an exchange and has contributed to the club, they may meet criteria #2.

If a person has gone on an exchange but has NOT contributed to the club, they may not meet criteria #2.