

# Kiwanis

California-Nevada-Hawaii District

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# **Policy Manual of the California-Nevada- Hawaii District of Kiwanis International**

*Including all revisions made by the Board of Trustees through August 9, 2018*

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# **THE MISSION AND PURPOSE OF THE POLICY MANUAL OF THE CALIFORNIA-NEVADA-HAWAII DISTRICT OF KIWANIS INTERNATIONAL**

The policy manual allows the District a means by which to interpret the District Bylaws, administrative procedures and policies of the District.

The policies of the District are the principles by which the District shall supervise and control clubs, divisions, regions or other groups of chartered clubs with the California-Nevada-Hawaii District. These policies are subject to the Bylaws and Policies of Kiwanis International. Further, said policies are subject to the Bylaws of the California-Nevada-Hawaii District, and where these policies paraphrase, or refer to the Bylaws of the District, said Bylaws shall be controlling.

Policy is determined by the District Board of Trustees which has direct control for making changes in policy.

The manual is divided into fifteen sections. They are:

1. Administration
2. Solicitation of Funds
3. Violation of District Policy
4. Strategic Planning Committee
5. Use of Kiwanis District Mailing List
6. Committee on Convention Site and Selection
7. Past District Governors
8. International Review Committee
9. Campaign Policies and Conduct for District Office
10. Financial
11. International Conventions
12. Conduct Unbecoming A Member of the Kiwanis Family
13. International Board Counselor to the District
14. District Trustees
15. Service Leadership Programs (SLP)

## **Composition**

The Bylaws and Policies Committee is composed of ten to sixteen members including the Governor, Governor-elect, Immediate Past Governor and District Secretary/Executive Director. Of the remaining members, no less than three members shall have served on the Bylaws and Policies Committee within the past year, and at least one member shall be a Trustee.

## **Functions**

The functions of the District Bylaws and Policies Committee are:

- a. To know the policies and administrative procedures of the California-Nevada-Hawaii District, and to recommend any changes in such policies or administrative procedures to the Board of Trustees.
- b. To review all proposals to the Board of Trustees to determine compliance with District policies and administrative procedures.
- c. To review any request for a change, amendment or revocation of a policy or administrative procedure, and to submit its recommendations concerning such change, amendment or revocation to the Board of Trustees.

These policies remain in full force and effect until changed by action of the Board of Trustees of the California-Nevada-Hawaii District of Kiwanis International or by delegate action at a District Convention.

Review your policy manual and be prepared to answer questions when presented by your division members.

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## **ADMINISTRATION**

### 101. Definitions

Activity - An activity is a project performed by the members of a committee and/or the members of the Kiwanis club for the benefit of an individual, a group of individuals, the community, or the nation, who are not members of Kiwanis; the project must be consistent with the objects, objectives and policies of Kiwanis International.

Administrative Action - Administrative action is an action taken by the California-Nevada-Hawaii District in the performance of a duty, responsibility, or program, and which has been concluded without necessitating further action or consideration.

Administrative Activity - An administrative activity is a planned project performed by members of any of the administrative committees for the benefit of the Kiwanis club or its members, or for the benefit of an individual, group or individuals, the community or the nation. The project must be consistent with the objects, objectives and policies of Kiwanis International.

Administrative Procedure - Administrative procedure is the method or manner by which there shall be exercised the powers of the California-Nevada-Hawaii District in directing, managing, supervising, and controlling the business, property and funds of the District. An administrative procedure shall remain in effect until such procedure is superseded or terminated by action of the Board of Trustees.

Continuing Activity - A continuing activity is an activity which continues for more than one calendar month. A continuing activity should be reported on the monthly report provided, during the month, there are Kiwanis service-hours involved or funds are spent.

District Board of Trustees - the District Board of Trustees shall consist of the Governor, Governor-elect, Immediate Past Governor, Secretary, Treasurer and the Trustees.

Division - For the purpose of and to facilitate District administration, the District has been divided into divisions, each headed by a Lieutenant Governor. A division is simply a convenient means of designating a general area and the clubs in which the Lieutenant Governor assists the Governor and carries out the work of the District; a division is not an additional Kiwanis organization unit.

Circle K - Circle K is a wholly and completely Kiwanis sponsored college service organization, comprised of men and women students, which has as its purpose service to the school and community and the development of outstanding leadership.

Key Clubs - Key Club is a wholly and completely Kiwanis sponsored high school organization, comprised of high school age students, which has as its purpose service to the school and community and the development of outstanding leadership.

KIWIN'S - KIWIN'S, a district of Key Club, is a wholly and completely Kiwanis sponsored high school organization, comprised of high school age students, which has as its purpose service to the school and community and the development of outstanding leadership.

101. Definitions - continued

Policy - Subject to the bylaws and policies of Kiwanis International, a policy of the California-Nevada-Hawaii District is a principle by which the District supervises and controls itself, chartered clubs, divisions, or other groups of chartered clubs. A policy shall remain in effect until such policy is modified, superseded or terminated by action of the California-Nevada-Hawaii District Board of Trustees.

Protocol - Protocol is the courtesy given to certain offices in Kiwanis recognizing that the person who holds a District or International office gives substantially of their time and personal resources to fill the position.

Region - For the purpose of and to facilitate District administration, the District has been divided into regions. A Trustee is elected from each region. (2/09)

Superseded or Terminated Policy or Administrative Procedure - A superseded or terminated policy shall be a policy of the District or an administrative procedure used by the District; which shall have been superseded, terminated or otherwise become invalid or obsolete.

Written Notice - Unless a policy states otherwise, "written notice" shall be correspondence prepared and sent by means of U.S. mail, facsimile transmission, or electronic mail by the District Secretary/Executive Director.

102. Bylaws and Policies Committee (02/18)

102.1 Purpose

The Bylaws and Policies Committee shall be the committee to review the District's bylaws, policies and procedures and submit any necessary or recommended revisions to the Board of Trustees for its consideration and review such other matters that may be referred to it. (02/18)

102.2 Functions

The functions of the District Bylaws and Policies Committee are:

- A. To know the bylaws, policies and administrative procedures of the California-Nevada-Hawaii District, and to recommend any changes in such bylaws, policies or administrative procedures to the Board of Trustees. (02/18)
- B. To review all proposals to the Board of Trustees to determine compliance with District bylaws, policies and administrative procedures. (02/18)
- C. To review any request for a change, amendment or revocation of a bylaw, policy, or administrative procedure, and to submit its recommendations concerning such change, amendment or revocation to the Board of Trustees. (02/18)
- D. To draft proposed changes or amendments to a bylaw, policy or administrative procedure when called upon by the Board of Trustees. (02/18)
- E. To cooperate with the Board of Trustees in interpreting the spirit of the bylaws, policies and administrative procedures, when necessary, and in securing the proper observance of obligations, standards, and practices stated or implied therein. (02/18)



- 102.3      Composition  
The Committee shall be composed of no less than ten (10) nor more than sixteen members including the Governor, Governor-elect, Immediate Past Governor and District Secretary. Of the remaining members, no less than three members shall have served on the Bylaws and Policies Committee within the past year, and at least two members shall be a Trustee. The Governor-elect shall make the selection of the chair from the current members of the Committee. (02/18)
- 102.4      Term and Appointment  
The Bylaws and Policies Committee shall be appointed by the Governor-elect for a one year term beginning on the following October 1. (02/18)
- 102.5      Meetings
- A.    The Bylaws and Policies Committee shall function during the entire administrative year and will meet not less than two times annually at such time and place as the chair of the Committee may designate. (02/18)
  - B.    Special meetings may be called by the Governor, the chair or by a majority of the Committee. (02/18)
  - C.    At least two weeks written notice shall be given for either a regular or special meeting of the Committee. (02/18)
  - D.    A quorum of the Bylaws and Policies Committee shall consist of a majority of the members of such Committee. (02/18)
- 102.6      Action on Referrals  
Any item which has been referred to the Bylaws and Policies Committee should be reviewed by the Committee and recommendations made to the Board of Trustees at the next regularly scheduled meeting of the Board, unless the Board of Trustees authorizes an extension of time for such report. (02/18)
- 102.7      Proposals  
Any change proposed to the Board of Trustees shall have a copy of the existing bylaw, policy or procedure attached. (02/18)
- 102.8      Review and Approval  
No statement of an amended bylaw, policy, or administrative procedure shall become effective until it has been submitted to and reviewed by the Bylaws and Policies Committee and the bylaw, policy or procedure has been approved by the District Board of Trustees, except that the Bylaws and Policies Committee may make typographical and grammatical corrections. In addition, all changes to the bylaws are not effective until approved by the District House of Delegates and the Board of Trustees of Kiwanis International. (02/18)
103.      Committee on Realignment

103.1 Function

To study the boundaries and sizes of the divisions and regions which make up the California-Nevada-Hawaii District and recommend to the Board of Trustees any necessary changes in boundaries, which will create new or realigned divisions or regions so as to conform to the Bylaws and Policies of the Cal-Nev-Ha District. Geographical factors and number of members should be taken into consideration. (3/08)

103.2 Composition

The Realignment Committee shall be composed of from ten to sixteen members including the Governor, Governor-elect and the District Secretary. Of the remaining members, no less than four members shall have served on the Realignment Committee within the last two years and two must be Trustees. The Governor-elect shall make the selection of the chair from the current committee. (3/08)

103.3 Term and Appointment

The Realignment Committee shall be appointed by the Governor-elect for one year term beginning on the following October 1.

103.4 Meetings

The Realignment Committee shall function during the entire year and will meet at such time and place as the Chair of the committee may designate, with a minimum of one (1) meeting per administrative year.

103.5 Proposals

Prior to submitting a change or realignment of divisions or regions in the District to the Board of Trustees, the Committee on Realignment shall study and consider the following factors: (3/08)

- A. The number of clubs in each division or divisions in each region and its membership resulting from the proposed realignment. However, a division must either have a minimum of 250 members or 9 clubs. (3/08)
- B. Relative strength or weakness of each club or division resulting from the proposed alignment. (3/08)
- C. Past participation of each club or division in proposed realignment in division, District and International functions. (3/08)

103.6 Preference For Realignments

To retain a reasonable number of divisions and regions in the District, and to minimize the financial cost incurred by the District for each division and region that exists, preference will be given to the realignment of clubs within existing divisions rather than creating a new division or region. (3/08)

Should there be a break in the numerical order of divisions or regions in the Cal-Nev-Ha District and a new division or region is created, then the new division or region shall be assigned the lowest division or region number not presently used in the numerical structure. (3/08)

103.7 Effective Dates of Changes for Realignment of Divisions or Regions

- A. Any change which creates a new division or region, or realignment of clubs or divisions with existing divisions or regions shall become effective as set forth by the Board of Trustees, but no sooner than the October 1<sup>st</sup> following the approval of such realignment. (3/08)
- B. After the approval of a new division, the Office of Lieutenant Governor-elect shall be filled for the next administrative year. Such election shall be in accordance with the Bylaws, Article VII.5, and the election shall be by the representatives of the clubs in the new division. Similarly, the representatives of the clubs in the division to be retained shall elect their Lieutenant Governor-elect. The chair for such conference shall be the Immediate Past Lieutenant Governor who is a member of one of the clubs in the new division or the division to be retained.
- C. After the approval of a new region, the Office of Trustee from said region shall be filled for the next administrative year. Such election shall be in accordance with the Bylaws, Article VII.6, and the election shall be by the representatives of the clubs in the new region. The chair for such conference shall be elected by the current Lieutenant Governors of the region. (3/08)

103.8 Cause for Dissolution and Realignment (1/00)

- A. If a division does not have either nine (9) clubs or two hundred fifty (250) members, it shall be considered cause for dissolving and realigning that division.
- B. When a division does not meet the minimum membership requirements as provided in subsection A above, the Realignment Committee shall cause a notice to that effect to be sent to the Governor with a copy to the current Lieutenant Governor of that division. Such notice shall contain a provision advising said division has been placed in a probationary status for a period of six (6) months, commencing with the date of the notice. At the end of the said six (6) months, if the membership of said division has not been brought either to nine (9) clubs or two hundred and fifty (250) members, the committee shall recommend to the District Board of Trustees a realignment plan for said division.
- C. If at any time during the administrative year a region does not have a Trustee or Trustee-designate, it may be considered cause for dissolving or realigning that region. (3/08)
- D. If at any time during the administrative year a division does not have a Lieutenant Governor-elect, it may be considered cause for dissolving or realigning that division.

103.9 Division Geography and Realignment (2/07)

- A. If a club can be serviced better by a neighboring division than the one the club is in currently, due to geographic constraints, the Realignment Committee may consider moving the club to a neighboring division.
- B. When a division is being considered for realignment, the Realignment Committee should consider local geography and may elect to not realign a division if the geographic considerations warrant no action.

104. Executive Committee (08/18)

The Executive Committee shall consist of the District Governor, the Governor Elect, the Immediate Past Governor, the District Secretary, the District Treasurer, and two Trustees elected by the Board of Trustees.

104.1 Functions

A. The powers of the Executive Committee are described in the California Nevada Hawaii District Bylaws. In addition, the Board of Trustees of the California Nevada Hawaii District has delegated the following additional powers to the Executive Committee.

104.2 Employment Agreements

A. The Executive Committee (excepting therefrom the District Secretary) shall be responsible for the preparation and negotiation of the terms of a written contract of employment between the District and any prospective candidate for the position of Executive Director and District Secretary. Any such written contract shall include provisions detailing the term of employment, the compensation to be received by the Executive Director, and requiring an annual written performance review. Additional terms may also be included as negotiated by the Executive Committee and the candidate for employment as Executive Director and District Secretary. Any such contract shall be subject to the approval of the Board of Trustees.

B. The Executive Committee (excepting therefrom the District Secretary) shall be responsible for carrying out the annual performance review of the Executive Director required by the contract of employment between the District and the Executive Director. This performance review shall be conducted initially by the District Governor, with the assistance of the District Governor Elect and Immediate Past District Governor, and their written report on the results of that performance review shall be considered by the Executive Committee, which shall then prepare a recommendation for action to the full Board of Trustees.

C. In the event of a vacancy in the office of Executive Director and District Secretary, the Executive Committee shall be responsible for initiating the process of seeking candidates for employment as Executive Director and District Secretary. The Executive Committee shall prepare and disseminate a description of the duties and responsibilities of the position, and shall solicit applications from prospective candidates. The Executive Committee shall screen candidates based on their applications, conduct initial interviews, and make recommendations to the Board of Trustees concerning prospective candidates for employment.

D. Only the Board of Trustees may extend an offer of employment as Executive Director and District Secretary, in the form of a contract as negotiated by the Executive Committee, the candidate, and the Board of Trustees. The offer shall be tendered to the candidate by the District Governor, who shall report the result of the offer to the Board of Trustees.

105. Administrative Policies for Volunteers and Staff (02/09)

105.1 Conflict of Interest Policy (02/09)

This Conflict of Interest Policy of the California-Nevada-Hawaii District of Kiwanis International (the "District"): (A) defines conflicts of interest; (B) identifies classes of individuals within the District covered by this policy; (C) facilitates disclosure of information that may help identify conflicts of interest; and (D) specifies procedures to be followed in managing conflicts of interest. (02/09)

- A. Definition of conflicts of interest. A conflict of interest arises when a person in a position of authority over the District may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons. (02/09)
- B. Individuals covered. Persons covered by this policy are the District's officers, Trustees and District Secretary. (02/09) (02/15)
- C. Facilitation of disclosure. Persons covered by this policy will annually disclose or update to the District Governor on a form provided by the District their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members. (02/09)
- D. Procedures to manage conflicts. For each interest disclosed to the District Governor, the Governor will determine whether to: (a) take no action; (b) assure full disclosure to the Board of Trustees and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within the District; or (d) ask the person to resign from his or her position in the District or, if the person refuses to resign, become subject to possible removal in accordance with the District's removal procedures. The District's Executive Director/District Secretary will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the District Governor in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred. (02/09)

105.2

Joint Venture Policy (02/09)

This Joint Venture Policy of the California-Nevada-Hawaii District of Kiwanis International (the "District") requires that the District evaluate its participation in joint venture arrangements under Federal tax law and take steps to safeguard the District's exempt status with respect to such arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity as further defined in this policy. (02/09)

- A. Joint ventures or similar arrangements with taxable entities. For purposes of this policy, a joint venture or similar arrangement (or a "venture or arrangement") means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to: (i) whether the District controls the venture or arrangement; (ii) the legal structure of the venture or arrangement; or (iii) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes. A venture or arrangement is disregarded if it meets both of the following conditions: (02/09)
  - 1. 95% or more of the venture's or arrangement's income for its tax year ending within the District's tax year is excluded from unrelated business income taxation including but not limited to: (a) dividends, interest, and annuities; (b) royalties; (c) rent from real property and incidental related personal property except to the extent of debt-financing; and (d) gains or losses from the sale of property; and (02/09)
  - 2. The primary purpose of the District's contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property. (02/09)

- B. Safeguards to ensure exempt status protection. The District will: (i) negotiate in its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure that the District's exempt status is protected; and (ii) take steps to safeguard the District's exempt status with respect to the venture or arrangement. Some examples of safeguards include: (02/09)
1. Control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization; (02/09)
  2. Requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants; (02/09)
  3. That the venture or arrangement not engage in activities that would jeopardize the District's exemption; and (02/09)
  4. That all contracts entered into with the organization be on terms that are arm's length or more favorable to the District. (02/09)

105.3

Whistleblower Policy (02/09)

This Whistleblower Policy of the California-Nevada-Hawaii District of Kiwanis International (the "District"): (A) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the District; (B) specifies that the District will protect the person from retaliation; and (C) identifies where such information can be reported. (02/09)

- A. *Encouragement of reporting.* The District encourages complaints, reports or inquiries about illegal practices or serious violations of the District's policies, including illegal or improper conduct by the District itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the District has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the District's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms. (02/09)
- B. *Protection from retaliation.* The District prohibits retaliation by or on behalf of the District against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The District reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy. (02/09)
- C. *Where to report.* Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for the complaints, reports or inquiries. They should be directed to the Executive Director/District Secretary or District Governor; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Chairman of the Laws & Regulations Committee of the District. The District will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the District may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously. (02/09)

106. District Office Policies

106.1 District Personnel Responsibilities

The District Secretary/Executive Director and staff shall prepare a personnel responsibility brochure for District operations. (6/97)

106.2 Document Retention and Destruction Policy (02/09)

This Document Retention and Destruction Policy of the California-Nevada-Hawaii District of Kiwanis International (the "District") identifies the record retention responsibilities of staff, volunteers, members of the Board of Trustees, and outsiders for maintaining and documenting the storage and destruction of the District's documents and records. (02/09)

A. The rules for document retention are as follows:

1. The District's staff, volunteers, members of the Board of Trustees and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules:
  - a) Paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative staffs/departments or their equivalents;
  - b) All other paper documents will be destroyed after seven years; and (08/10)
  - c) No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation. (02/09)

B. The terms for document retention are as follows:

1. Retain permanently:
  - Governance records* - Articles of Incorporation and amendments, Bylaws, other organizational documents, governing board and board committee minutes.
  - Tax records* - Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits. (08/10)
  - Intellectual property records* - Copyright and trademark registrations and samples of protected works.
  - Financial records* - Audited financial statements, attorney contingent liability letters. (02/09)
2. Retain for at least ten years: (08/10)
  - Pension and benefit records* - Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.
  - Government relations records* - State and federal lobbying and political contribution reports and supporting records. (02/09)
3. Retain for at least five years: (08/10)
  - Employee/employment records* - Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain

for all current employees and independent contractors and for five years after departure of each individual). (08/10)

*Lease, insurance, and contract/license records* - Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for five years after the termination, expiration, non-renewal of each agreement). (08/10)

4. Retain for at least three years: (08/10)

*All other electronic records, documents and files except for general correspondence* - Past budgets, bank statements, publications, employee manuals/policies and procedures, survey information. (08/10)

5. Retain for at least three months:

All general correspondence and electronic mail not specifically described above. (08/10)

C. Exceptions to these rules and terms for retention may be granted only by the District's Executive Director/District Secretary or District Governor. (02/09)

107. New Club Building (02/15)

107.1 Criteria for New Club Building (02/15)

Except in special circumstances, no individual, club or division should attempt to build a new club until the following criteria are met:

- A. Will a new club help the "Image" of Kiwanis?
- B. It has been determined whether the prospective members should or should not be placed in an existing club and that a need for new club exists.
- C. Adequate assurance of the continued growth of the new club.
- D. An adequate meeting place is available at a reasonable price.
- E. A proposed new club in the immediate area of an existing club will not weaken the existing club.

107.2 Recommendations on New Club Building (02/15)

- A. The availability of a strong, willing and capable sponsoring club(s) is desirable but not mandatory. (02/15)
- B. A new club opener should be involved. (02/15)

107.3 Organizational Date (02/15)

If the minimum 15 signatures and required fees are not collected by September 30, the organization date will fall in the succeeding administrative year.

108. Kiwanis Clubs on Suspended Status

Over the District Governor's signature, a letter will be sent to Kiwanis Clubs on SUSPENDED



STATUS informing them that unless obligations are met within sixty (60) days, the District will request Kiwanis International to revoke their charters.

108.1 Club "In Good Standing"

To be "in good standing," a Kiwanis club must:

- A. Comply with all of the provisions of the Constitution, Bylaws, and Policies of Kiwanis International.
- B. Comply with all of the provisions of the bylaws and policies of its District.
- C. Comply with the current Standard Form for Club Bylaws, modified only as approved by the International Board of Trustees.
- D. Perform as a service club by carrying out service activities.
- E. Maintain an active membership of not less than fifteen (15) and be able to demonstrate in a satisfactory manner the fact that club is of real service value to the community.
- F. Pay dues, subscriptions, and other obligations to Kiwanis International and pay dues to its District, within sixty (60) days after such amounts are due.
- G. Separate monies received from fund raising projects in which the public participates from administrative funds of the club and use such funds only for the charitable, educational, and religious activities of the club. (1/00)
- H. File all reports as required by International and by the District and federation, if any.
- I. Hold regular club meetings and hold not less than monthly meetings of its Board of Directors.
- J. Complete the annual club organization, including the election of officers and the appointment of committees as prescribed by the Standard Form for Club Bylaws.
- K. Participate in District and division activities, including the fulfillment of its club delegate obligation to District conventions.

Any club that fails for two (2) successive years to have present at least one (1) delegate who is a club member, to the annual District convention must provide a satisfactory excuse to the District Board of Trustees within thirty days after an official request therefor.

- L. When a Lieutenant Governor ascertains that a club is no longer meeting or "Not in Good Standing" the Lieutenant Governor will report same in writing to the District Secretary/Executive Director.

108.2 Club "Not In Good Standing"

A Kiwanis club is "not in good standing" when it fails to meet any of the requirements set forth in Section 108.1 and is so determined by a District or the International Board of Trustees. (3/08)

108.3 Action Taken by a District or Board of Trustees (3/08)

- A. Before a District Board of Trustees finds that a Kiwanis club is not in good standing, a written notice by the District Secretary/Executive Director of violation(s) of the provision of Section 108.1 must be sent to the club president, club secretary, Lieutenant Governor of the division, Trustee of the Region, and the International CEO. (3/08)
- B. Such club will be given at least thirty (30) days to respond to such violation(s), and may request a hearing on such violation(s) before the District Board. (3/08)
- C. When a District Board of Trustees finds that a Kiwanis club is not in good standing, such District Board may either refer the entire matter to the International Board or place the club on probation for a period not to exceed six (6) months. (3/08)
- D. A copy of the findings and conditions to be met to eliminate the probation must be sent to the club president, club secretary, Lieutenant Governor of the division, Trustee of the region, and the International CEO. (3/08)
- E. When a club fails to pay its dues, subscriptions, or other obligations to Kiwanis International, or pay dues to its District within one (1) year after such amounts are due, under International Bylaws Article IV, the club charter and membership shall be suspended or revoked. (3/08)
- F. Upon payment of such indebtedness, the International Board may restore such club to membership in Kiwanis International.

108.4

Action to be Taken by the Kiwanis International Board of Trustees

- A. Before the International Board of Trustees finds that a Kiwanis Club is "not in good standing" a written notice of the violation(s) of the provisions of Section 108.1 must be sent to the club president, club secretary, District Governor, District Secretary/Executive, Trustee of the Region and Lieutenant Governor of the Division. Such club will be given at least thirty (30) days to respond to such violation(s). (3/08)
- B. When the International Board of Trustees finds that a Kiwanis club is "not in good standing," such Board may suspend service to the club and/or place the club on probation for a period not to exceed six (6) months. A copy of the findings and conditions to be met to eliminate the probation must be sent to the club president, club secretary, District Governor, District Secretary/Executive Director, Trustee of the Region and Lieutenant Governor of the Division. If the club makes improvements, the probation may be extended for an additional period not to exceed three (3) months. (3/08)
- C. If the violations have not been corrected by the club within the probation period, the International Board may, under the International Bylaws Article IV, suspend or revoke the club's charter and/or prevent the club from using the Kiwanis trademarks.

109

Social Media Guidelines

All District Officers are encouraged to adhere to the following guidelines when posting to a Blog, making comments online, or using Facebook, Twitter, YouTube, LinkedIn, Flickr or any other tools that fall within the social media realm.

Recognizing that the individual actions of each Kiwanis club member reflect upon the entire

organization, the Board urges all clubs to adopt a similar policy and for all Kiwanis members to abide by these guidelines.

- A. Be aware that you are responsible, legally and morally, for what you say and post online.
- B. Remember that your audience may include Kiwanis family members and nonmembers, both adults and youth, from many cultures throughout the world.
- C. Talk about your Kiwanis experience in positive terms.
- D. Make it clear that you are speaking only for yourself and any views posted are yours alone.
- E. Online conversations should be open, honest, and honorable.
- F. Do not post any items, make any comments, or share any material that would be inappropriate for children to read, view or share.
- G. Add value to the conversation.
- H. Know when to respond. You may disagree with a post, but never fight or air grievances online, and don't get caught up in someone else's rant or rage.
- I. Do not use foul language.
- J. Don't speak of others in derogatory or degrading terms.
- K. Prior to posting any media online, obtain permission from any individuals who appear in that media. It could be illegal to do otherwise.
- L. Adhere to copyright and fair use.
- M. Use factual information and cite sources.

# **SOLICITATION OF FUNDS**

## **INDEX**

- 110. Solicitation of Funds
  - 110.1 Use of Professional Solicitors
  - 110.2 Solicitation at Convention/Conferences
  - 110.3 Solicitation by District or International Committees
  - 110.4 Alleged Violations

## **SOLICITATION OF FUNDS**

### 110. Solicitation of Funds

NO Kiwanis Club shall solicit funds beyond the general area in which it functions and no division or region shall solicit funds beyond its boundaries unless the express agreement of all other affected clubs, divisions, or regions have first been obtained IN WRITING with a copy being sent to the Governor and the Executive Director/District Secretary. All solicitations shall specifically identify the particular club sponsoring the project. (3/08)

### 110.1 Use of Professional Solicitors

No solicitation may be made by a club, division, or region which by its nature or by method of solicitation i.e., professional phone solicitors or boiler room techniques, adversely affect the name of Kiwanis or any other Kiwanis club or division. (3/08)

- A. When solicitors other than Kiwanians are utilized, it is the responsibility of the sponsoring Kiwanis club to ensure compliance with these policies by such solicitors. (6/97)

In case of telephone solicitations, the sponsoring club shall review and monitor the presentation proposed to be made and actually made to the public so that violations of policy, misrepresentations or statements adversely affecting the name of Kiwanis do not occur. (6/97)

### 110.2 Solicitation at Convention/Conferences

A designated area is to be established for all solicitation of funds and voluntary contributions at conventions/conferences.

### 110.3 Solicitation by District or International Committees

No District or International committee shall seek or solicit funds from any District club and its members without prior approval by the District Board of Trustees. Previously granted requests are subject to review by the District Board of Trustees. (6/97)

### 110.4 Alleged Violations

Any alleged violation of the provisions of the Solicitation of Funds Policies shall be made to the Policy Committee in writing, containing information pertinent to the allegation. (6/97)

- A. If in the opinion of the Policy Committee a violation has occurred, the Chairman will notify the Governor. The Governor will initiate District Policy 111. (6/97)

# **VIOLATION OF DISTRICT POLICY**

## **INDEX**

- 111. Violation of District Policy
  - 111.1 Notice, Investigation and Hearing Requirements
  - 111.2 Report of the Ad Hoc Committee
  - 111.3 Appeal Disciplinary Action
  - 111.4 Application of Section 111

## **VIOLATION OF DISTRICT POLICY**

111

### Violations of District Policy

All complaints regarding alleged violations of District Policy shall be filed in writing with the Governor and the District Secretary at the District Office. Upon receipt of the written complaint alleging such a violation, the Governor shall determine if such complaint requires official action and, if so, the Governor shall appoint an Ad Hoc Committee of no less than five Kiwanians, none of whom shall be from the alleged violator(s) division. The Ad Hoc Committee shall be composed of one person from the Policy Committee, one District Trustee, one sitting Lieutenant Governor and one Past Governor. The Governor shall have the affirmative duty to appoint at least one additional member, and shall have the discretion to appoint a person who is a member of the Policy Committee or a District Trustee or a sitting Lieutenant Governor or a Past District Governor, or who may in the alternative be an active member in good standing of any Kiwanis Club within the District. However, the number of Ad Hoc Committee members shall always be an odd number. (8/11)

Any potential criminal matter shall be referred by the Governor to the District Secretary, who may request guidance from the Laws and Regulations Committee and/or its chairman. (8/11)

111.1

### Notice, Investigation and Hearing Requirements

No further action shall be taken in the event the Governor determines that no official action is warranted. Should the Governor determine that official action is necessary, the Governor shall notify the District Secretary in writing of such determination. The District Secretary shall, within five (5) days, send a written notice to the alleged violator(s) of the receipt of the complaint and the determination by the Governor to appoint an Ad Hoc Committee to investigate the allegations contained in such complaint. The initial written notice sent to the alleged violator(s) shall contain a brief summary of the original complaint, including a reference to the section or sections of District Policy that were allegedly violated. In addition, the written notice shall have as an attachment a full and complete copy of any written complaint(s) that initiated the disciplinary proceedings herein referenced. The District Secretary may, at his or her discretion, redact the name of the person that presented the complaint.

The Governor shall, within five (5) days after making such determination, appoint the Ad Hoc Committee. The Committee shall have forty-five (45) days after its appointment to investigate the circumstances of the alleged violation and determine whether a formal hearing is warranted. (6/12) At the conclusion of this 45 day period, the Ad Hoc Committee shall prepare a written preliminary report detailing the findings made as the result of the investigation, and either a finding that a formal hearing is warranted or a finding that no such hearing is warranted.

If a formal hearing is deemed warranted by the Committee, the chairman of the Committee shall notify the Governor and District Secretary of the Committee's decision to hold a formal hearing, providing to them a copy of the preliminary report referenced above. The Committee shall have twenty (20) days after the delivery of the Ad Hoc Committee's report to the Governor in which to conduct the hearing and present its final report to the Governor. The District Secretary shall promptly give notice to the alleged violator(s), of the time and place of the hearing and shall provide the alleged violator a copy of the preliminary report no less than five (5) days in advance of that hearing. The chairman of the Ad Hoc Committee shall determine whether the hearing shall be in person or one conducted by teleconference, weighing the time constraints and geographical location of all involved persons. Should the alleged violator(s) not be available for the scheduled hearing, a one-time continuance of no more than 30 days may be granted upon agreement by a majority of the Ad Hoc

Committee members. Any continuance of a hearing shall automatically extend the time requirement for investigation and completion of the hearing by an equal amount to the time granted in the continuance. (8/11)

The members of the Ad Hoc Committee and the alleged violator(s) may present evidence at the hearing as they see fit, including, but not limited to, witness testimony and documentary evidence. The Ad Hoc Committee may accept or reject any evidence presented at the hearing, at their sole discretion. The hearing shall be limited in duration to one calendar day, unless the Ad Hoc Committee votes by a majority to extend the hearing for one or more additional day(s).

111.2

Report of the Ad Hoc Committee (8/11)

- A. At the conclusion of the hearing, the Ad Hoc Committee shall prepare a written report of its findings and recommendations. This report shall be provided to the Governor and District Secretary no more than 15 (fifteen) days after the conclusion of the hearing.
- B. If a majority of the Committee members agree that disciplinary action should be pursued, the Committee shall include in its report the allegations, the nature of its investigation, the information it relied upon in making its recommendation, the information provided by the alleged violator(s) in either aggravation or mitigation and the Committee's findings and recommendations.
- C. If a majority of the Committee members conclude that no disciplinary action should be pursued, the Committee shall submit its report describing the allegations, the nature of the investigation, the information the investigation obtained and the basis for recommending no action.
- D. If a majority of the Committee members are unable to agree that either disciplinary action should be pursued, or no disciplinary action should be taken, the Committee shall submit its report describing the allegations, the nature of the investigation, the information the investigation obtained and the reasons why a majority conclusion could not be reached.
- E. If the Committee fails to timely submit a report to the Governor, the Governor may terminate the investigation or dissolve the Committee and appoint a new Ad Hoc Committee with the timing of the investigation to commence anew from the appointment.
- F. Within ten (10) days after receipt of the Ad Hoc Committee report, the Governor shall review the findings of the Committee and determine if he/she is in agreement with the Committee's recommendations.
- G. If the Governor agrees with the Committee's recommendation that disciplinary action is warranted, the Governor shall forward the Committee report and recommendations, along with the Governor's affirmation, to the Board of Trustees prior to their next scheduled board meeting.
- H. If the Governor disagrees with the Committee's recommendation that disciplinary action is warranted, the Governor shall forward to the Board of Trustees prior to their next scheduled board meeting, the Committee report and recommendations along with a brief statement regarding the Governor's reasons for disagreeing with the Committee's report and recommendations.
- I. If the Committee reports its inability to reach a majority decision, the Governor shall forward the Committee's report and statement regarding reasons for its inability to reach a conclusion to the



Board of Trustees prior to their next scheduled board meeting. The Governor shall also be allowed to recommend that no further action be taken or, that the Ad Hoc Committee be dissolved and a new Committee appointed with the timing of the investigation to begin anew from its appointment.

Notwithstanding the recommendation from the Committee and the Governor, the Board of Trustees shall review the findings and recommendations of the Committee and Governor and shall make the final determination of what, if any, disciplinary action shall be taken. Should the Board of Trustees disagree with the Committee and/or Governor's recommendation that no action be taken, the Board of Trustees may by a two-thirds (2/3) vote of the entire Board entitled to vote, override the Committee's findings and allow the Board of Trustees to review all the findings and investigations of the Committee and take whatever action it deems appropriate. The Board of Trustees shall allow the Chairman of the Committee and the Governor (should the Governor agree no action is warranted) to appear before the Board of Trustees and discuss the reasons for their recommendations of no action.

### 111.3 Appeal Disciplinary Action

The alleged violator(s) shall have the opportunity to appeal to the Board of Trustees any action taken by the Governor by filing a written request with the District Secretary within thirty (30) days after such disciplinary action is taken by the Governor. In the event the disciplinary action is taken by the Board of Trustees, the alleged violator shall have thirty (30) days after notification of such disciplinary action in which to file with the District Secretary a written request for reconsideration by the Board. All appeals and requests for reconsideration shall be heard by the Board at the first meeting of the Board of Trustees following receipt of the written request from the alleged violator(s). No oral testimony or additional hearing shall take place. Any additional written evidence, documents, or written testimony by declaration and or written statement of facts by the party filing the request shall be delivered to the Governor and District Secretary within the time frame set by the Board of Trustees for receipt of additional evidence prior to reviewing the appeal. One (1) original and two (2) copies of all such documents must be provided to the District Secretary by the party filing the appeal within such time deadline set by the Board of Trustees. An electronic copy of such materials is acceptable so long as it is legible. The purpose of this review and reconsideration is to allow the alleged violator(s) the opportunity to present new facts, different facts or circumstances, and/or additional evidence and documentation not previously presented at the initial hearing before the Ad Hoc Committee or the Board of Trustees, as the case may be. The Board of Trustees shall have thirty (30) days after the date set for the reconsideration review to render a written decision and present it to the party who filed such appeal. (8/07)

### 111.4 Application of Section 111

This policy applies to all violations except campaigning for District office (except the office of Lieutenant Governor), which is covered in Policy 191.4. (8/07)

# **STRATEGIC PLANNING COMMITTEE**

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  - 112.2 Composition
  - 112.3 Term and Appointment
  - 112.4 Meetings
  - 112.5 Operating Objectives
  - 112.6 Plan of Action

## **STRATEGIC PLANNING COMMITTEE**

112. Strategic Planning Committee (11/97)

112.1 Mission

The Strategic Planning Committee will develop, review, and update a District-wide Strategic Plan, which will include planning and operational strategies to address specific areas/topics of concern to both the District Governor and District Board. (8/07)

112.2 Composition

This Committee shall be composed of from ten to sixteen members including the Governor, Governor-elect, Immediate Past Governor, District Treasurer, District Secretary, and two Trustees. No less than five (5) of the members shall have served on the Committee in the past year. The Governor-elect shall make the selection of the chair from the current Committee. (3/08)

112.3 Term and Appointment

This Committee shall be appointed by the Governor-elect for a term of one year beginning on October 1.

112.4 Meetings

- A. This Committee shall function during the entire year at such time and place as the chairman and/or Governor may designate, with a minimum of one meeting during the administrative year. (6/00)
- B. Additional meetings may be called by the Governor, the chair or by a majority of the Committee.
- C. At least two (2) weeks written notice shall be given for any meeting.
- D. A quorum shall consist of a majority of the members of the Committee.

112.5 Operating Objectives

Within the framework of assigned areas/topics of concern, the Committee shall develop Planning Assumptions, Mission and Vision Statements, Strategic Issues, Goals, Objectives, and Strategies. The Committee will combine these elements into a comprehensive, District-wide Strategic Plan. (8/07)

112.6 Plan of Action

The Committee will work on an annual basis, with the appropriate District committees and/or staff personnel to establish, and review and update the Strategic Plan. The Strategic Plan shall be reported to the Board of Trustees for approval as developed and/or changed. (8/07)

The Committee will monitor and report on the level of success the District has achieved in implementing the Strategic Plan, in terms of outcomes and/or performance. (8/07)

# **USE OF KIWANIS DISTRICT MAILING LIST**

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- 113. Use of Kiwanis District Mailing List
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  - 113.2 Requests
  - 113.3 Continued Use
  - 113.4 District Directory

## **USE OF KIWANIS DISTRICT MAILING LIST**

### 113. Use of Kiwanis District Mailing List

#### 113.1 District Lists

District lists which contain the name, address, email address and/or telephone numbers of Kiwanians in the Cal-Nev-Ha District shall not be distributed without the prior approval of the Cal-Nev-Ha District Board of Trustees.

#### 113.2 Requests

Requests to use District mailing lists may be granted by a two-thirds vote of our District Board of Trustees at one of its regularly scheduled meetings.

#### 113.3 Continued Use

Once permission is granted, the right to use the District mailing list remains in effect until such time as it may be revoked by a majority vote of the District Board of Trustees.

Previously granted requests are subject to an annual review by the District Board of Trustees at its first meeting.

#### 113.4 District Directory

The District Directory shall be distributed annually to all Kiwanis club secretaries, District Officers, Trustees, Lieutenant Governors-elect, District Committee Chairmen, Past Governors, Kiwanis Cal-Nev-Ha Foundation Officers and Directors and Service Leadership Program District Governors with a notation the information is confidential and should be used only for Kiwanis purposes. Kiwanians, who identify themselves, may purchase a directory with the same understanding of its confidentiality.  
(3/10)

# **COMMITTEE ON CONVENTION SITE AND SELECTION**

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  - 125.2 Responsibilities
  - 125.3 Composition
  - 125.4 Term and Appointment
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  - 125.6 Qualifying Criteria - District Conventions
  - 125.7 District Conventions
  - 125.8 Qualifying Criteria – Mid-Year Conferences
  - 125.9 Travel to International Conventions - Charters
  - 125.10 Special District Tours

## **COMMITTEE ON CONVENTION SITE AND SELECTION**

### 125. Committee on Convention Site and Selection

#### 125.1 Function

The Committee on Convention Site and Selection shall assist the Board of Trustees:

- A. In selecting District Convention sites and facilities, and
- B. In selecting Mid-Year Conference sites and facilities, and (3/98)
- C. In approving travel arrangements for International Conventions, District Conventions and Mid-Year Conferences. (3/98)

#### 125.2 Responsibilities

The responsibilities of the Committee on Convention Site and Selection are:

- A. To establish guidelines for the selection of District Conventions and Mid-Year Conference sites and facilities. (3/98)
- B. To select a geographical area within which to hold the District Convention and Mid-Year Conferences. (3/98)
- C. To request and review invitations to host District Conventions and Mid-Year Conferences and to recommend to the Board of Trustees sites for approval. (3/98)
- D. In conjunction with the District Secretary, to maintain an up-to-date file on possible convention sites.
- F. To review and approve proposals for charters, group fares, and sponsored tours for District and International Conventions.
- G. To review all contracts for District Conventions and Mid-Year Conferences prior to the execution of said contract to determine whether the contract reflects the terms originally presented to the Committee and to insure the contract is consistent with the guidelines for the applicable convention or conference. (6/15)
  - 1. If the Committee determines a contract meets the terms originally presented to the Committee and is consistent with the guidelines for the applicable convention or conference the Chair shall report this in writing to the District Secretary and District Governor. (6/15)
  - 2. If the Committee determines that a contract does not meet the terms originally presented to the Committee and/or is not consistent with the guidelines for the applicable convention or conference the Chair shall report this in writing to the District Secretary and the District Governor and outline the specific contract provisions which lead to the Committee's decision. (6/15)

125.3 Composition

The Committee on Convention Site and Selection shall be composed of nine (9) members, including the Governor, Governor-elect, and District Secretary. No less than two (2) members shall have served on the Committee on Convention Site and Selection within the past two years, and at least two (2) members shall be Trustees. The Governor-elect shall make the selection of the chair from the current committee. (3/08)

125.4 Term and Appointment

The Committee on Convention Site and Selection shall be appointed by the Governor-elect for a one (1) year term beginning on the following October 1.

125.5 Meetings

- A. The Committee on Convention Site and Selection shall function during the entire year and will meet at such time and place as the chair of the committee may designate.
- B. Special meetings may be called by the Governor, the chair or by a majority of the committee.
- C. At least one (1) week written notice shall be given for either regular or special committee meetings.
- D. A quorum of the Committee on Convention Site and Selection shall consist of a majority of the members of such committee.

125.6 Qualifying Criteria - District Conventions

- A. Selection of a convention site shall be based on the following:
  - 1. Good transportation and accessibility to our membership;
  - 2. Available and adequate housing facilities, with rates established whenever possible at least one year in advance;
  - 3. Good accessible convention facilities with an adequate auditorium or ballroom, conference rooms and parking facilities;
  - 4. Adequate facilities for meal functions, with meal rates established whenever possible at least six months in advance;
  - 5. A local convention and housing bureau, to assist in convention planning and operations;
  - 6. The reasonable availability of outside attractions to aid in increasing attendance at the convention;
  - 7. The availability of complimentary hotel and meeting rooms and the absence of corkage fees.
  - 8. The cost of the convention and travel including meals, parking, housing and convention facilities;



9. The probability of a balanced budget and good attendance by our membership;
10. Past convention performances by the city and host Kiwanis Clubs;
11. Availability of Kiwanians to assist in convention planning and operation;
12. The site of the International Convention for the year, and the costs to attend both the International and District conventions.

125.7

District Conventions

- A. Good convention sites throughout the District should be selected periodically, thus enabling different cities, clubs and areas in the District to host the convention. The Committee shall select the geographical area for the convention and solicit information and bids from within that area. (3/98)
- B. All selections by the Board of Trustees shall be at least four (4) years in advance after contractual arrangements have been completed by the District Secretary.
- C. All travel, housing and other concessions shall accrue to the District in accordance with District Policies, Policy Section 261.
- D. A copy of the bylaw amendments and resolutions to be voted upon shall be provided at the convention for all registered Kiwanians.
- E. A Convention shall be awarded to cities rather than a specific club. The Governor-elect upon the recommendation of the Trustee and Lieutenant Governor in the area shall appoint the convention chair.
- F. The counselor assigned to the District by Kiwanis International is a guest of the District.

The Governor and Governor-elect shall confer and schedule the counselor, and their spouse, to the most appropriate convention activities, and shall communicate the schedule to the counselor.

125.8

Qualifying Criteria – Mid-Year Conferences (3/98)

- A. Selection of a conference site shall be based on the following:
  1. Good transportation and accessibility to our membership;
  2. Available and adequate housing facilities, with rates established at least one year in advance, whenever possible;
  3. Good accessible conference facilities with an adequate auditorium or ballroom, conference rooms and parking facilities;
  4. Adequate facilities for meal functions, with meal rates established at least six months in advance;
  5. The availability of complimentary hotel meeting rooms;

6. The cost of the conference and travel including meals, parking, housing and conference facilities;
7. The probability of a balanced budget and good attendance by the membership;
8. Past conference performances by the city and host Kiwanis clubs;

125.9

Travel to International Conventions - Charters

- A. The Committee on Convention Site and Selection shall approve all airline charters and/or group airfares.
- B. The Committee on Convention Site and Selection shall review the bids for pre-convention and post-convention tours to and from International Conventions, and recommend to the Board of Trustees the method of travel, any tours, and the travel and tour coordinator, who may be either the District Secretary or an independent travel agent.
- C. To qualify as an independent travel or service agent the agent must meet criteria established by the Committee on Convention Site and Selection.
- D. For any special District or Kiwanis tour, the value of travel, housing or other concessions shall accrue to the District, and are payable as set forth in District Policy Section 281.2. No District officer or Kiwanis member, due to their office or membership, has any right or privilege to benefit personally from any such tour, except as otherwise provided by District bylaws or these policies.
- E. The allowable expense, commissions, costs and profits to the travel or service agent are the same as the amounts allowable for the International Conventions; see District Policy Sections 281. and 282.

125.10

Special District Tours

The Committee on Convention Site and Selection shall review any bid for special District Kiwanis tours, and may recommend to the Board of Trustees the acceptance of such bid. The District shall require a guarantee against any expense or loss.

**PAST DISTRICT GOVERNORS**

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- 126. Past District Governors
  - 126.1 General
  - 126.2 Utilization of Past District Governors Committee
  - 126.3 Relationship with Governor and Governor-elect

## **PAST DISTRICT GOVERNORS**

### 126. Past District Governors

#### 126.1 General

The Committee of Past District Governors shall consider and report to the District Board of Trustees its conclusions on subjects it initiates for consideration and on all matters referred to it, including the following: (7/98)

- A. To review the qualifications of all candidates for International Office in consultation with the District Governor and Governor-elect and make recommendations to the International Review Committee. (7/98)
- B. The Chairman of the Committee shall be the Immediate Past Governor and the Secretary of the Committee shall be the District Secretary. If the Immediate Past Governor is not an active Committee member or chooses not to serve, the Committee shall elect the chairman from the active members of the Committee. The Chairman-designate shall appoint the Treasurer of the Committee with the concurrence of those Past Governors present at the annual meeting held in conjunction with the annual District Convention provided a quorum is present. (10/11)
- C. Any past governor from another district who is an active member of a Kiwanis club in this District shall be accepted as an honorary member of this Committee without voting and economic privileges. (2/03)

#### 126.2 Utilization of Past District Governors Committee

The experience and abilities of members of the Past District Governors Committee shall be available to the Governor and Governor-elect. (10/11)

#### 126.3 Relationship with Governor and Governor-elect

The Governor and Governor-elect shall be invited to all meetings of the Committee of Past District Governors. Each shall be given an opportunity to address the Committee. (10/11)

# **INTERNATIONAL REVIEW COMMITTEE**

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  - 128.2 Procedures
  - 128.3 Committee Membership
  - 128.4 Officers
  - 128.5 Rules of Conduct
  - 128.6 Removal from Membership

# **INTERNATIONAL REVIEW COMMITTEE**

128. International Review Committee (IRC). (8/07)

128.1 Purpose

The purposes of this Committee are:

- A. To study the qualifications of and make recommendations regarding candidates for International offices from the Cal-Nev-Ha District. All recommendations are subject to the approval of the District Board of Trustees.
- B. To support the candidate for International office and to continue that support upon election as an International Officer.
- C. To study the qualifications of and make recommendations regarding candidates for International office from other districts.
- D. To study and approve or reject requests from other districts to nominate or second candidates for International office.
- E. To study and recommend actions to be taken regarding amendments, and other matters to be considered at International Conventions.
- F. To keep the general membership of the Cal-Nev-Ha District informed on the nature of the IRC and of the matters to be considered at International Conventions.

128.2 Procedures

- A. The IRC will consider recommendations made to it concerning candidates and all other matters to be considered at International Conventions.
- B. Recommendations of the IRC will be presented to the Committee of Past Governors, to the District Board of Trustees and at International Conventions, to the District Caucus.
- C. The IRC shall meet:
  - 1. At least 30 days prior to the International Convention. (8/06)
  - 2. With ten (10) days written notice, on call of the District Governor, the IRC,; Chairman ; or at the request of a majority of its members.

128.3 Committee Membership

The membership of the IRC will consist of the following Kiwanians as appointed by the Governor, with the concurrence of the current International Officer or endorsed candidate for International Trustee, that are serving in such offices and who will support our District's approved candidate for International office or our sitting International Officer.

- A. The Governor
- B. The Immediate Past Governor
- C. The current and former members of the International Board of Trustees from the California-Nevada Hawaii District
- D. Three Past Governors who are active at the International level (8/07)
- E. The District Secretary
- F. The Governor-elect
- G. One Trustee (3/08)
- H. The current endorsed candidate for International Trustee from this District
- I. The District Parliamentarian (8/07)

128.4 Officers

The Chair shall be appointed by the Governor from the Committee membership with the concurrence of the current International Officer who is serving on the International Board of Trustees from this District or endorsed candidate for International Office from this District. No current candidate for International office shall serve as the Chair of the Committee. (3/08)

The Secretary shall be the District Secretary.

128.5 Rules of Conduct (8/02)

The recommended positions of the IRC shall be the only opinions supported by Committee members at official meetings of the District. Committee members shall not wear any election paraphernalia for any candidate for International Office while serving in their official capacity as a Committee member at any public meeting, such as a meeting of the District Board of Trustees or a District Caucus. This policy is in no way intended to restrict any IRC member from supporting any candidate or rendering personal opinions on any subject outside of the stated meetings; provided however, notwithstanding anything provided in this Section to the contrary, every IRC member shall support the District's endorsed candidate for International Office at all official meetings of the District and in their campaign efforts. All members of the Committee shall sign a written agreement to adhere to the Policy. (8/10)

128.6 Removal from Membership

The Governor shall remove from the Committee any member who does not support the District's approved candidate for International Office, or who has violated the rules of conduct for this Committee. (8/02)

**KIWANIS ROSE FLOAT COMMITTEE**  
**(Section Added 6-4-11)**

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## **KIWANIS ROSE FLOAT COMMITTEE**

140 Kiwanis Rose Float Committee

140.1 Function of Committee

The functions of the District Rose Float Committee are:

- A. To know the operating plan and procedures of the California-Nevada-Hawaii District and its financial requirements to produce a profitable Rose Float annually.
- B. To prepare, with the assistance of the District Office staff, the annual budget and to present the budget to the Board of Trustees for its approval.
- C. To review the reports of financial operations for the Rose Float program and to make any recommendations concerning such reports to the Board of Trustees.

140.2 Composition

The Rose Float Committee shall be composed of from ten to sixteen members including the Governor, Governor-elect, District Secretary and District Treasurer. Of the remaining members, a minimum of two Trustees are to be selected, as well as, the Lt Governor of Division 10 and two members each of the Kiwanis Club of Rosefloat of Pasadena and the Kiwanis Club of Pasadena. In the a year Kiwanis International contributes funds to the Float the Committee will include the Kiwanis International President, Kiwanis International President-Elect and the Kiwanis International Executive Director or Designee. The Governor-elect may choose two members who will serve on the Committee and Chair a Special sub-committee for the Float Site and Finance. These two members can be added to or chosen from the members above.

140.3 Term and Appointment

The Rose Float Committee shall be appointed by the Governor-Elect and serve for one year starting October 1 each year.

140.4 Meetings

The Rose Float Committee shall function during the entire year and will meet at such time and place as the chairman of the Committee may designate, generally in the District Office.

141 Budget & Finance

141.1 Budget

- A. The development of the budget for the annual Kiwanis Rose Float will be the responsibility of the Rose Float Committee in conjunction with the District Executive Director.
- B. The budget for the next annual Kiwanis Rose Float will be submitted to the District Executive Director not later than March 15 of the prior fiscal year. (3/12)
- C. The budget for the next annual Kiwanis Rose Float will be submitted to the District Finance Committee for review at their April meeting. (3/12)

- D. The budget for the next annual Kiwanis Rose Float will be submitted to the District Board of Trustees for approval at the meeting next following the review by the Finance Committee.

141.2

Finance & Accounting

- A. All District revenue and expense for the Kiwanis Rose Float will be recognized in the fiscal year during which the Rose Float is completed. Any revenue or expense during the prior fiscal year will be reflected on the books of the District as Deferred Revenue and Prepaid Expense. (3/12)
- B. Accounting for the annual Rose Float will be the responsibility of the District Executive Director.
- C. All District revenue for the Rose Float will be directed to the District Office. (3/12)
- D. All District expenses for the Rose Float will be paid by the District Office in accordance with the approved budget. (3/12)
- E. All District purchases for the Rose Float will be authorized by the District Executive Director in accordance with District Financial policies. (3/12)
- F. All District fund raising solicitations for the Rose Float will use the address of the District Office.
- G. A copy of the Kiwanis Rose Float budget is to be forwarded to the Kiwanis International Executive Director in each year Kiwanis International chooses to contribute funds to the Float program.

141.3

Float Riders

- A. The fee to be a rider on the Kiwanis Rose Float shall be determined by the District Rose Float Committee and will be reflected in the budget for the respective float.
- B. Complimentary riders on the Kiwanis Rose Float shall be the Governors of the Cal-Nev-Ha Service Leadership Program districts and the Kiwanis International President.
- C. Each rider on the Kiwanis Rose Float shall sign a contract which shall outline the responsibilities of each party, clearly state the fee for the rider and the cancellation deadline for a refund of fees paid.
- D. Riders may not secure a seat on the Kiwanis Rose Float without payment in full of the rider's fee and delivery of a signed contract. Non-profit organizations which wish to place a rider on the Kiwanis Rose Float and need to raise funds to do so may have an extended deadline granted by the Committee Chairman and the Kiwanis Executive Director; however, the extended deadline shall be no later than November 1<sup>st</sup>.

141.4

Sales of Parade, Rose Bowl and Bowl Championship Series (BCS) Tickets

All Kiwanians shall be given the opportunity to participate in the Rose Float Fundraising. Members may assist this effort by purchasing one or more Rose Parade, Rose Bowl or Bowl Championship Series seat tickets. The District Office shall advise District Kiwanis Clubs, District Officers and members on the email distribution list when the tickets are available for purchase and their price.

141.5

Distribution

District Officers and Club Presidents shall be requested to assist in communicating the availability of tickets.

142

The International President

- A. The District Governor is the host of the International President at any time the President is within our District. The official host of the International President at the Tournament of Roses Parade or events shall be the District Governor and the Kiwanis Club of Pasadena, assisted by the Rose Float Committee and the Kiwanis Club of Rosefloat of Pasadena.
- B. The Rose Float Committee will work with Kiwanis International staff to arrange the International President's housing. The Kiwanis Club of Pasadena will provide for up to four nights housing, meals and transportation with help from the Cal-Nev-Ha Governor for one meal and some transportation. The International President's housing and meals not provided will be paid by Kiwanis International (3/12)
- C. Travel to and from Pasadena, California is the responsibility of the International President.
- D. It shall be the responsibility of the District Executive Director to communicate with the International President, President-elect and Vice-President regarding the Tournament of Roses, travel arrangements and a synopsis of these policies. The initial communication will be made to the Kiwanis International Vice-President within two months after the Vice-President's election.
- E. The Committee shall, when practical, work with the Kiwanis Club of Pasadena, the Kiwanis Club of Rosefloat of Pasadena and Division 10 to provide the family of the International President with complimentary meals at pre and post event meal functions.
- F. Should the International President request to have additional seats on the Kiwanis Rose Float for immediate family, the Committee will make the additional seats available, if possible, at the current fee for riders.
- G. Should the International President request to have parade tickets for family, the Committee will make the tickets available, if possible, at the current price for Parade tickets.

The Kiwanis Club of Pasadena and the Rose Float Committee will prepare the itinerary for the Kiwanis International President and identify the dates and times for all official events and provide a copy to the Kiwanis International President, CNH District Governor, CNH District Secretary and Division 10 Lt. Governor. The itinerary will include events scheduled by the Tournament of Roses, other international services organizations, the Kiwanis Rose Float committee, the Kiwanis Club of Pasadena and the Kiwanis Club of Rosefloat of Pasadena.

143

The District Governor

- A. The official host of the District Governor shall be the Lt. Governor of Division 10 and the Rose Float Committee.
- B. The Rose Float Committee will work with the Lt. Governor of Division 10 to arrange the Governor's housing and meals. The District Governor should coordinate with the International

President to make housing arrangements. The District Governor's housing and meals not provided by Division 10 will be covered by the District from the Governor's travel and office budget.

- C. Travel to the Kiwanis Rose Float site shall be the responsibility of the District Governor.
- D. It shall be the responsibility of the Kiwanis Executive Director and Kiwanis Rose Float Chairman to communicate with the District Governor and Governor-elect regarding the Tournament of Roses, travel arrangements and a synopsis of these policies. The initial communication will be made to the District Governor-elect within two months after the Governor-elect's election.
- E. The Committee shall, when practical, work with the Lt. Governor of Division 10 and local clubs and/or divisions to provide the family of the District Governor with complimentary meals at pre and post event meal functions.
- F. Should the District Governor request to have a seat(s) on the Kiwanis Rose Float, the Committee will make the additional seats available, if possible, at the current fee for riders.
- G. The Kiwanis Rose Float Committee shall offer the District Governor two complimentary parade tickets. Should the District Governor request to have additional parade tickets, the Committee will make the tickets available, if possible, at the current price for Parade tickets.

**CAMPAIGN POLICIES AND CONDUCT**  
**FOR DISTRICT OFFICE OTHER THAN DISTRICT TRUSTEES**

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  - 191.1    Announcement and Publicity
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  - 191.3    Active and Personal Campaigning
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# **CAMPAIGN POLICIES AND CONDUCT**

## FOR DISTRICT OFFICE OTHER THAN DISTRICT TRUSTEES

### 191. Campaign Policies for District Office other than District Trustees (Section 501) (02/09)

Candidates will conform to the following ethical values; Honesty, Trustworthiness, Integrity, Good Character, Fairness, Caring and Respect. Candidates shall at all times conduct themselves and their campaigns in accordance with the basic rules of ethical conduct so as to uphold the good name of Kiwanis.

The following policies shall be followed in campaigning for offices other than Trustee in the California-Nevada-Hawaii District of Kiwanis International. They are established to give an equal opportunity to function within good practice and to provide candidates the means for presenting their qualifications and getting personally acquainted with as many Kiwanians as possible. (3/08)

### 191.1 Announcement and Publicity

- A. Candidates, with the exception of candidates for the office of Lieutenant Governor shall announce their candidacy in writing on or after October 1<sup>st</sup> of the administrative year during which the election will take place. This official notification of candidacy shall be in the form of a letter of intent delivered to the District Secretary/Executive Director by the candidate. Notification of the announcement will be sent to the District Board of Trustees in the next communication. (02/09) Said notification may be sent via email.
- B. Once candidates have declared their candidacy, they will be considered a candidate until the District Secretary/Executive Director has received a formal written withdrawal. The District Secretary/Executive Director shall acknowledge receipt of the withdrawal. Notification of the withdrawal will be sent to the District Board of Trustees in the next communication. (02/05)
- C. A candidate for District Office (with the exception of the office of Lieutenant Governor) shall neither announce nor campaign directly or indirectly for District Office until October 1 of the Kiwanis Administrative Year in which the election will occur. (08/03)
- D. District policies for campaigning shall be sent to each announced candidate by the District Office. (07/98)
- E. The Governor, Governor-elect, Immediate Past Governor, District Treasurer, District Trustees and all paid employees of the District Office shall not make any public endorsement in connection with any contested District election, except when campaigning on their own behalf. (02/09) Disparaging statements about any candidate are prohibited.
- F. When requested by an announced candidate, the District Office shall provide an electronic database of the following: Trustees, Lieutenant Governors, Lieutenant Governors-elect, Club Presidents, Club Secretaries, District Committee Chairs, Past District Governors and Immediate Past Lieutenant Governors. At the option of the candidate, the District Office shall provide two (2) free sets of mailing labels in lieu of the database file. (03/08)
- G. An announced candidate may send promotional materials to any Kiwanian after the District Secretary has received official notification of candidacy. (07/98)
- H. The District Secretary will invite candidates as observers to any meeting of the following

committees of which they are not a member: Policy, Finance, Realignment and Strategic Planning. (02/05)

- I. A candidate, or a person on behalf of a candidate, shall not begin campaigning or raising funds for the candidacy until after the District Secretary has received official notification of candidacy. (02/05)

191.2 Information on Conferences, Conventions and General Campaigning

- A. Convention site campaign activity shall only be conducted at the candidate's convention space and the candidate's own hospitality suite. Convention site is defined as hotel or convention center function space and adjoining hallways and foyers. Candidates will assure that campaign supporters and workers do not block entry and exit ways to convention facilities. Each candidate for District Office (other than Lieutenant Governor, Treasurer or Trustee) will be provided with one standard cost-free space at the Mid-Year Conference(s) and District Convention. Promotional material and upkeep of the space shall be at the candidates' own expense. (08/12)
- B. The author of any campaign communication must be clearly identified. (07/98)
- C. All campaign material shall be prohibited on stage during any convention or conference session and by presenters at any seminar and when on duty on behalf of any of the following committees: Host Committees, Registration, Credentials, Pride in Kiwanis, Elections and Sergeant-At-Arms. (08/12)

191.3 Active and Personal Campaigning

- A. All candidates shall be responsible for the actions of their committees and shall accept full responsibility for their campaigns. (02/05)
- B. A campaign visit may be made to a division function, other than the division of the candidate's primary club, only by written invitation from the Lieutenant Governor. If an invitation is extended to one candidate, that candidate must inform the Lieutenant Governor extending the invitation that all candidates for the same office must be invited to the same meeting. (02/05)
- C. A campaign visit may be made to a club function, other than the clubs in the candidate's primary club division, only by written invitation by the club president. If an invitation is extended to one candidate, that candidate must inform the club president extending the invitation that all candidates for the same office must be invited to the same meeting. (02/05)
- D. Campaigning and/or campaign material of any kind is not permitted at the Governor's Official Visit. (03/08)
- E. A candidate and committee members shall promote only their candidacy and shall not campaign against any other candidate. (07/98)
- F. Candidates shall not solicit or allow the aid of members of Kiwanis Service Leadership Programs in their campaign. (02/05)
- G. Candidate Campaign Chair will provide the Elections Committee and District Secretary/Executive Director with a list of all their campaign committee members before the commencement of campaigning.

Campaign Ethics Committee (02/99)

- A. This committee will be appointed by the Governor and have at least five (5) members. The chairman will be named by the Governor. The committee will include a Chair, two (2) Trustees and two (2) Past Governors, none of whom should be a declared candidate for any office. (03/08)
- B. All alleged campaign violations shall be delivered in writing to the Governor or District Secretary/Executive Director, in person or at the District Office and shall be signed by the witness to the alleged violation. The alleged violation shall provide details. (i.e.: date, time, place, and what was said or done.) (02/05)
- C. The committee will investigate all alleged Campaign Policy violations, which it receives from the Governor. A quorum for the committee will be four (4) members. Any abstention vote will be considered a “no” vote. The committee will report their findings in writing to the Governor. (08/03)
- D. Notice of any committee meeting will be announced by the Governor or District Secretary to each member of the Committee, the Candidate and, if applicable, the alleged violator(s). The Candidate and/or alleged violator(s) shall receive a copy of the complaint made against them at least one week before the day of the meeting and be permitted the opportunity to provide evidence in their defense, but shall not be present during the Committee deliberations. (02/05)
- E. The Governor shall review the findings of the committee and take one or more of the following actions:
  - 1. No action based on no violation.
  - 2. Acceptance of an oral or written apology from the candidate and/or violator(s).
  - 3. A private reprimand given to the candidate and/or violator(s).
  - 4. A public reprimand notifying the District Board and/or the delegate body of the individuals violating the campaign policies.
  - 5. A written cease and desist order. (02/05)
- F. The Candidate, violator(s), or Committee, each have a right to appeal to the District Board of Trustees, the action to be taken by the Governor. If a Board meeting is not scheduled prior to the end of the current or next District conference or convention, the right of appeal shall be to an ad-hoc committee appointed by the Governor and consisting of the Governor, the Governor-Elect, Immediate Past Governor, District Secretary/Executive Director, District Treasurer, at least two (2) Trustees and at least two (2) Past Governors. (03/08)
- G. The District Board of Trustees will be advised of the Governor’s action at the next board meeting. (02/05)

Treasurer and Financial Advisor Position Description/Responsibilities (02/06)

The Treasurer shall be the Financial Advisor (“FA”) for the District, and will advise the Board on all financial matters with particular emphasis on continuity of planning and execution of sound financial decisions.

Responsibilities

The Treasurer and FA will work with the District staff and external auditor and have the following responsibilities:



- A. Shall report directly to the Board
- B. Be a member of the finance committee
- C. Provide the direct link between the Board and staff on financial matters
- D. Provide the direct link between the Board, the audit committee and the external auditors
- E. Develop understanding of and advise the Board on the significant operations conducted by the District, the financial environment, significant internal controls and financial reporting procedures
- F. Is willing to serve as a volunteer, without salary, and with an expense account as approved in the annual district budget
- G. Is willing to serve for a one-year term and may be reelected for not more than three additional one-year terms. A Treasurer appointed to fill a term of less than one-year, may fulfill that term in addition to the four-year maximum

192.2

Qualifications

The Treasurer and FA should have the qualifications and experience necessary to effectively carryout the job requirements. The position shall be open to all Kiwanis members regardless of locale. Qualifications include:

- A. Possess business acumen sufficient to understand and advise regarding the operations and financial reporting of the District
- B. Have an appreciation of the importance of timely and accurate financial reporting
- C. Have the highest integrity and ability to communicate the importance of fair and accurate financial reporting, including accounting estimates
- D. Understand generally accepted accounting principles as applied to the District and non-for-profit organizations
- E. Understand internal controls and financial reporting procedures applicable to the District and non-for-profit organizations
- F. Have the experience with and/or understanding of the external audit function and board audit committees
- G. Be a member of a Kiwanis Club in the California-Nevada-Hawaii District

The following experience or the equivalent would be acceptable:

1. Certified Public Accountant
2. An individual currently or previously engaged in the field of public accounting
3. Service as chairman of the audit committee of a business or large not-for-profit organization
4. Service as chief financial officer, treasurer, controller and/or senior accountant of a business or large not-for-profit organization
5. An entrepreneur with good business acumen and experience dealing with external auditors in the conduct of his/her business

# **FINANCIAL**

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# **FINANCIAL**

## 201. Definitions

Budget - A statement of anticipated revenues and expenditures for a specific period of time.

Material Exceedance - A material exceedance shall exist if the contract value is ten percent (10%) or more of the budgeted line item. (02/11)

Meeting Room Allowance - The room allowance for committee meetings shall be the most suitable at the most reasonable price that can be arranged by the District Office or the chairman or one of the members. Meeting rooms will often be complimentary if arrangements are made through the District Office.

Per Diem Allowance - The per diem allowance is given for the cost of the meals, lodging, tips, telephone and other costs incurred during a 24 hour period required for attendance at a meeting or convention; an expense statement including supporting documents is required for the per diem allowance. The amount is to be recommended by the Finance Committee at the beginning of each fiscal year. (6/00)

Reimbursable Expenses - Only actual costs are reimbursable up to the amounts permitted in the budget. The budget provided to individuals is for the purpose of conducting the business of the District. The business purpose for expenditures must be clearly identifiable, or explained on the voucher. No personal or non-business related expenditures will be reimbursed. Alcohol may be reimbursed when it is usual, customary and reasonable. (10/09)

Travel Expense - Reimbursable expenses for travel are those ordinary and necessary expenses as follows: (08/10)

- A. Air - coach fare, unless economy fare is available. (6/00)
- B. Automobile mileage reimbursement is made at a per mile rate equal to that allowed by the district budget, not to exceed the line item amount in the District budget. Proper documentation to support the mileage must be included with any vouchers. Proper documentation includes the business purpose of the trip as well as odometer start and stop readings or a map showing start and ending mileage. (08/10)
- C. Bus, ship or rail - coach fare unless economy fare is available. (6/00)
- D. For Lieutenant Governors, round trips to each club in the division by air or auto to complete club visit as required by Kiwanis International and District; for clubs 100 miles or more from the home club of the Lieutenant Governor, if practical, two or more clubs should be visited on the same or consecutive days; in addition, if applicable, a per diem allowance is permitted. (8/07)
- E. For Trustees, travel and per diem to a Mid-Year Conference, District Convention and International Convention will be provided. If a Board meeting is held in conjunction with any of these meetings, the Trustee must attend the Board meeting in order to qualify for any reimbursement of travel expense. (3/08)
- F. For Trustees, round trips to Division Council Meetings as required by the District outside their home division where mileage is in excess of 100 miles one way; in addition, if applicable, a per diem allowance is permitted. (10/09)

202. District Finance Committee

202.1 Functions

The functions of the District Finance Committee are:

- A. To know the operating plan and procedures of the California-Nevada-Hawaii District and its financial requirements.
- B. To prepare, with the assistance of the District Office staff, the annual budget and to present the budget to the Board of Trustees for its approval.
- C. To review the reports of financial operations and the annual reports of the auditors for the District and its Service Leadership Programs, and to make any recommendations concerning such reports to the Board of Trustees. (8/07) Recommendations made by the auditors shall be presented to the Board of Trustees by the Audit Committee. (6/18)
- D. To determine the financial effect of matters considered by the Board of Trustees.

202.2 Composition

The Finance Committee shall be composed of from ten to thirteen members including the Governor, Governor-elect, District Secretary/Executive Director and District Treasurer. Of the remaining members, a minimum of two Trustees shall serve on the Committee and no less than three members shall have served on the Finance Committee within the past two year period. The composition of the Committee shall accommodate an appointment by the Governor-elect for the following administrative year after his or her election. Such appointment shall only be used if the Governor-elect's choice for a Chairman was not serving on the current Finance Committee. The Governor-elect shall make the selection of the chairman from the current Committee. (6/09)

202.3 Term and Appointment

The Finance Committee shall be appointed by the Governor-elect for a one year term beginning on the following October 1, but the Committee shall meet before August 1 to prepare the budget for the twelve month period beginning with October 1.

202.4 Meetings

- A. The Finance Committee shall function during the entire year and will meet at such time and place as the chairman of the Committee may designate, generally in the District Office.
- B. In addition to the budget meeting, which is held before October 1, the Finance Committee will meet at least twice during the administrative year. (6/97)
- C. Special meetings may be called by the Governor, the chairman or by a majority of the Committee.
- D. At least one weeks' written notice shall be given for a regular meeting. Special committee meetings will have 72 hours notice required. (06/18)
- E. A quorum of the Committee on Finance shall consist of a majority of the members of such Committee.

203. Purposes of Meeting

At the meetings of the Finance Committee, at a minimum, the following financial reports will be considered: (6/00)

	<u>District Operations</u>	<u>Service Leadership Programs</u>
<u>First Meeting</u> On or before May 1 <sup>st</sup> prior to the fiscal year (6/97)	1. Budget - October 1 to September 30.	
<u>Second Meeting</u> Prior to Mid-Year Conference (6/97)	1. Financial operations to date, budget changes and variations. 2. Preliminary District Convention budget	1. Financial operations to date, budget changes and variations. 2. Circle K, Key Club and KIWIN'S District Convention budgets (6/00)
<u>Third Meeting</u> Prior to the District Convention (6/97)	1. Financial operations to date, budget changes and variations. 2. District Convention budget	1. Financial operations to date, budget changes and variations. 2. Circle K Fall Training Conference budget 3. Budget – July 1 to June 30

Special Meetings - Purpose set forth in the call for a special meeting.

204. Review of Contracts and Agreements

To carry out its functions and responsibilities, the Finance Committee may review all contracts, insurance policies, salary schedules, leases and other documents pertinent to the financial structure of the District.

204.1 Authority to Contract (02/11)

- A. The District Secretary/Executive Director shall be the only person authorized to negotiate or execute a contract for the District. (6/15)
- B. The District Secretary/Executive Director is authorized to execute time, material, goods and services contracts for all budgeted line items, provided no material exceedance of the line item budget exists.

A material exceedance shall require review by the Finance Committee. The Finance Committee shall determine the source of funding and submit the adjusted budget to the Board of Trustees or the District Executive Committee for approval prior to executing any contracts.

- C. Prior approval by the Board of Trustees or Executive Committee shall be required for all contracts exceeding \$100,000. (06/11)
- D. The District Secretary/Executive Director is authorized to contract for all Kiwanis and Service Leadership Programs meetings, trainings, etc., provided the budgeted line item exists or can reasonably be expected to exist in the next fiscal year. (6/15)

New or proposed meetings, trainings, etc., shall require prior approval by the Board of Trustees.

- E. Should the District Secretary/Executive Director be incapacitated such that a contract can not be executed in a timely manner, the District Governor shall be authorized to contract on behalf of the District. Such authority shall only be exercised subsequent to review and approval by the Board of Trustees or the District Executive Committee.

204.2 Contracts for District Conventions & Mid-Year Conferences (6/15)

- A. The Committee shall review all contracts for District Conventions and Mid-Year Conferences prior to the execution of said contract by the District Secretary for the purpose of establishing the financial viability of the proposed convention or conference.
- B. The Committee's review shall include the determination of whether or not the contract reflects the expenditures normally incurred for a District Convention or Mid-Year Conference and a determination of the financial feasibility of the convention or Conference.
- C. If the Committee determines a contract is financially feasible the Finance Chair shall report this in writing to the District Secretary and District Governor.
- D. If the Committee determines a contract does not appear to be financially feasible the Finance Chair shall report this in writing to the District Secretary, the District Governor and the Chair of the Convention Site and Selection Committee and outline the specific contract provisions which lead to the Committee's decision.

205. Investments of Funds (6/00)

- A. The Finance Committee shall review the District procedure for the investment of funds. (6/00)
- B. Investment of funds shall be permitted for a term not to exceed four years in savings accounts of banks or savings and loan associations, United States government or agency obligations, mutual funds and other appropriate money instruments. Such investments will be made taking into consideration the probable time that such funds will be used, rate of return, liquidity, and safety of the funds. (6/00)
- C. A subcommittee consisting of the District Secretary/Executive Director, the District Treasurer, and the Finance Committee Chairman, shall have the authority to select financial institutions, purchase and/or sell securities and/or reinvest proceeds from the sale or maturity of securities in accordance with Section 207(B). (6/00)

206. Pledge of Securities

Upon the recommendation of the Finance Committee and with the approval of the Board of Trustees, the District Secretary and Treasurer may pledge as collateral for any loan, any security, bond, savings account or other District asset.

207. Budgets

207.1 Preparation of Budget



- A. The Finance Committee, appointed by the Governor-elect, shall meet before May 1 to prepare the budget for the twelve-month period beginning October 1. (8/07)
- B. The budget shall be completed by the Finance Committee and given by the District Secretary/Executive Director to the incoming Board of Trustees at their first meeting. (8/07) Before such meeting, the proposed budget shall be reviewed in detail by such Board; if available and time permits, the Board should review the budget at its training conference, or, if it was not available at that time, the budget should be reviewed prior to the Board meeting. (6/18)
- C. The proposed budget as submitted to the incoming Board of Trustees shall reflect in detail estimated income and expenses for the year, a comparison to the budget for the current year, if available - a comparison to the current year's operations considering an estimate of income and expenses to be incurred for the balance of the year, appropriate comments concerning materials variations, and any suggested policy changes or recommendations. In addition, the latest District financial reports should accompany the budget. (6/18)
- D. Not less than thirty days before the budget preparation meeting of the Finance Committee, the District Secretary shall send a budget request form to each incoming Lieutenant Governor and Trustee. (3/08)
- E. All budget requests made by Lieutenant Governors and Trustees shall be submitted to the Finance Committee Chairman not less than fifteen days prior to the budget meeting of the Finance Committee. (3/08)
- F. Any Lieutenant Governor or Trustee failing to submit a budget request will receive a budget at the discretion of the Finance Committee. (3/08)

207.2 Balanced Budget

In the budget, as adopted by the Finance Committee, total expenditures for District operations (exclusive of convention budgets) shall not exceed the estimated income.

207.3 Adoption of the Budget

At the first meeting of the Board of Trustees, a budget of estimated income and expenditures for the year shall be approved and adopted by the Board.

207.4 Budget Changes or Modifications

- A. Any request for change or modification of the budget shall be submitted in writing to the Finance Committee Chairman, and shall set forth the reasons for the change or modification.
- B. The request for change or modification of the budget shall be considered by the Finance Committee at its next meeting.
- C. Any change or modification of the budget must be approved by the Board of Trustees.

207.5 Requests for Funds not Budgeted

- A. Any request for funds not budgeted shall be in writing to the Finance Committee Chairman, and such request shall be handled as a request for budget change or modification as provided in

Section 210.4, supra. Such request shall be considered on the basis of need and the financial status of the District at the time the request is made.

- B. Expenditures authorized or obligations incurred by District Officers, Committee members or any persons for non-budgeted items will be the personal responsibility of the person authorizing the expenditure or obligation.
- C. No funds within the budget may be transferred or used for any purpose other than the stated budget items without approval of the Finance Committee.

207.6 Process for Compensation Determination (02/09)

This Policy for Determining Compensation of the California-Nevada-Hawaii District of Kiwanis International (the "District") applies to the compensation of the District's Executive Director. (02/09)

The process includes all of these elements: (A) review and approval by the District Board of Trustees; (B) use of data as to comparable compensation; and (C) contemporaneous documentation and recordkeeping. (02/09)

- A. Review and approval. The compensation of the District Executive Director is reviewed and approved by the District Board of Trustees, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval. (02/09)
- B. Use of data as to comparable compensation. The compensation of the District Executive Director is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations. (02/09)
- C. Contemporaneous documentation and recordkeeping. There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement. (02/09)

208. Actions by Board of Trustees

Any proposed resolution or other action by the Board of Trustees that has financial or budget implications shall be referred to the Finance Committee before any action is taken.

220. Books and Records

220.1 Generally Accepted Accounting Principles

The District books and records shall be maintained on an accrual basis in accordance with generally accepted accounting principles and with proper internal controls. (06/18)

220.2 Fiscal Year

The fiscal year of the District begins on October 1 and ends on September 30.

220.3 Inspection

The books and records of the District, and any of the sponsored organizations, shall at all times, be open for inspection, upon reasonable advance notice by any member of the Finance Committee, or the Board of Trustees. (6/00)

220.4 Closing of Books and Records

By November 15, every effort will be made by the District Secretary/Executive Director and Treasurer to account for all of the prior year's receipts and expenses to permit the closing of the books and records. (6/00)

221. Revenue

221.1 Receipt of Funds

All funds received shall be deposited in regular commercial accounts by the District Secretary. A deposit receipt and transmittal details shall be filed for review by the District Treasurer. (8/07)

222. Membership Fees

The District Finance Committee shall recommend annually the amount of the new member add fee, the annual dues and dues for members of newly admitted clubs needed to balance the budget. (6/06)

222.1 Dues

In accordance with the District Bylaws, Article X, the total annual dues shall be based on each club's annual membership report to Kiwanis International as of September 30 of each year and shall be due annually on October 1 and payable by November 30. All clubs will be billed annually for honorary members receiving the Cal-Nev-Ha publication. (6/06)

222.2 New Member Add Fee

In lieu of a pro-rata dues, the District shall charge a new member add fee. The amount of the new member add fee shall be determined each year by the District Finance Committee. (6/06)

222.3 Newly Admitted Clubs

Newly admitted clubs shall be billed for dues as determined by the Board of Trustees. No new member add fee shall apply to charter members. (6/06)

223. District Accounting Policies (6/00)

223.1 Membership Dues (6/00)

Annual membership dues will be recognized as revenue when received in the applicable membership period. Lifetime memberships are recognized as revenue over a fifteen-year period. Accordingly, the balance of lifetime membership dues received and not yet recognized is to be included in deferred revenue.

223.2 Tour and Convention Activities (6/00)

The District holds various tours and conventions for its members for which it collects fees and pays related expenses. Revenues received and costs paid in advance of the event will be deferred.

223.3 Rose Float Revenue and Expenses (6/00)

The District raises funds and contracts for the construction of a Rose Parade Float. The Parade is held January 1. These revenues and expenses will be recognized on an accrual basis. Accordingly, revenues and expenses applicable to a particular float will be recognized during the year the parade is held. Revenues received and costs incurred in advance of the parade will be deferred.

223.4 Investments (6/00)

Investments will be carried at market value. Accordingly, investment income will contain interest, dividends, realized and unrealized gains and losses.

223.5 Fixed Assets and Depreciation (6/00)

Fixed assets will be recorded at cost, when the expenditure for said asset exceeds one thousand dollars, except for donated assets, which are recorded at fair market value at the date of donation. Depreciation will be computed over the estimated useful lives of the respective assets on a straight-line basis. (6/06)

223.6 Inventories (6/00)

Inventories will be valued at the lower of cost (first-in, first-out basis) or market.

223.7 Income Taxes (6/00)

No provision for income tax will be made as the District is exempt from taxes under Section 501(c)(4) of the Internal Revenue Code and Section 23701(d) of the Revenue and Taxation Code of the State of California.

225. District Obligations

225.1 Payment of Invoices

All invoices which have been received and properly approved by the District Secretary/Executive shall be paid when due. Unless the invoice permits a longer period of time, such payments should be made by the District Secretary/Executive Director within 30 days following the date of invoice approval. (6/00)

225.2 Method of Payment

All District obligations shall be paid by check, credit card or electronic funds transfer. The disbursement shall be supported by documentation, which shall show the payee, the item of service rendered or material purchased, and the amount of payment. (8/07)

225.3 Charge for Expenditures

All expenditures shall be charged to the proper budget account in the District's books and records.

225.4 Disbursement to Conform to Budget

Prior to payment, all expense items will be adjusted to conform to the budgeted allowance, including any approved changes or modifications thereof. The total disbursements in any year shall not exceed the gross amount of the budget adopted by the Board of Trustees. (6/00)

225.5 Expense Reports

Expense reports should be submitted on a timely basis to the District Office or the District Treasurer as designated. All vouchers shall be submitted within 90 days of the function for which the expense is incurred. All vouchers for committee members must be approved by the committee chair, with the exception of SLP committees, prior to submitting to the District Treasurer. (10/09)

To become payable, administrative year's expenses of district officers, committees or committee chairman must be submitted accompanied by all required documentation by September 30th. Only expenses incurred during the month of September may be submitted by October 10<sup>th</sup>. Any request for payment postmarked after these due dates cannot be authorized for payment. (8/07)

225.6 District Purchases

- A. All purchases shall be made through the District Office only, and all purchase orders must be signed by the District Secretary/Executive Director or a designated alternate. (6/00)
- B. The District Office shall maintain an approved vendors list. District purchases shall only be made from vendors that have been placed on the approved vendors list. (02/11)
- C. Vendors may be added to the approved vendors list after completing the process for approval. Approval will be subject to the following: (02/11)
  1. Solvency – as determined by commonly accepted accounting procedures.
  2. Product Guarantee – providing 100% return, replacement, or adequate substitution for faulty goods or merchandise.
  3. Service Guarantee – providing 100% cure for faulty or sub-standard service.
- D. Any member or employee of Kiwanis recommending a new vendor shall be required to disclose any conflict of interest or potential for material gain. (02/11)

225.7 Reimbursement of Expenses

All requests for reimbursement must be made by the submission of an expense voucher accompanied by documentation of expenses. Reimbursements will be issued up to the maximum amount allocated in the District Budget.

230. Financial Reports

230.1 Form of Financial Reports

- A. All financial reports to the Board of Trustees should reflect in detail, income and expenditures for the current year to date, a comparison to the same period of the previous year, variations from the current year's budget, and comments if such variations are material. (6/00)
- B. Quarterly operating statements and financial reports shall be prepared in a form consistent with generally accepted accounting principles. (6/18)

230.2 Financial Reports by District Treasurer

- A. As provided in 230.1 A, the District Treasurer shall make a financial report to the Board of Trustees at each of its regular meetings.
- B. Quarterly operating statements shall be prepared by the District Secretary and sent to members of the Finance Committee, Board of Trustees, Past Governors and selected District chairmen. (6/00)

230.3 Financial Reports by Finance Committee Chairman

- A. At each of the regular meetings of the Board of Trustees, the Finance Committee Chairman shall make a report covering the meetings of the Finance Committee and items which need Board action. (6/00)

239. District Auditors

239.1 Appointment

At the first meeting of the Board of Trustees, upon recommendation of the Audit Committee, the auditor shall be appointed by the Board, and the report when completed, shall be submitted to the Board. The auditor shall be an independent certified public accountant (Bylaws, Article XVI, Section 3 Finance). (6/06)

239.2 Audit

The annual audit shall be conducted in accordance with generally accepted auditing standards, and the report shall contain an opinion and financial statements, prepared in accordance with generally accepted accounting principles for the fiscal year ending September 30. The auditors also shall review the system of internal control, District accounting procedures and the financial operations of our sponsored organizations.

240 District Audit Committee

240.1 Functions

The functions of the Audit Committee are:

- A. To recommend to the Board of Trustees the engagement of independent certified public accountants (CPAs) as the district auditor. The Committee can negotiate the auditor's compensation on behalf of the Board of Trustees. The Committee may also recommend to the Board of Trustees the termination of an engagement when the Committee believes this is necessary.
- B. To have direct communication with the auditor to satisfy committee members that the financial

affairs of the district are in order.

- C. Review the audit and decide whether to recommend approval to the Board of Trustees.
- D. Review the management letter and decide which items should be recommended to staff and/or the Board of Trustees for further action.
- E. Pre-approve the audit and non-audit services performed by the independent auditor in order to assure that the provision of such services does not impair the auditor's independence.

240.2 Composition

This Committee shall be composed of five (5) members not more than two (2) of who may also serve on the Finance Committee. The Committee cannot include staff members, the Governor, Governor-elect, Immediate Past Governor, District Treasurer, or District Secretary. Two members of the Committee shall be Trustees. (3/08)

240.3 Term and Appointment

The Governor-elect shall appoint this committee for a term of one year beginning on October 1. The Committee should be appointed by March 1<sup>st</sup> prior to the beginning of the administrative year.

240.4 Qualifications

Members appointed to the committee shall have a background and/or managerial experience in accounting, finance or business that would contribute to the committee's responsibilities. Consideration should be given to at least one of the members possessing a Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) designation.

240.5 Meetings

- A. The Committee shall meet at least twice a year.
- B. The Committee shall give notice to the District Secretary/Executive Director of audit committee meetings and shall have the District Secretary/Executive Director attend all meetings, except that the Committee may, at its discretion, elect to meet without the presence of the District Secretary/Executive Director.
- C. The Committee shall have a post-audit meeting with the independent auditors.

240.6 Reports of Committee

- A. The chair of the Audit Committee shall report to the Board of Trustees about its role, activities, actions and recommendations.
- B. The Audit Committee chair may meet with other committees such as finance if issues overlap committee responsibilities.

260. District Conventions, Conferences and Meetings

Each District Convention and Conference shall be self-sustaining; the expenditures included in the

budget shall not exceed the membership payments, registration fees, meal costs and other income. Meetings may or may not be self-sustaining, but financially should be within the amounts budgeted by the District.

261. Travel, Housing and Other Concessions

261.1 All Concessions to District

- A. For any District Conference, Convention or meeting, all travel, housing and other concessions accrue to the District. (6/00)
- B. No District officer or Kiwanis member, due to their office or their membership, has any right or privilege to benefit personally, or to increase District expense, by promoting separate housing, travel or special event arrangements related to any District Convention, Conference or meeting.
- C. Recognizing the value of convention facilities, public space, convention bureau assistance and other concessions ordinarily received gratis or at a very nominal cost by our District, for any District Conference, Convention or meeting, all participants are encouraged to use District arranged housing, travel and other accommodations. Any Lieutenant Governor or other District officer making separate arrangements, directly or indirectly, for their division or group, must reimburse the District for the value of any concessions which otherwise would accrue to the District. Also see Section 261.3.
- D. For any District Conference, Convention or meeting, any Kiwanis member receiving a per diem allowance shall be required to use the housing arranged for by the District unless unavailable. (10/09)

261.2 Payment to District

For any District Conference, Convention or meeting, any chairman or District officer will be charged for any and all concessions received, directly or indirectly, by them that the District otherwise would have received. The value of such concessions is payable to the District by such chairman or officer, either in cash, or as an offset to amounts due from the District.

261.3 Separate Arrangements by Kiwanians or Clubs

Although members are urged to use District approved travel arrangements and hotels, any Kiwanis member or club is free to make its own independent arrangements. The only restriction placed on such member or club is that, without the consent of the Board of Trustees, it cannot solicit other clubs or members in the District, and, without the consent of the Lieutenant Governor, it cannot solicit other clubs or members in the division.

261.4 Complimentary or Reimbursed Travel

- A. For the District convention, the District Officer's travel expense is included as part of their budget allotment, and is charged against the District's operating expenses. The travel concessions received by the District will be included as operating income to the extent of costs incurred, and the excess, if any, as convention income, minimizing the total cost incurred for the convention; this benefits all Kiwanians attending the convention by decreasing the registration fees and other costs that otherwise would be required.



- B. For District conventions, other persons who may receive travel allowances or reimbursements, and the account to be charged are as follows: (6/00)
  - Convention speakers - (convention expense);
  - Music and entertainment - (convention expense)
- C. For District conventions, the Counselor to our District receives their travel expense from Kiwanis International; no travel costs shall be paid by the District.
- D. For the mid-year Board meeting:
  - 1. The District Officer's travel expenses are included as part of their budget allotment.
  - 2. District Committee chairmen may be reimbursed for travel. See Section 270.1.
- E. For the District Convention, Conferences and meetings, except as provided in this section, no complimentary or reimbursed travel expenses will be charged to a conference or meeting by District chairmen or other Kiwanians; by special request of the Governor or Governor-elect, and by agreement in advance, cabinet members or members of the education committee or planning committee may be reimbursed for travel to a conference or meeting outside of the division in which their primary club is located. (6/00)
- F. For District Conventions, Conferences and meetings, the District will reimburse travel costs of the person entitled to reimbursement in accordance with District policies. (6/00)

261.5

Complimentary or Reimbursed Housing

- A. For District Conventions, the District Officer receives housing as part of their per diem allowance, and it is included as part of their budget allotment; the allowance is charged against the District's operating expenses.
- B. For District Conventions, both the Governor and Governor-elect shall receive a complimentary moderately priced suite. For mid-year conferences and Board meetings, the Governor shall receive a complimentary moderately priced suite. For other meetings, the Governor (or Governor-elect, if in charge) shall receive a complimentary room. (6/00)
- C. For District Convention, due to past services to the District and recognizing the value of their counsel, advice and participation throughout the years in Kiwanis functions, a per diem is allowed to each Past Governor and Secretary Emeritus, or if invited, a widow or widower of a Past Governor or Secretary Emeritus, on the basis of a maximum of four (4) days at the per diem allowed for members of the Board of Trustees. This per diem will come from the District Convention Fund.
- D. For District Conventions, Mid-Year Conferences and other meetings, except as provided in Section 261.5, housing concessions and reimbursements shall be treated as income and expense of the convention, conference or meeting; in addition to housing concessions, a room or suite in the headquarters hotel may be provided on a complimentary basis and/or upgraded for the District and, if so, it is to be used without charge by the Governor (or Governor-elect, if in charge).

- E. For the District Convention and Board visit, the Counselor to the District and their spouse shall receive a complimentary room, charged to the convention or to board expense; either flowers or a fruit basket also should be provided in the room by the hotel or the Governor.
- F. For the District Convention, a complimentary room shall be provided to each Service Leadership Program Governor and the cost thereof shall be charged against the convention.
- G. For the District Convention and each Mid-Year conference, a complimentary room shall be provided to the Convention Chairman and the cost thereof charged against the convention or conference. (8/07)
- H. By special request of the Governor (or Governor-elect, if in charge), and by agreement in advance, administrators, or members of the education or planning committee may receive reimbursed housing or a per diem rate for participation in a conference or meeting (other than the District Convention) outside the division in which their primary club is located. (6/00)
- J. For the District Convention, Conferences and meetings, the District will reimburse housing costs of the person entitled to reimbursement in accordance with District policies and budgets. Persons entitled to complimentary or reimbursed housing may upgrade such housing and pay the difference in rates. (8/07)

261.6 District Office Costs

The direct cost of travel, housing, salaries and other expenses of District Office personnel shall be charged to any District Convention, Conference or meeting. For the spouse of the District Office personnel attending a District convention, conference or meeting, there shall not be any reimbursement of travel or other costs, unless such spouse provides adequate assistance to the functions and responsibilities of the District Office, in which case, and at the discretion of the District Secretary, the registration fees, housing, meals and/or other costs may be reimbursed, waived or decreased.

262. Preparation of Budget – Conventions, Conferences and Meetings

262.1 Preparation of Budget - District Convention

- A. By January 1, a special committee consisting of the Governor, Governor-elect, District Secretary, District Treasurer and the Convention Chairman shall prepare a preliminary budget for the convention, and, by, June 1, a final convention budget. These budgets will be reviewed by the Finance Committee, and it will make its comments and recommendations to the Board of Trustees. (8/07)
- B. The number of participants in the convention expected for a break-even budget shall be determined by the Finance Committee. (6/00)
- C. Expenses included in the budget should have flexibility to adjust for a reasonable decrease in attendance as compared to the number of participants expected.

262.2 Preparation of Budget - Conferences and Meetings

The budget for conferences and meetings shall be prepared by the Governor (or Governor-elect, if they are responsible), District Secretary/Executive Director, District Treasurer and conference or meeting

chairman. At the request of any member of this Committee, assistance may be obtained from the Finance Committee Chairman or their representative. (6/00)

263. Income

All registration fees and other income shall be credited to the appropriate convention or meeting account.

263.1 Registration Fees - Conventions and Conferences

- A. A registration fee will be charged for Kiwanis members. Such fee generally will be the amount necessary to balance the conference or convention budget, or to provide the income estimated in the District budget, using a conservative estimate of attendance. (6/00)
- B. For Kiwanis family members or guests, no registration fee is required, but such persons will be charged for any meals or special events they wish to attend. (6/00)
- C. For luncheons, banquets or special events, subject to the availability of tickets, the spouse, family member or guest of a Kiwanian who has not registered may purchase an individual ticket. (6/00)
- D. At District Conventions or Conferences, a special registration fee may be provided, such as 100% club registration. The registration form must only contain the names of members who hold no dual membership or have designated the club as their primary club. (6/02)

263.2 Package Registration Fees - Conventions and Conferences

To encourage Kiwanians to participate in all convention and conference events, and to minimize the financial risk of meal or special event guarantees, whenever practical, a package registration fee including registration, luncheons, banquet, and a special events will be offered at a discount compared to individually priced registration and tickets.

263.3 Complimentary Registrations - Conventions and Conferences

Complimentary registration for conferences or conventions will be provided to Service Leadership Program governors and the Counselor to our District and spouse. Ordinarily, a non-Kiwanian convention or conference speaker and spouse, without cost to them, will be invited to participate during the day or evening they speak on the program.

263.4 Meal Functions and Special Events

Meal functions and special events generally should be self-sustaining, with a sufficient override to provide for administrative costs and any complimentary tickets. Complimentary tickets for meal functions shall be provided only to Service Leadership Program governors, to convention or conference speakers who are non-Kiwanians and their spouses, and to the Counselor to our District and spouse. Past Governors and their guest will be complimented a meal ticket for the district convention's Interclub Luncheon. Any additional complimentary tickets for meals and special events must be approved by the Governor (or Governor-elect, if in charge) and the District Secretary/Executive Director. (6/00)

263.5 Exhibit Space

- A. Committees, clubs, outside vendors and organizations may obtain exhibit table top or booth space at District Convention/Conferences upon:
  - 1. Submission of a properly completed application
  - 2. Payment of any required fee
  - 3. Approval of the District Secretary/Executive Director
- B. Exhibit space will be divided into the following categories:
  - 1. District committees and projects
  - 2. District club service projects
  - 3. Non-profit exhibitors (501(c)(3)) organizations)
  - 4. Fund raising and other outside exhibitors
- C. Fees for exhibit space will be set by the Finance Committee and may be reviewed annually. The actual cost of the booth, tables, chairs, draping, cleaning, space rent or other costs shall be considered in establishing the fees.
- D. Guidelines for minimum fees are as follows:
  - 1. District committee and projects – free
  - 2. District club service projects – \$75.00 “no show” deposit
  - 3. Non-profit exhibitors – two times cost
  - 4. Fund raising and other exhibitors – four times cost

264. Expenses - District Convention

264.1 Accounting for Expenses - District Convention

All expenses incurred for a District Convention shall be charged to the appropriate convention accounts. (6/00)

264.2 Honorariums - District Convention

At District Conventions, a reasonable honorarium may be paid for speakers, music and entertainment within the amounts budgeted. If a Kiwanis club requests that certain musicians or entertainers perform, generally such club is expected to provide the cost of transportation and housing.

264.3 Record of Proceedings - District Convention

A written or video record shall be made of the proceedings of the District convention; a copy of such proceedings shall be distributed without cost to the Governor and the Governor-elect and the District Office will retain one copy. (6/00)

264.4 District Office Costs - District Convention

For District Office costs, see Section 261.6.

265. Expenses - District Conferences and Meetings

All expenses incurred for a District conference or meeting shall be charged to the appropriate conference or meeting accounts. (6/00)

270 District Committees

270.1 District Committees Mid-Year Meeting of Board of Trustees

All District committee chairman are encouraged to attend the District Mid-Year meeting of the Board of Trustees to present their reports and to encourage their programs of service. For such attendance, a travel allowance but no per diem, meals or lodging may be paid by the District.

271. Expenses for District Committees

Expenses of District committees shall not exceed the Lieutenant Governor's per diem and travel and are payable only to the extent budgeted.

Expenses of Service Leadership Program Administrators shall not be subject to the above per diem limitation. (6/00)

271.1 Costs - Convention Site and Selection Committee

The cost of meetings of the Convention Site and Selection Committee shall be charged against the District Convention budget or Mid-Year Conference budgets depending upon the primary purpose of such meeting.

271.2 Costs - Governor's Cabinet and Parliamentarian

The Governor shall recommend a total amount to be budgeted for reimbursement to cover such costs as office expense, telephone, postage, travel meetings, convention expense. The distribution of these funds shall be made available in equal amounts to each member of the Governor's Cabinet and the Parliamentarian. (06/18)

271.3 Costs - Service Leadership Programs (SLP) Committees (08/10)

Travel expenses for Service Leadership Programs (SLP) Regional Advisors to attend Board meetings (Winter Board, May Board and Summer Board) shall be as follows:

- A. The District shall reimburse Regional Advisors for airline transportation from Regions 6, 9, 14, 15, 16 and 17 to Board meetings held at the Kiwanis Professional Center. The District shall reimburse Regional Advisors from Region 18 for airline transportation to all Board meetings. (08/10)
- B. The District shall only provide reimbursement for transportation and housing to one Regional Advisor or Assistant Regional Advisor for every four students per region per meeting. (08/10)

# **INTERNATIONAL CONVENTIONS**

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## **INTERNATIONAL CONVENTIONS**

280. Reimbursements - International Conventions

280.1 Reimbursement for Travel

The annual District budget shall provide for a specific allocation of dues revenue to the International Convention Travel Fund. The allocation should not be less than the estimated travel expense during the administrative year for which the budget is being prepared, unless the convention is being held off the North American continent. In fixing the allocation, consideration must be given to future International Convention sites and the associated cost of travel to those sites to insure adequate funding will be available in succeeding years. (6/02)

- A. The International Convention Travel Fund will reimburse all District Officers, and the District Parliamentarian their travel expense to the International Convention site up to a specified amount. (6/02)
- B. Reimbursement will be made only to those Board of Trustees members who attend the District Board of Trustees meeting at the International Convention. Reimbursement may be made without said attendance should the Governor decide not to call a meeting of the Board at the International Convention site. (6/02)
- C. Reimbursement will be made only after the completion of travel and prior to September 30<sup>th</sup> of said year. (6/02)

280.2 Amount of Reimbursement

The Finance Committee will prepare a recommendation to the Board of Trustees, which will be based on the average fares available. The Board of Trustees will fix the maximum amount of reimbursement(s) not later than April 1<sup>st</sup> of the year in which the travel will occur. Reimbursement rates may vary by departure city. (6/02)

280.3 Per Diem Allowances

A per diem for District Officers will be allowed for the total number of days of the convention for which workshops or sessions are scheduled. An additional day of per diem will be allowed to Board of Trustees members if a Board meeting is held prior to or after the convention. Such allowance will be charged against the District Officers' budget. (6/12)

281. Travel, Housing and Other Concessions - International Convention

281.1 All Concessions to District

- A. No District Officer or Kiwanis member, due to their office or membership, has any right or privilege to benefit personally from any separate convention travel arrangements or tour.
- B. For the International Convention, all travel and other concessions accrue to the District. For housing concessions, see Section 281.1C.
- C. For the International Convention, Kiwanis International retains all housing concessions, but generally allows a moderately priced suite to the Governor. If any such allowance is made to the

Governor, no reimbursement is required to the District. Any other allowances for hotel accommodations accrue to the District.

281.2 Payment to District

For the International Convention, any District Officer or Kiwanis member will be charged for any and all concessions received, directly or indirectly, by them. The value of such concessions is payable to the District by such officer or member, either in cash, or as an offset to amounts due from the District.

281.3 Separate Arrangements by Kiwanians or Clubs - International Convention

Although members are urged to use District approved travel arrangements and hotels, any Kiwanis member or club is free to make its own independent arrangements; the only restriction placed on such member or club is that, without the consent of the Lieutenant Governor, it cannot solicit other clubs or members in the division, and, without the consent of the Board of Trustees, it cannot solicit other clubs or members in the District.

282. Charters, Convention Tours - International Convention

282.1 Use of Independent Travel or Service Agent as Coordinator

- A. If an independent travel or service agent is selected, the maximum allowable costs for promotion, office expense, overhead and profit should not exceed:
  - 1. Commissions on air and sea travel;
  - 2. Hotel commissions; and
  - 3. The industry average service charge (12% maximum) on all direct costs less commissionable costs.
- B. The District Office expense in promoting such charter or tour, and the cost of its office at the International Convention, should be offset by the value of the concessions, if any, plus an amount not to exceed 7% of the total direct costs.
- C. The total direct costs include housing, transportation, handling of baggage and any special service performed for the participants.

282.2 Use of District Office as Coordinator

In addition to the value of concessions, if any, the allowable costs for advertising, printing, personnel and overhead to the District, if it coordinates a charter or a tour, should not exceed 17% of total direct costs.

283. District Office and Personnel Costs - International Convention

- A. For International Conventions, the amounts received by the District for travel arrangements should offset its office and direct costs in promoting such travel arrangements, the cost of a District office at the Convention, and any additional personnel costs. Any excess or loss will be credited or charged to the District's general operating funds.



- B. For International Conventions, a District office will be maintained generally in the headquarters' hotel or the hotel in which the District Secretary or Governor is staying. If needed, temporary help may be hired at the convention site or, at the discretion of the District Secretary, regular District Office employees may be used in such office. There will not be any reimbursement of travel or other costs for the spouse, family member or partner of any District Office personnel attending such Convention.

284. No Nomination Without Approval of International Review Committee

No one from this District shall nominate or second the nomination of any other District's candidate for any International Office without the review and approval of the International Review Committee.  
(6/12)

285. Endorsement of a Candidate from this District for International Office

Immediately prior to the year when a vacancy occurs on the International Board of Trustees for which this District becomes eligible, the District may endorse a candidate for such office using the following procedure.

- A. Eligible candidates shall announce their candidacy in writing on or after October 1<sup>st</sup>. This official notification of candidacy shall be in the form of a letter of intent delivered to the District Secretary by the candidate. Notification of the announcement will be sent to the District Board of Trustees in the next communication.
- B. Once candidates have declared their candidacy, they will be considered a candidate until the District Secretary has received a written withdrawal. The District Secretary shall acknowledge receipt of the withdrawal. Notification of the withdrawal will be sent to the District Board of Trustees in the next communication.
- C. A candidate for International Office shall neither announce nor campaign directly or indirectly for the International Office until October 1 of the Kiwanis Administrative Year during which the District endorsement is sought and after the District Secretary/Executive has received the official notification of such candidacy.
- D. District policies for campaigning shall be sent to each announced candidate by the District Office.
- E. The Governor, Governor-elect, Immediate Past Governor, District Treasurer and all paid employees of the District Office shall not make any public endorsement of any candidate for International Office until the District has officially endorsed such candidate.
- F. When requested by an announced candidate, the District Office shall provide an electronic database of the following: District Trustees, Lt. Governors, Lt. Governors-elect, Club Presidents, Club Secretaries, District Committee Chairs, Past District Governors and Immediate Past Lt. Governors. At the option of the candidate, the District Office shall provide two (2) free sets of mailing labels in lieu of the database file.
- G. An announced candidate may send promotional materials to any Kiwanian after the District Secretary/Executive Director has received official notification of such candidacy.
- H. Each announced candidate shall be invited to give a three (3) minute presentation to the Mid-Year Meeting of the District Board of Trustees.

- I. Ample time and space shall be provided at the District Convention and at Mid-Year Conference Executive Director (s) for each announced candidate to meet and speak with the Kiwanians of the District.
- J. The House of Delegates at the District Convention may endorse an announced candidate for International Office after each announced candidate gives a self-nominating speech of five (5) minutes, and has one seconding speech of two (2) minutes before such House of Delegates. (8/08)
- K. A majority of all valid votes cast shall be necessary for the endorsement. In the event that any ballot cast for the endorsement does not show a majority for any candidate, the Governor shall designate a time and a place for the further balloting for such endorsement. Prior to the second ballot, the candidate having the lowest number of votes on the first ballot shall be dropped. On each succeeding ballot, the same procedure shall be followed until a candidate shall have received a majority of all votes cast. The voting shall be by ballot only where there are two (2) or more candidates for the same office.
- L. The endorsement for International Office by this District shall remain in effect until it is withdrawn or the end of the next International Convention. (8/08)
- M. In the event this District's endorsed candidate is defeated at the International Convention, in the interest of time and in order to eliminate a two year waiting period, the following procedures shall apply: Within seven (7) days after the end of the most recent International Convention, the District Secretary shall notify all Past Governors of this District who are eligible to run for International office that they must file their declaration of candidacy in writing with the District Secretary within fifteen (15) days of such notice being sent by the District Secretary. The announced candidates shall then run for the endorsement of the District at the next District Convention as provided in paragraphs I, J and K of this Section 285. (7/09)

**CONDUCT UNBECOMING A MEMBER  
OF THE KIWANIS FAMILY**

(June 2001)

**INDEX**

- 300.        Conduct Unbecoming A Member of the Kiwanis Family (6/01)
  - 301 Sexual, Racial, Ethnic or Other Harassment (08/10)
  - 301.1 Examples of Sexual Harassment (08/10)
  - 301.2 Procedure for Filing Complaints (08/10)
  - 302. Allegations Regarding A District Officer or Member of a District Committee (8/02)

## **CONDUCT UNBECOMING A MEMBER OF THE KIWANIS FAMILY**

300. Kiwanis International Board Policies contain a Section entitled "Conduct Unbecoming a Member of the Kiwanis Family," and defines such conduct as any conduct committed by any member of the Kiwanis family, as that term is defined by Kiwanis International, that:

- A. Is incompatible with the best interest of the public or of members of the Kiwanis family, **or**
- B. Tends to harm the standing of Kiwanis in the local or global community.

When an incident occurs at a District or International event that becomes known to another Kiwanian and such other Kiwanian believes such conduct comes within the guidelines of "Conduct Unbecoming a Member of the Kiwanis Family," it shall be incumbent on said Kiwanian to report the same in writing to the Governor and District Secretary. If the District Governor in concurrence with both: (06/18)

- A. the Chair of the District Bylaws and Policies Committee, and (06/18)
- B. a current District Trustee selected by the District Governor not from the Region containing the Club to which the individual alleged to have engaged in 'Conduct Unbecoming' belongs, (06/18)

concludes that the alleged conduct in question is "Conduct Unbecoming a Member of the Kiwanis Family," the District Governor shall report the same to the alleged offending Kiwanian's Club President, Club Secretary, and the Lieutenant Governor of the division in which the member's club is located.

No guilt or innocence of the accused member shall be implied from the reporting of the subject incident or from the Club reviewing the matter using the procedures set forth in the Standard Form of Club Bylaws.

The following instances of conduct shall be considered "Conduct Unbecoming a Member of the Kiwanis Family." These instances, however, are examples only and any offending conduct to be reviewed shall not necessarily be limited to this list:

- 1. Sexual, ethnic or racial discrimination or harassment (3/08)
- 2. Theft or embezzlement of public, private or Kiwanis funds or property;
- 3. The use or possession of illegal drugs;
- 4. The physical assault of another person;
- 5. Arrest and conviction for any crime other than those offenses that are handled by the issuance of a citation only, except for a single conviction of a violation of California Vehicle Code Section 23152 (DUI) or equivalent statute in Nevada or Hawaii.

Nothing in this policy shall be deemed to supersede or replace the disciplinary provisions set forth in the Standard Form of Club Bylaws and in the event of any conflict therewith the Club Bylaws shall prevail. (8/07)

301 Sexual, Racial, Ethnic or Other Harassment (08/10)

It is the clear and distinct policy of the Cal-Nev-Ha District of Kiwanis International that all Kiwanians shall always conduct themselves in a responsible way to avoid even the slightest inference that any

sort of sexual, ethnic, or racial discrimination or other harassment has occurred between a Kiwanian and any other member of society. This must be especially true in Kiwanis related meetings, projects and functions, particularly those involving members of our Service Leadership Programs. To that end, the District is committed to providing an environment that is free from discrimination and harassment.

Actions, words, jokes, or comments based upon an individual's sex, sexual preference, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. Such harassment, discrimination, and/or misconduct that is demeaning to another person, or other actions that undermine the integrity of the volunteer relationship and/or creates a hostile environment is strictly prohibited. In addition, neither the District nor any Kiwanis Club shall retaliate against any Kiwanian for filing a complaint alleging harassment described in this Section and shall not tolerate or permit retaliation by District or Club Officers, Directors, Trustees, management, employees or members. Such retaliatory actions shall be considered as "Conduct Unbecoming a Member of the Kiwanis Family" (hereinafter referred to as "Conduct Unbecoming").

301.1 Examples of Sexual Harassment (08/10)

The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser. Forms of sexual harassment include, but are not limited to, the following: unwanted sexual advances; offering employment benefits in exchange for sexual favors; actual or threatened retaliation; leering; making sexual gestures; displaying suggestive objects, pictures, cartoons, or posters; making or using derogatory comments, epithets, slurs, or jokes; sexual comments including graphic comments about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations; physical touching or assault, as well as impeding or blocking movements. These actions are not intended to be an exclusive list of examples of sexual harassment, but rather are intended to provide just some of the types of conduct that will be treated as sexual harassment.

301.2 Procedure for Filing Complaints

All allegations of Conduct Unbecoming involving events that occur at a Kiwanis Club (hereinafter the "Club") function, including complaints of sexual harassment or alleged retaliation for filing a previous complaint, shall be made in writing and shall be delivered to the Club President and Club Secretary, unless the complaint is against one of these individuals. If the complaint is against the Club Secretary, it shall be delivered to the Club President and Immediate Past Club President. If the complaint is against the Club President, it shall be delivered to the Club Secretary and the Immediate Past Club President. The Club President, or Immediate Past Club President shall promptly advise the Club's Board of Directors of such complaint and The Board shall follow the procedure described in the Standard Form of Club Bylaws (hereinafter the "Club Bylaws") in Article 7 entitled "Discipline". All allegations of Conduct Unbecoming involving conduct at a District or International event shall be reported as provided in Policy Section 300. (02/18)

302. Allegations Regarding A District Officer or Member of a District Committee

All allegations of Conduct Unbecoming involving a District Officer or a member of a District Committee shall be reported as provided in California-Nevada-Hawaii District Bylaws Article IX, Section 2, or any successor section dealing with the same subject matter. (06/18)

**INTERNATIONAL BOARD COUNSELOR**  
**TO THE DISTRICT**  
**(Section Added 6-22-02)**

**INDEX**

- 401.        Appointment of the Board Counselor
- 402.        Purpose of the Board Counselor
- 403.        Second Visit by Board Counselor

## **INTERNATIONAL BOARD COUNSELOR TO THE DISTRICT**

### 401. Appointment of the Board Counselor

The International President-designate, immediately upon the close of an International Convention, may appoint a member of the International Board to serve as a counselor to our District, known as the Board Counselor. The term of service begins immediately and ends on September 30<sup>th</sup> of the following year. From the date of appointment to October 1<sup>st</sup> of the current year, there is a dual relationship of Board Counselors. (8/07)

### 402. Purpose of the Board Counselor

#### A. Role of the Board Counselor

1. The Board Counselor is the personal representative of the President and International Board to our District, and is our District's liaison to International. (6/02)
2. The Board Counselor is an advisor and resource person for our District Governor, Board and members. (6/02)

#### B. Guidelines

1. Annually, the International Office will send to the Governor, Governor-elect and Secretary the Guidelines for the Board Counselor's Visit. These guidelines should be followed. (6/02)
2. Membership on the International Board is both a time and financial expense. It is totally inappropriate for any person, club or foundation to solicit any purchase, donation or membership from the Board Counselor or partner. (6/02)

#### C. Attendance at District Convention

1. The newly appointed Board Counselor should:
  - a) Attend all sessions of the District Convention, the current and incoming Board meetings and any special functions. (6/02)
  - b) Bring a motivational message, including current International activities, to the current and incoming Boards, the Committee of Past District Governors and the Convention. (Appropriate times shall be allocated for each message). (6/02)
  - c) Meet as many of the Convention attendees as practical. (6/02)
  - d) Attend the current Board's dinner and incoming Board's breakfast, if held. (8/07)
  - e) Attend the meeting of the Committee of Past District Governors and their dinner. (The Board Counselor should be excused from the Committee meeting if personnel matters, elections, endorsement of candidates or similar topics are being discussed). (6/02)

2. The Board Counselor will assist the Governor-elect on the training of the incoming Board and club presidents, and should be invited to participate in forums and other parts of the Convention. (6/02)
3. When not attending or participating in forums, the Board Counselor should make a brief appearance and be recognized by the moderator at various forums. (6/02)

D. Other Duties and Responsibilities

1. From the date of appointment to October 1<sup>st</sup> of the following year, the Board Counselor shall counsel and advise the current and incoming Governors and Boards, and encourage them to meet their goals and objectives. (6/02)
2. The Board Counselor should not make or be requested to make visits to club or district projects or be involved in other activities during the time of the Past Governors meeting, the Board meetings and the District Convention. (6/02)
3. If the Board Counselor requests to be involved in other visits or activities at times other than Section 2 above, the District, as a courtesy, may assist in making arrangements, but the costs should be borne by the Board Counselor. (6/02)
4. The Board Counselor is required to report to International on the effectiveness of the Convention and District administration. (6/02)

E. Communications Prior to the Convention

1. Both the Governor and Governor-elect (and partner) should communicate by telephone and in writing with the Board Counselor (and partner), which should include for the District Convention: (6/02)
  - a) Their participation. (6/02)
  - b) Any special requests or activities. (6/02)
  - c) The type of dress for each of the events or activities taking place. (6/02)
  - d) The travel arrangements, including persons meeting and taking them back to the airport. (6/02)
2. At least two weeks prior to the Convention, the District Executive Director should send to the Board Counselor a complete schedule of Convention events, which should include: (6/02)
  - a) A copy of the Convention program. (6/02)
  - b) Information on any special activities. (6/02)



- c) The Board Counselor and partner's expected participation in any events or activities. (6/02)
- d) The type of dress during the entire visit. (6/02)
- e) A copy of the International Board Counselor Policies. (6/02)

F. Cost of Board Counselor's Visit

- 1. Kiwanis International shall pay the transportation and any interpreter's cost. (6/02)
- 2. The District shall pay for all Convention, hotel, meal and special function expenses. (6/02)
- 3. The Board Counselor should pay any telephone or personal expenses. (6/02)

G. Protocol

- 1. The Governor and partner are responsible for hosting the Board Counselor and partner from their airport arrival through the current Board meeting and team dinner. (6/02)
- 2. The Governor-elect and partner are responsible for hosting the Board Counselor and partner for the remainder of the Convention until departure at the airport. (6/02)
- 3. Hosting is required from time of airport arrival to time of airport departure. Hosting includes transportation, all Convention and special function times, and breakfast or other meals. (6/02)
- 4. During the Convention, including meals and special functions, if the Governor or Governor-elect (and partner) cannot accompany the Board Counselor (and partner), they should arrange for a designated-host, and so inform all parties involved. (6/02)
- 5. The priority for designated-hosts for the Board Counselor (partner) is as follows: (6/02)
  - a) Current International Officer or candidate (partner). (6/02)
  - b) Past International Officers (partner). (6/02)
  - c) Past Governors (partner). (6/02)

403. Second Visit by Board Counselor

A. Prior Clearance

- 1. Before the written request for a second visit by the Board Counselor is made, the Governor should clear the dates and reasons for the visit with the Board Counselor. (6/02)
- 2. The second visit should not be made during the New Year's festivities. If a New Year's visit is made, it must be at the Board Counselor's expense and approved by the International President. (6/02)

B. Written Request Required

1. For the primary purpose of in-depth counseling, upon written request by the Governor, to and approved by the International Executive Director, the Board Counselor may make a second visit to the District. (6/02)

C. Costs

1. Kiwanis International shall pay the transportation costs for the Board Counselor. The District will pay for housing, meals and other related visit costs. (6/02)
2. All expenses related to the partner's transportation costs will be at the Board Counselor's own expenses. (6/02)

# **DISTRICT TRUSTEES**

**(Section Added 3-7-08)**

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  - 501.1    Announcement and Publicity
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## **DISTRICT TRUSTEES**

### 501. Campaign Policies for Trustees

Candidates will conform to the following ethical values; Honesty, Trustworthiness, Integrity, Good Character, Fairness, Caring and Respect. Candidates shall at all times conduct themselves and their campaigns in accordance with the basic rules of ethical conduct so as to uphold the good name of Kiwanis.

The following policies shall be followed in campaigning for the office of Trustee in the California-Nevada-Hawaii District of Kiwanis International. They are established to give an equal opportunity to function within good practice and to provide candidates the means of presenting their qualifications and getting personally acquainted with as many Kiwanians within their Region as possible.

### 501.1 Announcement and Publicity

- A. Candidates for Trustee shall announce their candidacy in writing on or after October 1st of the Kiwanis Administrative Year during which the Trustee election will take place. This official notification of candidacy shall be in the form of a letter of intent from the candidate delivered to the current Trustee or, in the event there is no current Trustee, or if the current Trustee is a candidate for re-election as Trustee, such letter of intent shall be delivered to the current Lt. Governor of each Division within the Region in question.
- B. Once candidates have declared their candidacy, they will be considered a candidate until the candidate has delivered a written notice of withdrawal to the Chairman of the Regional Election Conference of the Region in question.
- C. District policies for campaigning for Trustee shall be sent to each announced candidate by the Chairman of the Regional Election Conference.
- D. The Governor, Governor-Elect, Immediate Past Governor, District Treasurer, District Trustees and all paid employees of the District Office and District Foundation shall not make any public endorsement in connection with any contested election for District Trustee, except when campaigning on their own behalf.
- E. The District Office shall not provide any mailing list information in connection with a Trustee election, nor shall it allow Trustee candidates booth space at any Mid-Year Conferences.
- F. An announced candidate for Trustee may send promotional materials to any Kiwanian within the Region in question after the current Trustee, or the Lt. Governors of each Division within the Region, as the case may be, have received official notification of the candidacy.
- G. A candidate, or any person on behalf of a candidate, shall not begin campaigning or raising funds for such candidacy until after the current Trustee, or the Lt. Governors of each Division within the Region, as the case may be, have received official notification of such candidacy.

### 501.2 Active and Personal Campaigning

- A. All candidates shall be responsible for the actions of their committees and supporters, and shall accept full responsibility for their campaigns.

- B. A campaign visit may be made to a Division function within the Region in question upon 72 hours prior notice being given to the Lt. Governor of said Division. Lt. Governors shall allow all candidates an equal opportunity to speak at Division Council meetings provided the Lt. Governor is given at least 72 hours prior notice of the candidate's visit.
- C. A campaign visit may be made to a Club function within the Region in question upon 72 hours prior notice being given to the Club president. Club presidents shall allow all candidates an equal opportunity to speak at a club meeting provided the club president is given at least 72 hours prior notice of a candidate's visit.
- D. Campaigning and/or campaign material of any kind is not permitted at the Governor's Official Visit to any Division or Region except when an election of the Trustee is scheduled for the same Regional Conference as the Governor's Official Visit.
- E. Candidates and their committee members shall promote only their candidacy and shall not campaign against any other candidate.
- F. Candidates shall not solicit nor allow the aid of members of Kiwanis Service Leadership Programs in their campaign.

501.3 Campaign Violations

Any alleged campaign violations shall be addressed to the Chairman of the Regional Election Conference for the Region in question. The Chairman shall consult with the Lt. Governors of that Region to determine whether a campaign violation has occurred and, if so, the appropriate remedy. The decision of the Chairman may be appealed to the Governor if a dispute remains. The Governor shall have final authority on the disposition of the matter.

502. Regional Election Conference

A Regional Election Conference shall be conducted in each Region whenever it is necessary to elect a Trustee using the following guidelines:

502.1 Timing of Regional Election Conference

CNH District bylaws provide that the election for trustee may take place "not earlier than the first week of the administrative year and not later than annual district convention preceding the expiration of the Trustee's term..." (CNH Bylaws, Art. VII, Sect. 6). It is the strong preference of the CNH Board of Trustees that on or after the 1<sup>st</sup> day of November, and before the 1<sup>st</sup> day of May next preceding the expiration of the term of each Trustee, such Trustee shall schedule a Regional Conference for the purpose of electing a new Trustee from such Region. This preference for such an election date allows the District to plan for the orderly succession of Trustees and also provide for their training and education prior to assuming office. (06/18)

Notwithstanding the foregoing, in the event of a vacancy in the office of Trustee during any administrative year, a Regional Election Conference for the purpose of electing a new Trustee shall be held in accordance with the procedures set forth in this Section 502 within sixty (60) days after such vacancy occurs. (08/10)

502.2 Chairman of the Regional Election Conference

The current Trustee shall be the Chairman of the Regional Election Conference to elect such Trustee's successor; provided however, in the event the current Trustee is a candidate for an additional term as Trustee, or there is no current Trustee, the most recent past Trustee present and willing shall serve, or in the absence of a past Trustee, the meeting shall elect a delegate to conduct the elections. (06/18)

502.3 Duties of the Chairman

The Chairman of the Regional Election Conference shall be responsible for the conduct of an orderly election of the new Trustee according to the procedures set out in the District Bylaws and these Policies. The Chairman shall also certify the results of the election to the District Secretary immediately following the Regional Conference.

502.4 Notice of Regional Election Conference

The time and place of this meeting shall be designated by the Trustee. The president of each club in the region shall be notified at least thirty (30) days prior to the meeting. Past Governors, current and past Trustees, current and past Lieutenant Governors who are active members of a club in the region, as well as non-delegate club members, shall also be invited to the meeting and shall have the privilege of the floor, but shall be without vote. (06/18)

502.5 Personnel of the Regional Election Conference

The Personnel of the Regional Election Conference shall consist of the President and President-elect of each Kiwanis Club within the Region, and one additional delegate, or their duly elected alternates, the Lt. Governor of each Division within the Region, and all Past Governors, Past Trustees, and Past Lt. Governors whose primary club is within the Region. (06/18)

502.6 Quorum and Voting at Regional Election Conference

- A. At least one delegate from a majority of clubs in the Region shall constitute a quorum. (06/18)
- B. Each club in the region is entitled to seat up to three (3) delegates, two (2) of whom should be the club president and president-designate, as well as nominate three alternates who may serve if any delegate is absent. All club delegates and alternates shall be active members. The Past Governors, Past Trustees, Past Lt. Governors and current Lt. Governors in attendance shall each have the privilege of the floor without the right to vote unless they are acting as one of the three representatives from their primary Club.
- C. A Secretary and as many election tellers as are necessary under the circumstances shall be selected from the Conference Personnel identified in Section 502.5.
- D. Voting shall be by ballot only where there are two (2) or more candidates for the same position. A majority of all valid votes cast shall be necessary for elections. In the event that no nominee receives a majority of valid votes cast, a new election shall take place immediately, with the nominee receiving the fewest number of votes eliminated from the ballot. This procedure shall be followed until one nominee receives a majority vote. In the event of a tie vote, the presiding officer shall be entitled to vote. (06/18)
- E. Nothing contained in this Section 502 shall preclude additional qualified candidates from being

nominated from the floor of the Conference.

502.7 Qualifications of Candidates

No person shall be eligible to serve as a Trustee unless such candidate: (i) has served, or is currently serving, as a Lt. Governor of a Division within this District; (ii) has been a member in good standing of a Kiwanis Club within this District for at least five (5) years prior to the election; (iii) is currently an active or senior member in good standing of a Club within the Region which is the primary Club of the candidate; (iv) has been endorsed as a candidate for Trustee by the primary Club of the candidate; and (v) has given assurances of the candidate's willingness and ability to carry out the duties and responsibilities of the office of Trustee. In addition, the Trustees and candidates for District Trustee shall have and maintain a clear criminal history background check conducted by the Cal-Nev-Ha District by an approved vendor of Kiwanis International.

502.8 Principles for Conducting Regional Election Conference

The conduct of the Regional Election Conference shall be guided by the principles, traditions and precedents of Kiwanis International in its election of officers and shall particularly consider the qualifications, ability, service and experience in Kiwanis of each proposed candidate for Trustee. "Robert's Rules of Order, Newly Revised" shall be the parliamentary authority on all matters of substance or procedure not specifically covered in the District Bylaws or these Policies.

503 Duties and Responsibilities of District Trustees

The Trustee shall have the following duties and responsibilities:

- A. To attend and be prepared for all meetings of the District Board of Trustees during the Trustee's term of office;
- B. To attend the International Convention and District Convention immediately preceding the term of office of the Trustee;
- C. To attend the first Trustee training conferences scheduled during the term of office of Trustee;
- D. To attend the Mid-Year Conferences, District Conventions and International Conventions during the term of office of the Trustee;
- E. To attend at least two Division Council Meetings of each Division within the Trustee's Region during each administrative year during the term of office of the Trustee; (02/18)
- F. To complete and file all reports as are required by the District during the term of office of the Trustee;
- G. To organize and preside over as Chairman the Regional Election Conference to elect the Trustee's successor in accordance with Section 502; (03/10)
- H. To organize each year during the Trustee's term of office and preside over one or more Regional Training Conferences, one of which may also be the Governor's official visit. The date of such Conferences shall be subject to the approval and consent of the Governor. (03/10)

- I. To review and comply with the Bylaws and Policy Manual of the California-Nevada-Hawaii District.
- J. Subject to the Kiwanis International Bylaws and Policies, District Bylaws and California Non Profit Public Benefit Corporation Law, manage the activities and affairs of the District and exercise all corporate powers of the District as a member of the District Board of Trustees.
- K. Perform such other duties and responsibilities as usually pertain to such office, or as may be designated by the Governor or the District Board of Trustees.

504. Removal of Trustee and Filling Vacancy

504.1 Removal of Trustee

A Trustee may only be removed from office by the Board of Trustees in accordance with the provisions of Article XIII of the District Bylaws.

504.2 Resignation of Trustee

A Trustee may resign his/her office by delivering a written resignation to the Governor and the District Secretary at the District Office. Such written resignation shall state the date upon which the Trustee requests such resignation to be effective. Such resignation shall be finally determined by the District Board of Trustees at its next meeting.

504.3 Filling Vacancy in Office of Trustee

In the event of a vacancy in the office of Trustee during the term of such Trustee, the Governor shall notify the then current Lt. Governors of the Divisions within the affected Region that a replacement Trustee may be elected to fill the unexpired term of such vacant office by means of a Regional Conference to be held in accordance with the provisions of Policy Section 502 within sixty (60) days after the date of such vacancy. If a replacement Trustee is not elected within such sixty (60) day period, the Governor shall appoint a qualified member of a chartered club within the affected Region to fill the unexpired term of such Trustee, subject to the approval of the District Board of Trustees at its next meeting.

505. Notice Methods

For purposes of any writing or notice that is required to be delivered, sent or given pursuant to any provision of this Section 500, such writing may be delivered by (1) United States mail, first class postage prepaid, (2) facsimile transmission, or (3) electronic mail; provided however, in the case of (2) and (3) above, a method of confirmation of receipt by the addressee must be available that creates a record that is capable of retention, retrieval and review and that may thereafter be rendered into a clearly legible tangible form.



# **LT. GOVERNOR ELECTIONS**

**(Section Added 6-28-08)**

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- 602. Division Election Conference
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  - 602.5 Delegates and Quorum at Division Election Conference
  - 602.6 Nominations
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## **LT. GOVERNOR ELECTIONS**

### 601. Campaign Policies for Lieutenant Governors

Candidates will conform to the following ethical values; Honesty, Trustworthiness, Integrity, Good Character, Fairness, Caring and Respect. Candidates shall at all times conduct themselves and their campaigns in accordance with the basic rules of ethical conduct so as to uphold the good name of Kiwanis. Candidates shall promote only their candidacy and shall not campaign against any other candidate.

### 602. Division Election Conference

A Division Election Conference shall be conducted in each Division whenever it is necessary to elect a Lieutenant Governor and Lieutenant Governor-elect using the following guidelines:

#### 602.1 Timing of Division Election Conference

CNH District Bylaws provide that the election for Lieutenant Governor and Lieutenant Governor-elect may take place “not earlier than the first week of the administrative year and not later than annual district convention preceding the expiration of the Lieutenant Governor’s term...” (CNH Bylaws, Art. VII, Sect. 6). It is the strong preference of the CNH Board of Trustees that on or after the 1st day of November, and before the second week of April next preceding the expiration of the term of each Lieutenant Governor, such Lieutenant Governor shall schedule a Division Election Conference for the purpose of electing a new Lieutenant Governor and Lieutenant Governor-elect from such Division. This preference for such an election date allows the District to plan for the orderly succession of Lieutenant Governors and also provide for their training and education.

#### 602.2 Notice of Division Election Conference

The time and place of this meeting shall be designated by the Lieutenant Governor. The president of each club in the division shall be notified at least 10 days prior to the meeting. Past Governors, current and past Trustees, and past Lieutenant Governors who are active members of a club in the division, as well as non-delegate club members, shall also be invited to the meeting and shall have the privilege of the floor, but shall be without vote.

#### 602.3 Chairman of the Division Election Conference

The Immediate Past Lieutenant Governor, provided he/she is a delegate, or the most recent past Lieutenant Governor who is a delegate, shall conduct the elections, unless he/she is a candidate for election. If the presiding officer is absent or ineligible to serve, the meeting shall elect a delegate to conduct the elections. The meeting shall also elect one of its members as secretary, and such tellers as may be necessary.

#### 602.4 Duties of the Chairman

The Chairman of the Division Election Conference shall be responsible for the conduct of an orderly election of the new Lieutenant Governor and Lieutenant Governor-elect according to the procedures set out in the District Bylaws and these Policies. The Chairman shall also certify the results of the election to the District Secretary immediately following the Division Conference.

#### 602.5 Delegates and Quorum at Division Election Conference

Each club in the division is entitled to seat up to three (3) delegates, two (2) of whom should be the club president and president-designate, as well as nominate three alternates who may serve if any delegate is absent. All club delegates and alternates shall be active members. At least one delegate from a majority of Clubs within the Division shall constitute a quorum.

602.6 Nominations

A. The Lieutenant Governor-elect shall be the sole candidate for the office of Lieutenant Governor. However, nothing shall preclude additional nominations of qualified candidates from the floor. Such qualifications may include consent to the nomination by the proposed nominee and their assurance that they will carry out the responsibilities of office, if elected.

B. If applicable, the Chairman may entertain nominations for Lieutenant Governor-elect after concluding the election of the Lieutenant Governor, using the same procedures.

602.7 Voting

Voting shall be by ballot only where there are two (2) or more candidates for the same position. A majority of all valid votes cast shall be necessary for elections. In the event that no nominee receives a majority of valid votes cast, a new election shall take place immediately, with the nominee receiving the fewest number of votes eliminated from the ballot. This procedure shall be followed until one nominee receives a majority vote. In the event of a tie vote, the Lieutenant Governor shall be entitled to vote.

# **SERVICE LEADERSHIP PROGRAMS (SLP)**

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## **SERVICE LEADERSHIP PROGRAMS (SLP)**

### 710. Kiwanis International and Service Leadership Programs (SLP)

The Board of Trustees of Kiwanis International controls and is responsible for Circle K, Key Club, Builders Club, K Kids and Aktion Clubs. The policies of the California-Nevada-Hawaii District of Kiwanis International established for the control of SLP Clubs within the California-Nevada-Hawaii District are subject to the provisions as set forth in the preamble to the policies of the California-Nevada-Hawaii District.

For specific details regarding policies and functions of the SLP organizations, refer to the constitution and bylaws of each organization and their published policies. (01/00)

### 710.1 Responsibilities

The Board of Trustees of Kiwanis International has final responsibility for the authority over Circle K, Key Club, Builders Club, K Kids, Aktion Clubs and the activities of each respective organization. (01/00)

### 710.2 Operating Procedures

Operating Procedures for Circle K, Key Club, Builders Club, K Kids and Aktion Club activities are derived from the constitution, bylaws and policies of Kiwanis International, and Circle K, Key Club, Builders Club and K Kids as well as their published district policies, if any. (01/00)

### 710.3 Exercise of Authority

The Board of Trustees of Kiwanis International may counsel, direct or exercise its authority through:

- A. Its Committee on SLP.
- B. The International Committees on Aktion Club, Builders Club, K Kids, Circle K and Key Clubs.
- C. The SLP Department of the International Office.

### 710.4 International Office

The SLP Department of the Kiwanis International Office is responsible for the following:

- A. Production of educational literature on Circle K, Key Club, Builders Club, K Kids and Aktion Club activities.
- B. Dissemination of Circle K, Key Club, Builders Club, K Kids and Aktion Club information, including new club information.
- C. Chartering of new Circle K, Key Clubs, Builders Clubs, K Kids and Aktion Clubs.
- D. Collection of Circle K, Key Club, Builders Club, K Kids and Aktion Club sponsorship fees, issuance of membership cards and maintenance of the respective International records.

- E. Editing and publishing official publications for the various SLP programs. (08/07)
- F. Preparation of the annual Circle K and Key Club International conventions and training of Circle K and Key Club International officers, District Governors and SLP Administrators. (01/00)
- G. Development of increased cooperation between Kiwanis and Circle K, Key Clubs, Builders Clubs, K Kids and Aktion Clubs concerning activities of mutual benefit.

710.5 Theme and Objectives

The Circle K and Key Club International themes and objectives are developed by the Circle K and Key Club International Boards of Trustees. Similarly each District SLP organization may develop District themes and objects. (01/00)

710.6 Travel - International Officers

Travel by a Circle K or Key Club International officer or representative to the Cal-Nev-Ha District must be at his/her personal expense, unless expenditures are approved in advance by the District Kiwanis Governor, Circle K or Key Club Administrator and funds for such expenditures have been budgeted in the District or convention budget.

711. California-Nevada-Hawaii District of Kiwanis International and Service Leadership Programs (SLP)

711.1 Responsibilities

The California-Nevada-Hawaii Kiwanis District Board of Trustees has the responsibility for and control over the California-Nevada-Hawaii SLP Districts, divisions, clubs and their activities. The Kiwanis Governor (from October 1 to March 31) and Kiwanis Governor-elect (from April 1 to September 30) and the Kiwanis District Board of Trustees are responsible for counsel and advice and have final authority for the functioning of the California-Nevada-Hawaii SLP Districts. The Kiwanis Governor, for cause, shall have the authority to terminate or remove any elected or appointed officer. (03/10)

711.2 Operating Procedures

Operating procedures for District SLP activities are derived from the bylaws and policies of the California-Nevada-Hawaii District and the respective SLP Districts.

Policies developed and approved by the SLP District shall be effective after approval by the Kiwanis District Policy Committee and District Board of Trustees.

Realignment of SLP Divisions developed and approved by an SLP District shall be effective after review and recommendation by the Kiwanis District Finance Committee and Realignment Committee and approval by the District Board of Trustees. (02/11)

711.3 Exercise of Authority (1/00)

The Board of Trustees of the Cal-Nev-Ha District may counsel, direct or exercise its authority through:

- A. The District Committees of Circle K, two Key Club Districts, Builders Club, K Kids and Aktion Club. (03/10) In this policy, Key Club denotes the Cali-Nev-Ha District of Key Club

International; KIWIN'S denotes the Cal-Nev-Ha KIWIN'S District of Key Club International and Circle K denotes the Cal-Nev-Ha District of Circle K International. (3/12)

B. The SLP Department of the District Office.

712. Service Leadership Programs (SLP) Department

712.1 Chief Administrative Officer

- A. The chief administrative officer of the SLP Department shall be the Kiwanis District Executive Director, assisted by the Director of Service Leadership Programs. (11/97)
- B. The District Executive Director is fully responsible for all contractual relationships involving the Kiwanis and SLP districts as covered in the Financial Policies of the District Policies.

712.2 Relationship of District SLP Administrators

District Administrators of the six SLP organizations are directly responsible to the Governor or the Governor-elect during the periods specified in Section 711.1. (03/10)

713. Duties and Responsibilities of the Director of Service Leadership Programs

713.1 Duties and Responsibilities of the Director of Service Leadership Programs to the District Office

- A. Maintain the District Records of all activities of all SLP organizations, including all statistical information required by Kiwanis International, the Kiwanis District Board of Trustees or the District SLP Administrators.
- B. Assist in the preparation of all District reports to Kiwanis International for all SLP organizations.
- C. Ensure all material relating to SLP activities is sent in a timely and accurate manner to all SLP leaders, Kiwanis SLP committees, appropriate Kiwanis District officers, and Kiwanis SLP clubs.
- D. Work closely with the editor of the Cal-Nev-Ha bulletin in publicizing SLP organizations.
- E. Prepare press releases to the media of newsworthy SLP activities, and to encourage public information and public relations of all such activities.
- F. Be responsible for the District Office functions and responsibilities as they relate to the programs of each of the SLP organizations, including the storage of equipment and supplies, the maintenance of files, and the preparation of minutes of all SLP conventions, meetings, and conferences.

713.2 Duties and Responsibilities of the Director of Service Leadership Programs to the Kiwanis SLP Committee

- A. Prepare jointly with each Kiwanis SLP Committee, a proposed committee budget to see that said budgets are presented on time to the Kiwanis Finance Committee, and to maintain records of the receipts, disbursements and variations from the approved budget.
- B. Jointly with each Kiwanis SLP District Administrator, develop and participate in training

programs for the SLP committee members, the SLP Officers and any regional advisor.

713.3 Duties and Responsibilities of the Director of Service Leadership Programs to the Service Leadership Programs

- A. Prepare district billings and collect other revenues from SLP that are payable to the Cal-Nev-Ha District.
- B. Deliver all receipts collected to the Cal-Nev-Ha District Secretary, who shall account to the Kiwanis Board of Trustees for all receipts and disbursements.
- C. Prepare program materials for the SLP organizations, and to compile information for and distribute district rosters or directories to each of the SLP organizations.
- D. Jointly with each Kiwanis SLP District Administrator, be responsible for the arrangement of program, budget and housing for all SLP District conferences, conventions, and training conferences. Program, budget and housing if required is arranged by the Administrator, Regional Chair and SLP Governor.
- E. Upon receiving site recommendations from the SLP organizations, negotiate all contracts necessary for SLP District conferences, conventions, and training conferences. The Kiwanis Executive Director shall sign all contracts.
- F. Maintain contact with all of the SLP leaders and respond, when practical, to requests by the SLP leaders or the SLP Committee to attend club chartering.
- G. Keep the District SLP Committee informed concerning all financial activities of the SLP District.
- H. Serve as counselor to the SLP District Treasurers. (03/10)

713.4 Duties and Responsibilities of the Director of Service Leadership Programs to the Kiwanis Board of Trustees, Officers and Clubs

- A. Assist, as needed, the Kiwanis Board of Trustees, Governor, Governor-elect and District Secretary in carrying out the objectives of Kiwanis and each of the SLP organizations.
- B. Maintain lines of communication between the sponsoring Kiwanis club, the SLP Committee, and the individual SLP organizations; communicate to the SLP Committee, the sponsoring Kiwanis Club and/or other appropriately involved organizations, information relative to any Kiwanis Club and/or SLP organization which is not meeting its duties and responsibilities.
- C. Work with the Kiwanis Governor-elect in developing materials for education of Kiwanis Trustees, Lieutenant Governors, Committee Chairs and individual Kiwanis Club Officers. Such assistance should not interfere with or impair the current year's program or objectives.
- D. Report in writing to the Kiwanis District Board of Trustees at each of its meetings as to the accomplishments of the SLP programs and make such reports as shall be required by the District, Kiwanis International, or Circle K or Key Club International.
- E. Ensure that travel by SLP District Officers is within budgetary limitations, necessary, and not detrimental to the District Officer. (11/97)
- F. Assist the SLP Administrators in preparing a written report of the convention/conference as



required by the Kiwanis Board of Trustees after the close of the convention/conference. (11/97)

714. Composition of Kiwanis District Administration

- A. The District Committees for SLP shall have an Administrator who shall have the responsibility for SLP clubs.
- B. In addition to the Administrator, Kiwanians will be appointed to assist the SLP committees:  
  
Committee members or Regional Advisors must agree to attend the special training conference for SLP committees, and will be responsible for SLP club activities, generally in an area covering three to five Kiwanis divisions.
- C. At the option of the Governor (or Governor-elect), part of the responsibilities of the SLP Administrator may be assigned to an Assistant Administrator.
- D. The term for all District SLP administrators and committees shall begin on April 1<sup>st</sup> and shall terminate on March 31<sup>st</sup> of the following year. On or before September 30<sup>th</sup>, the Kiwanis Governor-elect shall appoint all SLP District Administrators whose term shall begin on April 1<sup>st</sup> of the following year. (03/10)

715. Records

The keeping of all SLP district records and the records of the clubs within the District is the responsibility of the Director of Service Leadership Programs, under the supervision of the Kiwanis Executive Director. (11/97)

716. SLP Budgets and Finances

The Kiwanis Board of Trustees shall approve:

- 1. The Annual SLP Budgets,
- 2. The SLP District Convention Budgets,
- 3. The Circle K Fall Conference Budget,
- 4. Key Club International Convention, District Tour Budget. (03/10)

The SLP Administrator, Kiwanis Executive Director and the Director for Service Leadership Programs shall be responsible to the Kiwanis Board of Trustees for direct supervision and control of the California-Nevada-Hawaii SLP budgets and finances, including the operation of all SLP District finances, the collection of dues and other receipts, and the disbursement of such funds. (11/97)

Circle K and both Key Club Districts must carry one times their annual budget in reserve. Once this amount is obtained, excess funds will be allocated as follows: a minimum of 60% will be disbursed to the Kiwanis Cal-Nev-Ha Foundation SLP Scholarship Fund no later than October 31<sup>st</sup> following the end of the fiscal year for the respective organization. The balance may be used to supplement the Foundation's SLP Training budget, to supplement the Kiwanis SLP Committee budget, or to make capital equipment acquisitions for the respective organization. (03/10)

717. Budget Guidelines for SLP District Officers

- A. Travel to training conferences and Board meetings (except at conventions) shall normally be reimbursed based on mileage. When authorized by the Administrator, airfare may be provided

based upon the lowest fare available. The Administrator must specifically authorize any other form of transportation. (01/00)

- B. When meals are provided at SLP District Training Conferences and Board meetings, reimbursement for these meals will not be authorized. (01/00)
- C. When authorized, housing for the District Training Conferences and District Board meetings shall be based upon a minimum of two and a maximum of four persons of the same gender per room.
- D. When District Board meetings are held in conjunction with a convention and conference other than the training conference, the housing expense for District Officers shall be made part of the convention or conference budget.
- E. Section 201 of these policies applies except when in conflict with this section.

718. Responsibilities - Kiwanis SLP Administrator

The duties and responsibilities of the SLP Administrator are to:

- A. Select and train a committee staff of assistants and Regional Advisors as necessary to assist in the leadership training and functioning of the SLP organizations. The Governor-elect prior to the start of the committee year shall approve these committee persons. (01/00)
- B. Be responsible, subject to the approval of the Kiwanis Board of Trustees, for the proper conduct and direction of the SLP District organization's administrative and financial functions and compliance with the Official Policies of the California-Nevada-Hawaii District concerning SLP clubs; and carry out the duties and responsibilities assigned to the SLP Committee by the Kiwanis Board of Trustees, Kiwanis Governor or Governor-elect.
- C. Counsel and advise SLP district officers and SLP Board of Trustees in developing and administering policies, objectives, programs and procedures to implement the object, theme and objectives of Circle K and Key Club International, and the objects and major emphasis program of Kiwanis International.
- D. Assist the Kiwanis Governor and Governor-elect to develop specific district policies, objectives, programs and procedures to implement the objects and major emphasis program of Kiwanis International, and the object, theme and objectives of Circle K and Key Club International, Builders Club, K Kids, and Aktion Club.
- E. Supply motivation and guidance to the SLP organization and Kiwanis, and become knowledgeable of projects relating to their areas of service. Encourage Kiwanis Clubs and SLP clubs to adopt projects which will benefit the school or community and encourage cooperative joint projects and activities by SLP clubs and Kiwanis Clubs.
- F. Educate, counsel and advise new or weak SLP clubs, club officers or members and faculty advisors, and assist, generally at the request of the Kiwanis Governor, Governor-elect or a Kiwanis Lt. Governor, Kiwanis Clubs, club officers or committee member concerning SLP activities. (11/97)
- G. Assist the Kiwanis Governor and Governor-elect in district training conferences and conventions to train, educate or assist Kiwanis Club officers, club chair and committee members, division personnel, and faculty advisors concerning SLP clubs.
- H. Assist in the formation of new SLP clubs.

- I. Give guidance to all meetings of the SLP District Board of Trustees, the annual SLP district or regional meetings, and to approve the programs for presentation at such conventions, conferences or meetings.
- J. Supervise and insure the publication of the SLP District newsletters.
- K. Approve the travel of any SLP member at Kiwanis or SLP District expense to any SLP or Kiwanis convention or conference, including any training conferences.
- L. Counsel and advise the SLP District Board of Trustees and Officers, and SLP club officers and members, and faculty advisors concerning conduct, policies, programs, objectives or procedures affecting SLP club activities or operations.
- M. Attend any training conference for District Administrators and Regional Advisors, and plan, organize and conduct the SLP committee meetings and its training conference.
- N. Attend the Kiwanis District Convention, Mid-Year Conference, the SLP International and District Conventions, the SLP District Training Conference, International Training Conferences and Meetings for Administrators, and if possible, the Kiwanis International Convention. (01/00)
- O. Develop the budget for the Kiwanis Committee on SLP, and approve reimbursement to members of the committee for travel, office expense and/or convention attendance, provided such items have been included in the committee budget as approved by the Kiwanis Board of Trustees.
- P. Understand the duties and responsibilities of the Director of Service Leadership Programs, and work closely and to maintain lines of communication.
- Q. Coordinate with other Kiwanis district committees any programs or activities in such committee's area of service, which are jointly undertaken, sponsored or promoted by a SLP club or a Kiwanis Club.
- R. Administrators of Circle K and both Key Club Districts shall attend meetings of the Kenneth C. Ferror, M.D. Sponsored Youth Scholarship Fund Committee meeting. (03/10)
- S. Select an advisor(s) to the SLP District Convention Committee and District Training Conferences. The advisor(s) shall assist in the planning and operation of the convention/conference. (01/00)

719. Duties and Responsibilities of the Kiwanis SLP Committee Members or Regional Advisors

The duties and responsibilities of the Kiwanis SLP Committee Members or Regional Advisor are to:

- A. Assist the SLP Administrator to carry out their duties and responsibilities and carry out any regional assignment made by the Administrator.
- B. Assist in the leadership development of SLP District Officers, and assist the SLP Lt. Governors in conducting division meetings or regional meetings, and in preparing divisional newsletters.
- C. Assist, when requested, Kiwanis Lt. Governors in their division training conferences, or in other matters pertaining to SLP club operations.
- D. Be available to speak to Kiwanis clubs or committee about SLP program.
- E. Attend any training conference for regional advisor/committee member and assist the SLP Administrator in preparing and conducting the district committee's training conference and

meetings.

- F. Assist in the formation and/or chartering of new SLP clubs.
- G. Assist in the promotion of the concept of continuing and effective sponsorship on the part of sponsoring Kiwanis Clubs.

720. Attendance and Conduct at SLP Conventions/Conferences

- A. Attendance shall be limited to active members of the individual SLP organization sponsoring the Convention/Conferences; former SLP members shall be admitted only by invitation extended by the SLP Board of Trustees, and approved by the District Administrator.
- B. The Governors of the other SLP Districts will be invited to attend each other's District Conventions/Conferences. No other members of the other SLP Organizations will attend a District Convention/Conference of SLP without prior approval of the District Administrator.
- C. There should be in attendance at least one member from each sponsoring Kiwanis Club at both Key Club District Conventions/Conferences. All Kiwanis members and faculty advisors are encouraged to attend. (03/10)
- D. All persons attending such Conventions/Conferences shall comply with the rules and regulations of the Convention/Conference.
- E. No alcoholic beverages, tobacco products, vapor products or drugs of any nature with the exception of prescribed medication will be permitted in the possession of anyone, including Kiwanians and other adults attending a SLP Convention/Conference. Violation of State Law, vandalism, rowdiness and improper conduct shall not be tolerated, and may result in those involved being immediately dismissed from the Convention/Conference. The Kiwanis District SLP Administrator may take this action with the assistance of the Director of Service Leadership Programs. School authorities and the sponsoring Kiwanis Club shall be notified. (11/97)
- F. Any damage to property caused by vandalism, rowdiness or similar conduct shall be the personal liability of such person or persons causing such damage. This applies equally to SLP members, Kiwanians, and faculty advisors so involved.

721. Procedures for SLP to Operate Outside the Normal Club Functions

- A. Events organized within the confines of an SLP club are subject to approval or disapproval, by either its faculty or Kiwanis/sponsor advisors. (03/10)
- B. Events within a Division (06/09)
  - 1. Events organized solely for one SLP organization, solely within an SLP division, require the advance approval of the applicable Regional Advisor and an authorized representative of the Kiwanis/sponsor organization of the host club. (03/10)
  - 2. Events in this category for high school SLP clubs shall require approval on an Event Request Form (ERF). (The Event Request Form, with instructions, may be found at the end of this policy section.)

3. Each high school SLP club that participates is required to obtain the signature of its faculty advisor and Kiwanis/sponsor advisor on the ERF to attend. The host club shall be required to collect the signed ERF(s) and give them to the club's Kiwanis/sponsor advisor in the event an audit is later required. ERF forms and associated e-mails shall be retained for one year following the event. The Kiwanis/sponsor advisor representative may sign in place of the faculty advisor when the regular academic term is not in session. (03/10)
- C. Events within an SLP Organization (06/09)
1. Events organized solely for one SLP Organization, but to include any other SLP division, require advance approval of the applicable Regional Advisors.
  2. Events in this category for high school SLP clubs shall require approval on an ERF.
  3. Each high school SLP club that participates is required to obtain the signature of its faculty advisor and Kiwanis/sponsor advisor on the ERF to attend. The sponsoring club shall be required to collect the signed ERF(s) and give them to the host club's Kiwanis/sponsor advisor in the event an audit is later required. ERF forms and associated e-mails shall be retained for one year following the event. The Kiwanis/sponsor advisor representative may sign in place of the faculty advisor when the regular academic term is not in session. (03/10)
  4. For Circle K clubs, an individual member may participate with a local club other than his or her home club while staying with family, or as the single guest of a member of the host club. This exception shall not be used to avoid the general purposes of this policy.
- D. Events involving more than one SLP Organization (03/10)
1. Events organized to include SLP clubs, from any SLP Organization, but limited to the clubs sponsored by the same sponsoring organization, shall require only advance approval from the sponsoring organization. (03/10)
  2. Events organized to include SLP clubs from other SLP Organizations will require the permission of the applicable Regional Advisors and District Administrators from all involved SLP Organizations. (03/10)
  3. Each high school SLP club that participates is required to obtain the signature of its faculty advisor and Kiwanis/sponsor advisor on the ERF to attend. The host club shall be required to collect the signed ERF(s) and give them to the host club's sponsor advisor in the event an audit is later required. ERF forms and associated e-mails shall be retained for one year following the event. The Kiwanis/sponsor advisor representative may sign in place of the faculty advisor when the regular academic term is not in session. (03/10)
  4. Each high school SLP member will be required to have a signed consent form, as designated by the applicable District Administrator, that gives permission to attend and for medical treatment, or an express direction to withhold medical treatment based on religious belief.
  5. If a Circle K club hosts a "Key to College" or other similar event designed to provide members of both Key Club Districts with an educational program in preparation for college, the event is limited to daylight hours, and the invited Key Clubs and KIWIN'S clubs are within thirty-five (35) miles of the event location, the event shall not require advance approval from Regional Advisors or District Administrators. However, the Circle K club

shall advise the applicable Regional Advisors by email at least one week before invitations are extended to the Key Clubs and KIWIN'S clubs, and any Key Club or KIWIN'S club that attends shall be required to comply with paragraphs D(3) and D(4). (03/10)

E. Process and Responsibilities (06/09)

1. Each District Administrator shall ensure that an email address is posted for each Regional Advisor on the SLP website.
2. ERFs must be submitted no later than three weeks in advance of the proposed event.
3. Regional Advisors are expected to respond within five (5) days. In the event that a Regional Advisor will be unable, for reasons of travel, business or other matters, to reply regularly within that timeframe, he/she shall arrange with the District Administrator for the posting of an alternative approver's email address.
4. A copy of this policy shall be provided to incoming Kiwanis club presidents and secretaries and/or sponsoring organizations through regular District communication channels. Each District Administrator shall provide annual education regarding this policy for the student leaders, advisors and Regional Advisors in their respective SLP Organizations. (03/10)
5. Events may only be advertised by email or posted on social or business network sites in advance of ERF approval if the advertising is limited to the host club members and their advisors. Once ERF approval is obtained, events may only be posted with a closed invitation list. Postings shall specifically identify the hosting club and not be made in the name of the SLP Organization in general.
6. References to high school clubs shall apply to all Key Club (CNH and KIWIN'S) whether school based or community based. (03/10)
7. If a club is discovered to have attended without permission, falsified permission materials or advertised without permission, the Regional Advisor shall notify the organization and may deny permission for individuals or clubs to attend future events as the Regional Advisor deems appropriate based on the severity of the offense. The sponsoring organization may take whatever measures it determines are appropriate, including but not limited to the suspension of participation by individuals or referral for campus discipline. (03/10)

722.

Procedures for Expenditure of Budgeted Funds Allocated to Elected or Appointed SLP District Board Members

Lt. Governor's budgets for reimbursement are determined on the basis of the number of dues paying clubs in their divisions. No reimbursement will be made for clubs that have not paid their dues.

- A. Reimbursements will be for reasonable business expenses as appropriate for the individual's position on the board.
1. Allowable expenses include: mileage as based upon the rate authorized by the Kiwanis District Board; actual telephone charges; copying costs; postage; general office supplies; certificates, awards; items need to conduct meetings: i.e. snacks for DCM's and Training conferences

2. Budgeted funds may not be used for any items of a personal nature such as gifts, divisional t-shirts, or spirit items.
  3. Funds budgeted for a "Distance Bonus" must be spent on transportation costs within the division.
- B. Vouchers must be supported by proper documentation including receipts; mileage logs that include the purpose of each trip. The voucher must show the event, and date where these expenses occurred i.e., ... March DCM, copying and mailing Dec. newsletter, club visits, Training Conference expenses. A log may be used when the voucher covers more than one event.
  - C. Vouchers must be submitted to the appropriate SLP District Treasurer for review and approval no later than 30 days following the SLP District Convention. The SLP District Treasurer will forward all approved vouchers to the Kiwanis District Treasurer two weeks following that deadline.
  - D. District Administrators and Regional Advisors shall be responsible to inform SLP members whom they advise about this policy and assist in monitoring their adherence to it.

723. Youth Protection Guidelines – provided at the end of this document (03/10)

724. Alcohol at Kiwanis Sponsored Events (8/11)

724.1 Alcohol Prohibited at SLP Events

It is the policy of the California – Nevada – Hawaii District of Kiwanis International (District) that all alcoholic beverages are prohibited at any Service Leadership Program (SLP) event.

724.2 Alcohol at Kiwanis Events Where SLP Members Are Present

It is the policy of the District, that no member of a District (SLP) in the District should have access to alcoholic beverages while at a Kiwanis sponsored event. Adequate adult Kiwanis supervision shall be provided to ensure that NO SLP members have access to alcohol.

724.3 Alcohol at a non-Kiwanis Sponsored Event

Any sponsoring Club or Division that participates in an event where alcohol will be served, at the event at which SLP members are present, shall ensure that NO SLP members have access to alcohol. all be required to ensure that there is a policy of Liquor Liability Insurance covering the event, naming which names the District as an additional named insured.

- A. It is recommended that the participating Kiwanis Club or Division request the sponsoring entity to obtain a Liquor Liability Insurance Policy to cover the event, naming Kiwanis Club or Division as an Additional/Also Insured. A copy of that certificate should be kept in the Club or Division event files.

## Event Request Form

An Event Request Form (ERF) must be completed and approved before an event can be publicized outside the immediate club membership. Prior to approval, the event may be posted on social or business networks - such as MySpace or Facebook - or promoted by email, only to the home club membership. Once approved, the event may be posted with a closed invitation list. ERFs must be submitted no later than three (3) weeks in advance of the proposed event.

The ERF must be filled out in compliance with Kiwanis District Policy concerning Service Leadership Programs, paragraph 721, which specifically addresses procedures for Service Leadership Programs when operating outside the normal club functions. Further, high school students must adhere to Key Club District Policy section 105.6 if the event is an overnight event. Kiwanis District Policy Section 721 and Key Club District Policy Section 105.6 are included for your reference.

Each participating high school member must also have a Consent and Medical Release form completed and signed by a parent/guardian. To help you determine which events require a completed ERF, please refer to the Information Worksheet on the back side of this form.

School/Institution Name: \_\_\_\_\_

Cal-Nev-Ha District of Circle K International     Cali-Nev-Ha KEY Club District

Cal-Nev-Ha KIWIN'S KEY Club District

### EVENT INFORMATION

Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Description, including cost: \_\_\_\_\_

Which clubs or divisions will be invited? \_\_\_\_\_

Is This An Overnight Event?     Yes     No    (Check One)

### CONTACT INFORMATION

Requestor: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Supervising Advisor(s) who will be present throughout the event: \_\_\_\_\_

Supervising Advisor's Telephone Number(s): (Number(s) available during the event) \_\_\_\_\_

### APPROVAL as necessary by clause, (see Kiwanis Policy Section 721)

Faculty Advisor: \_\_\_\_\_ Kiwanis/Sponsor Advisor: \_\_\_\_\_

Region Advisor: \_\_\_\_\_ District Administrator: \_\_\_\_\_

*When completed and signed by your advisor, please return this form to your Event Host.*



# Event Request Form

## Information Worksheet for Cali-Nev-Ha Key Club and Cal-Nev-Ha KIWIN'S Members

**Kiwanis District Policy Section 721 covers the use of the Event Request Form (ERF). Key points include:**

1. An Event Request Form (ERF) **must** be completed and approved before an event can be publicized outside the immediate club membership.
2. Prior to approval, the event may be posted on social or business networks - such as MySpace or Facebook - or promoted by email, only to the home club membership. Once approved, the event must be posted with a closed invitation list.
3. ERFs must be submitted no later than three (3) weeks in advance of the proposed event.

If any club or division advertises an event prior to receiving the proper signatures, **the event is subject to cancellation** by the Faculty Advisor, Kiwanis /Sponsor Advisor, Regional Advisors and/or District Administrator.

EVENT	Permission of original faculty advisor	Permission of all involved clubs' faculty advisors	Permission of Kiwanis /Sponsor Advisor	Permission of Regional Advisor(s)
Your Key Club Only	Yes	N/A	Yes	No
Within your Division	Yes	Yes	Yes	Yes
Outside your Division	Yes	Yes	Yes	Permission from all involved R/A's
Involves other Service Leadership Programs or <b><u>any</u></b> Overnight Event	Yes	Yes	Yes	Yes, and the District Administrator

### What does "Permission" mean?

You must have written authorization (e.g. e-mail) from the necessary individuals.

### Which events do not require an ERF?

The events that **do not** require an ERF are the following: Divisional Council Meetings (DCMs), Regional Training Conferences (RTC), KIWIN'S Training Conference (KTC), Candidate Training Conference (CTC), Fall Rally (North/South), Conclave, District Convention, International Convention or any event where the sponsoring organization invites Key Club members to participate (e.g. Rose Float, Relay for Life).

### Who shall retain a copy of the completed ERF?

Each advisor(s) who signs the ERF should be given a copy of the completed ERF. For example, faculty advisor(s) shall be given a copy of the ERF with the acknowledgment from the sponsoring Kiwanis/organization for individual club events. The sponsoring Kiwanis/organization shall keep a copy of the completed ERF for one year following the date of the event.

### Why do we have ERF forms?

The ERF was developed to avoid any situations where the Faculty, Kiwanis and/or sponsoring Advisors could become unaware of the activities transpiring beyond the local and/or divisional level. The purpose of the ERF is to ensure the advisors are aware of the projects, to answer parental questions, and to ensure proper advisor attendance at events. Furthermore, these forms will also allow students to understand the importance of planning, properly advertising each event (for higher attendance), and allowing the sponsoring organization time to ensure proper supervision at each event.

### What do we do if we do not have a faculty advisor or when the regular academic term is not in session?

The Kiwanis/sponsor advisor representative may sign in place of the faculty advisor when the regular academic term is not in session.

## **Kiwanis District Policy - Section 721: Procedures for SLP to Operate Outside the Normal Club Functions**

- A. Events organized within the confines of an SLP club are subject to approval or disapproval, by either its faculty or Kiwanis/sponsor advisors. (03/10)
- B. Events within a Division (06/09)
  - 1. Events organized solely for one SLP organization, solely within an SLP division, require the advance approval of the applicable Regional Advisor and an authorized representative of the Kiwanis/sponsor organization of the host club. (03/10)
  - 2. Events in this category for high school SLP clubs shall require approval on an Event Request Form (ERF).
  - 3. Each high school SLP club that participates is required to obtain the signature of its faculty advisor and Kiwanis/sponsor advisor on the ERF to attend. The host club shall be required to collect the signed ERF(s) and give them to the club's Kiwanis/sponsor advisor in the event an audit is later required. ERF forms and associated e-mails shall be retained for one year following the event. The Kiwanis/sponsor advisor representative may sign in place of the faculty advisor when the regular academic term is not in session. (03/10)
- C. Events within an SLP Organization (06/09)
  - 1. Events organized solely for one SLP organization, but to include any other SLP division, require advance approval of the applicable Regional Advisors.
  - 2. Events in this category for high school SLP clubs shall require approval on an ERF.
  - 3. Each high school SLP club that participates is required to obtain the signature of its faculty advisor and Kiwanis/sponsor advisor on the ERF to attend. The sponsoring club shall be required to collect the signed ERF(s) and give them to the host club's Kiwanis/sponsor advisor in the event an audit is later required. ERF forms and associated e-mails shall be retained for one year following the event. The Kiwanis/sponsor advisor representative may sign in place of the faculty advisor when the regular academic term is not in session. (03/10)
  - 4. For Circle K clubs, an individual member may participate with a local club other than his or her home club while staying with family, or as the single guest of a member of the host club. This exception shall not be used to avoid the general purposes of this policy.
- D. Events involving more than one SLP Organization (03/10)
  - 1. Events organized to include SLP clubs, from any SLP organization, but limited to the clubs sponsored by the same sponsoring organization, shall require only advance approval from the sponsoring organization. (03/10)
  - 2. Events organized to include SLP clubs from other SLP organizations will require the permission of the applicable Regional Advisors and District Administrators from all involved SLP organizations. (03/10)
  - 3. Each high school SLP club that participates is required to obtain the signature of its faculty advisor and Kiwanis/sponsor advisor on the ERF to attend. The host club shall be required to collect the signed ERF(s) and give them to the host club's sponsor advisor in the event an audit is later required. ERF forms and associated e-mails shall be retained for one year following the event. The Kiwanis/sponsor advisor representative may sign in place of the faculty advisor when the regular academic term is not in session. (03/10)
  - 4. Each high school SLP member will be required to have a signed consent form, as designated by the applicable District Administrator, that gives permission to attend and for medical treatment, or an express direction to withhold medical treatment based on religious belief.
  - 5. If a Circle K Club hosts a "Key to College" or other similar event designed to provide members of both Key Club Districts with an educational program in preparation for college, the event is limited to daylight hours, and the invited Key Clubs and KIWIN'S clubs are within thirty-five (35) miles of the event location, the event shall not require advance approval from Regional Advisors or District Administrators. However, the Circle K club shall advise the applicable Regional Advisors by email at least one week before invitations are extended to the Key Clubs and KIWIN'S clubs, and any Key Club or KIWIN'S Club that attends shall be required to comply with paragraphs D(3) and D(4). (03/10)
- E. Process and Responsibilities (06/09)
  - 1. Each District Administrator shall ensure that an email address is posted for each Regional Advisor on the SLP website.

2. ERFs must be submitted no later than three weeks in advance of the proposed event.
3. Regional Advisors are expected to respond within five (5) days. In the event that a Regional Advisor will be unable, for reasons of travel, business or other matters, to reply regularly within that timeframe, he/she shall arrange with the District Administrator for the posting of an alternative approver's email address.
4. A copy of this policy shall be provided to incoming Kiwanis club presidents and secretaries and/or sponsoring organizations through regular District communication channels. Each District Administrator shall provide annual education regarding this policy for the student leaders, advisors and Regional Advisors in their respective SLP Organizations. (03/10)
5. Events may only be advertised by email or posted on social or business network sites in advance of ERF approval if the advertising is limited to the host club members and their advisors. Once ERF approval is obtained, events may only be posted with a closed invitation list. Postings shall specifically identify the hosting club and not be made in the name of the SLP Organization in general.
6. References to high school clubs shall apply to all Key Club (CNH and KIWIN'S) whether school based or community based. (03/10)
7. If a club is discovered to have attended without permission, falsified permission materials or advertised without permission, the Regional Advisor shall notify the organization and may deny permission for individuals or clubs to attend future events as the Regional Advisor deems appropriate based on the severity of the offense. The sponsoring organization may take whatever measures it determines are appropriate, including but not limited to the suspension of participation by individuals or referral for campus discipline. (03/10)

**Key Club District Policy - Section 105.6: Overnight Functions**

- a. Any overnight function operated by or advertised as a Key Club sponsored event must be approved in advance by the Administrator. The organizer of the function shall obtain written authority before the event is publicized. The request shall indicate the date, location and purpose of the event, the responsible adult in charge and the anticipated clubs attending. The District Code of Conduct must be enforced at all events.
- b. Attendance at any Kiwanis Family overnight function or overnight travel to attend a function by any Key Club member must be approved in advance by the Regional Advisor, the Administrator or a designated alternate.
- c. Extended trips by club members of more than 24 hours outside the home Division (such as interclub tours) must be approved by the Faculty or Kiwanis Advisor in writing.
- d. Approval of the sponsor advisor, school advisor, principal or other appropriate school official must also be obtained in advance.
- e. Each Key Club member must provide the completed District Medical Release/Approval form before gaining admittance to any overnight event.

# Kiwanis

## California-Nevada-Hawaii District

### Youth Protection Guidelines

Youth deserve the best Kiwanis has to offer. This includes the relationship and interaction between youth impacted by Service Leadership Programs and those adults who so generously give of themselves to assure the success of Kiwanis leadership development.

*All adults working with Kiwanis programs for youth under the age of 18 are expected to read, understand, and agree to abide by these guidelines.*

**Chaperone:** A chaperone shall be defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in loco parentis, over the age of twenty-one (21), approved by the school, and registered with and accompanying the youth at a specific event.

**Alcoholic beverages:** While attending any project, meeting, social event, or other gathering that is produced primarily by or for the benefit of youth, adults are expected to refrain from consumption of alcoholic beverages during any portion of the event.

**Use of tobacco:** While attending any project, meeting, social event, or other gathering that is produced primarily by or for the benefit of youth, adults are expected to refrain from the use of tobacco products in the presence of youth.

**Overnight stays:** While attending an event that requires an overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and should include no less than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. Except for a parent sharing a sleeping room with a child of the parent, no adult should share a hotel or dormitory sleeping room with a youth. In the event that sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarters with youth members of the same gender, provided that two or more adults are present.

**Events without an overnight stay:**

While attending an event that does not require an overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and should include no less than one adult for each twelve or part of twelve youth members.

**Transportation:** Adults transporting youth in a motor vehicle should do so with a second adult in the vehicle, or, in hardship cases, the “rule of threes,” being at least three people in the car at all times, is recommended.

**Medications:** The possession of prescription and nonprescription medications by youth at an event should be permitted only by permission of the parent/guardian.

**Background checks:** Background checks for adults working with youth shall be required and shall conform to applicable local and state laws and requirements. Effective January 1, 2011, all adults working directly with youth will undergo a background check prior to beginning their first year of activity and every two (2) years thereafter. The California-Nevada-Hawaii District will provide background checks for Kiwanis Clubs/sponsoring organizations at a reasonable cost.

**Conflicts with other rules:** Whenever these guidelines conflict with local school policies or rules, or local, state/provincial, or national laws or regulations, the highest applicable standards for conduct are expected to prevail.

**Personal information:** All documents bearing personal information, including registration forms, medical information forms, permission to treat forms, etc., should be treated as being confidential. Processes that protect this information should be created, including minimizing the number of people who have access to any such documents. The documents should be maintained a minimum of three years or as required by applicable state laws and regulations if longer. After the maintenance period has expired, the documents should be destroyed in a way that maintains confidentiality, such as shredding. It is also expected that the disposal

and destruction of all confidential information will conform to applicable state laws and regulations.

**Education:** Every Kiwanis club is expected to inform and educate its members on these guidelines, best practices, and what individuals must do when aware of youth in potentially harmful situations. This education must occur annually, including providing a copy of these guidelines to each club member

Every Kiwanis district is expected to provide an educational forum or workshop at every district-produced convention and conference on guidelines and best practices for adults working with youth, using materials provided by Kiwanis International.

**Reporting:** If a Kiwanian observes troubling behavior involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, he/she must immediately contact the appropriate personnel at the event as well as provide notification to law enforcement personnel as appropriate. All local, state, provincial, and federal laws regarding reporting must be followed.

**Youth and Social Media:** For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, he/she should use their best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young person in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be seen as excessive (such as constantly “liking” or commenting on a person’s posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents for minors) that appear in that media; it could be illegal to do otherwise.

**Behavioral or Health Issues:** Kiwanians are often seen by a young person as an adult to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance.