

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

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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