



# Kiwaniis<sup>®</sup>

## California-Nevada-Hawaii District

### ***Bylaws & Policy Committee – Agenda April 20, 2022***

1. Call to order
2. Roll call
3. Adoption of the Agenda
  - a. You may make a motion to add an item to the agenda at this time
4. Approval of minutes from 1/13/22 and 3/23/22 meeting
5. Old business
  - a. Campaign Policy
    - Sub Committee report – Laird Smith
  - b. District Policy Review
    - Section 125 Convention Site Selection
    - Section 270 and 271
    - Section 700 SLP
      - Chaperone/Advisor: Policy development concerning minimum age or membership
  - c. Circle K Bylaws Update
    - Report from Circle K on committee questions
    - Review of section language
  - d. KI Conduct Unbecoming
    - Sub Committee report
    - CNH Policy Section 111 Amendment
    - CNH Policy Section 300-316 Amendments
  - e. Discipline of Officers
    - Article IX, Section 2 Amendment
  - f. Financial Policy
6. New Business
  - a. Approval Letter from KI on Bylaws Changes
7. Adjourn

Notes - Next Meeting May 18, 2022, at 4 PM.



# Kiwanis®

California-Nevada-Hawaii District

[www.cnhkiwanis.org](http://www.cnhkiwanis.org)

Mark W. McDonald Executive Director / District Secretary  
8360 Red Oak Street, Suite 201 • Rancho Cucamonga, CA 91730-0608  
Office: 909-989-1500 Ext. 103. Direct Dial 909-736-1703. Fax. 909-989-7779.

## Bylaws & Policies Committee Meeting Minutes

January 13, 2022

Committee members present on the Zoom Meeting: Steve Geraci, Chairperson. Margo Dutton, Governor. Valarie Brown-Klingelhofer, Governor-elect. Gary Gray, Immediate Past Governor. Mark McDonald, Secretary. Bob Prior, Doug Frost, Pat Liddell, Brad Enos, Laird Smith, Joni Ackerman, Lance Hafenstein.

A Quorum was present.

Four guests and both Candidates for Governor-elect were present.

Steve Geraci, Chairperson called the meeting to order at 4 p.m.

Valarie Brown-Klingelhofer made a motion to approve the committee meeting minutes of 12-16-21. Second by Gary Gray. Motion passed.

The sub-committee on qualifications to serve as Governor-elect Chairperson Pat Liddell made a report on the sub-committee meeting. The language in the policy was approved, the motion to present to the Board of Trustees failed. So, no action on this item currently.

Sub-committee on Campaign policy Chairperson Laird Smith made a report they met on 12-27-21. They need additional review prior to moving forward with a recommendation. They will continue to meet.

Policy on Parliamentarian Sub-committee Chairperson Doug Frost submitted a policy to recommend to the Board of Trustees for adoption. Doug Frost made a motion to recommend approval to the Board of Trustees. Second By Margo Dutton. Motion passed.

Gary Gray reported on the Administration section of the policy, after review, there are no changes recommended at this time.

Subcommittee Chairperson Joni Ackerman made a motion to modify section 111. On the last page a rewording to make clearer what this section is for. New wording to be 111.4 This policy applies to all complaints about violations of District policy except for complaints about campaign violations which are governed by section 191. Second By Valarie Brown-Klingelhofer. Motion passed.

Section 112 Joni Ackerman made a motion to revise the wording of section 112.2 Composition. The last sentence to be modified to read.

Shall make the selection of the Chair, "for the next administrative year" from the current committee. Second by Doug Frost. Motion passed.

Section 113 no changes.

Section 125 referred to the sub-committee for wording.

Section 128 Motion by Valarie Brown-Klingelhofer to change the days for notice from 30 to 45 days. Second by Gary Gray. After discussion, the maker of the motion withdrew the motion and the seconder also withdrew the second. There was no objection from the committee members, so the chairperson declared the motion withdrawn.

Section 128.2, C. 2 a grammatical correction by the committee chairman to remove the, and ; after "IRC" and the; after Chairman change the ; to a ,.

Laird Smith reported on the SLP Section, and the work continues with more to come to this committee.

Finance section. Margo Dutton made a motion to remove from Section 202 the (FA) after the word Financial Advisor and in sections 202.1 and 202.2 the words "and FA" as in 202 the Treasurer is defined as the financial advisor. Second by Brad Enos. Motion passed.

Section 220.3 Margo Dutton made a motion to add the words Any member club as defined by Kiwanis International after the end word Trustee. Gary Gray made the second. Motion passed.

Section 222.2 and .3 need to be revised to match Kiwanis international new prorated dues structure. Language to be brought to the next meeting.

Section 263.3 Complimentary Registration, Margo Dutton moved to add "International President" to the section after service leadership programs Governors. Second Pat Liddell. Motion passed.

Section 270 and 271 are referred to the committee for further review.

Event Request Bob Prior reports this section is still under review  
Meeting adjourned at 5:25 pm

Mark W. McDonald,  
District Secretary



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## **Bylaws & Policies Committee Meeting Minutes**

March 23, 2022

Committee members present on the Zoom Meeting: Steve Geraci, Chairperson. Margo Dutton, Governor. Valarie Brown-Klingelhofer, Governor-elect. Gary Gray, Immediate Past Governor. Mark McDonald, Secretary. Bob Prior, Doug Frost, Pat Liddell, Laird Smith, Joni Ackerman, Michelle Hock.

A Quorum was present.

Four guests were present.

Steve Geraci, Chairperson called the meeting to order at 4:00 p.m.

Gary Gray made a motion to adopt the agenda, second by Margo Dutton. Motion passed.

Approval of the last meeting minutes. Minutes not included in the packet so postponed to next meeting.

Campaign Policy Sub-Committee Chairperson Laird Smith gave an update and advised they should be ready for the 4-20-22 meeting.

Section 125 is to be reviewed with the site and selection committee and District Secretary.

Section 270 – 271 committee continuing to meet. A subcommittee was appointed by Governor Margo. Chairperson Steve Dreyer, members Valarie Brown-Klingelhofer, Lisa Watson, Margo Dutton, Pete Horton, John Carlos, Mark McDonald, Gary Jander and Robert Larsen.

Section 700 Laird Smith reported they are still working on this item.

Pro-Rated Dues. Doug Frost made a motion to recommend to the Board of Trustees to submit to the house of delegates the language K.I. wants in the Bylaws. This amendment was passed last District convention. Kiwanis Board requested modified language that came to us after we published the amendments. Second by Pat Liddell. Motion passed.

Doug Frost moved to recommend to the Board of Trustees approval of modifying sections 222.2 and .3 to conform to the bylaw amendment recommended in the prior motion. Second by Michelle Hock. Motion passed.

Margo Dutton made a motion to adopt the Circle K Bylaw updates in the packet. Second by Valarie Brown-Klingelhofer.

Doug Frost made a motion to amend the main motion to accept the revisions he made to the Bylaw Section 1. Second by Pat Liddell. Motion passed.

Doug Frost made a motion to amend the motion to add the word, "Elected District Board" to the motion. Wording to follow. Second by Michelle Hock. Motion to amend passed.

Doug Frost made a motion to amend the main motion to change Section 3 strike the word "beginning" and change to "date of the meeting". Second by Margo Dutton. Motion to amend passed.

Doug Frost made a motion to section 4 headed Purpose. To amend by adding the wording from Doug Frost in the packet on how to conduct elections when there is no Convention and House of Delegates held. Second by Pat Liddell. Motion passed to amend.

Doug Frost made a motion to amend the main motion for section 6 to include the words submitted in the packet. Second by Michelle Hock. Motion passed to amend.

Doug Frost made a motion to table to the next meeting of this committee sections 461.1, 463., 466.11 & 466.17. Second by Mark McDonald. Motion passed to table.

Doug Frost made a motion to table section 341.9 until the next committee meeting to allow Circle K additional time for explanation. Second by Gary Gray. Motion passed.

Doug Frost made a motion to table to the next meeting section 645. Which was to be deleted entirely. Second by Valarie Brown Klingelhofer. Motion passed.

Chairperson Steve called for a vote on the main motion as amended and tabled. Motion Passed.

Margo Dutton made a motion to recommend approval of the KIWIN'S district of Key Club policy changes to the Kiwanis Board of Trustees. Second by Gary Gray. Motion passed.

Doug Frost moved to appoint a special sub-committee to develop a policy and language for conduct unbecoming section of the policy manual. Second by Margo Dutton. Motion passed.

Next meeting April 20, 2022, 4:00 p.m.

Meeting adjourned at 4:50 p.m.

Mark W. McDonald,  
District Secretary

Kiwanis

Ca Nev Ha

Policy & Procedures Review...Sub Committee Review by Margo Dutton, Gary Gray, Michelle Hock, Bob Prior and Laird Smith

4/10/2022 Revision

Role of the Trustee, District Convention and Membership Committee Chairs, District Officers Board Members, Employees of the Board and LT Governors

- It was felt that the role of the District Members listed above is not clearly defined in regards to supporting Candidates for Governor Elect positions
- We believe that a document needs to be signed by each of the members listed above indicating that their role is to educate, to be impartial and not publicly support one candidate or the other
- The Lt Governor should level the playing field, invite all candidates to events
- The District should list the rules and send them to the Lt Governors to communicate to Club President's who should pass onto Members

Addressing the concern of violations to Campaigns, Conferences, Meetings

- Creation of a standing committee composed of 3 District Trustees, 2 LTG Governors and 2 Past Governors
- These members should be able to meet on short notice, attend conventions and will be given committee guidelines
- The committee will be appointed by the Governor
- The policy will be that no less than 5 members will be the minimum to conduct business
- The message will be there are consequences to violations

Social Media:

- The Kiwanis 6 objects should be followed
- Social media should not harm, attack, bully other candidates
- We should have certain expectations/guidelines set forth...see the attached Guidelines
- With conventions...venues...clearly defined rules...we have better control
- Zoom backgrounds...Candidates shall use their approved background while campaigning via zoom-alternatively, a candidate may use CNH or KI backgrounds. Zoom backgrounds at a DCM should all be neutral, except for the Candidates themselves

## Social Media



**Facebook** is a widely used form of social media. Utilize it well for promoting Kiwanis as a whole. An-other useful way to use Facebook effectively is to create a group for the club or division you serve. Every time a post is made, members will receive a notification. Also, creating event pages within the group to can make it easier for members to keep track of their busy schedules is helpful, while still attending Kiwanis functions, such as service projects, fundraisers, and socials.



**Twitter** can be used if the club or division you serve makes an official account. Topics to update on could cover total funds raised, member or officer of the month, upcoming events, or even random Kiwanis facts to keep followers up to date and interested. Make sure to stay active and enthusiastic in all posts to make sure a positive vibe is always maintained!



**Instagram** can be very effectively utilized for positive promotion of Kiwanis in general. If members follow the club or division Instagram account, they will be reminded of upcoming events with every photo posted as they scroll through their feed. This also allows you to get creative with making pretty photos and experimenting with different methods of relaying information to the members you serve.

REMEMBER TO STAY INCLUSIVE AND UTILIZE OTHER FORMS OF PROMOTION ALONG WITH SOCIAL MEDIA

# How to Properly Use Social Media

## When should I use Social Media?

- ❖ Use social media to promote events with all components of the event being confirmed.
- ❖ Provide updates and reminders of upcoming events.
- ❖ Promote Kiwanis and create awareness of the organization in a **respectful manner**
  - *Examples of Social Media: Facebook, Twitter, Instagram, Tumblr*

## When should I avoid using Social Media?

- ❖ Planning out events
- ❖ Discussing professional business (that's what emails and phone calls are for!)
- ❖ Informing others on lengthy topics. Remember to keep **all messages on social media brief**, send an email if the messages cannot be covered thoroughly through social media.

## What content is considered inappropriate?

- ❖ Making hurtful comments to or about another person.
- ❖ Posting something to intentionally hurt or embarrass an individual. (Don't post anything without that individual's permission!)
- ❖ Sending anonymous hate messages.
- ❖ Remember, as a Kiwanis leader, these actions are **NOT TOLERATED**.

## How can I be safe?

- ❖ All personal information (such as your address or contact information) should not be open to the public. **Keep all personal settings private!**
- ❖ **DO NOT** engage in any online contact with people you do not know. Only be in contact with people you have met with in a live setting.

## When using Social Media remember to:

- ❖ **Always** be professional and polite.
- ❖ Use a formal tone when promoting or updating events.
- ❖ **Always** respect others and encourage all to do the same.
- ❖ Moderate messages/posts on club or division pages.





## Amendments to CNH District policy manual

### 111. Violations of District Policy

- A. Section 111 does not apply to complaints concerning violations of the prohibitions against conduct unbecoming a member of Kiwanis International, which are addressed in CNH District Bylaws Art. IX, section 2 and following, and section 300 of this policy manual. This section applies only to the remaining polices delineated in this policy manual.
- B. All complaints regarding alleged violations of District Policy shall be filed in writing with the Governor and the District Secretary at the District Office. If the allegations are regarding the District Secretary, the complaint shall be filed with the District Governor and with the Governor-elect. If the allegations are regarding the District Governor, the complaint shall be filed with the District Secretary and with the District Governor-elect. In addition, if the allegations are regarding the District Governor, any procedure to address the complaint that requires action by the District Governor shall instead be undertaken by the Governor-elect.

Amendments to CNH Policy Manual

300 **CONDUCT UNBECOMING A MEMBER OF THE KIWANIS FAMILY – DISCIPLINE OF DISTRICT OFFICERS**

~~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)

### 301 Definition of 'Conduct Unbecoming'

"Conduct unbecoming a member of the Kiwanis family" is defined as any conduct that:

- Constitutes harassment of another individual based on race, color, creed, national origin, age, or sex, including sexual orientation and gender identity;
- Constitutes a criminal act that is clearly incompatible with the best interests of the public or of members of the Kiwanis family; or
- Constitutes repeated offensive or obnoxious behavior at Kiwanis events and activities.

In addition to the basic definition of 'conduct unbecoming a member of the Kiwanis family' as shown above, the definition is expanded for Kiwanis CNH District officers (Kiwanis CNH Board Members, Lieutenant Governors, and District Governors) to further include any of the following offenses committed while serving in office:

- Engaging in unwanted touching at any time.
- Creating a hostile atmosphere.
- Being convicted of any felony or misdemeanor involving moral turpitude.

Note: For conduct unbecoming purposes, the Kiwanis family is hereby defined as members of Kiwanis clubs, Aktion Clubs, Circle K clubs, KIWINS, and Key Clubs.

302 Allegation and Investigation

A. Allegation: If any club member or district officer observes or has knowledge of\* behavior by a district officer that he or she believes constitutes ‘conduct unbecoming a member of the Kiwanis family’ as defined by the California Nevada Hawai’i District of Kiwanis International Board of Trustees and/or Kiwanis International and which may have been committed in his/her capacity as a district officer, the member shall report such allegation in writing (hereinafter referred to as the “Allegation Report”) immediately to the district Governor.

However, if the Governor is the subject of the allegation, then, throughout the entire ‘conduct unbecoming’ process, whenever it is stated that the Governor shall normally act, the immediate past governor shall act instead.

The Allegation Report shall include as much detail as possible regarding the time, place, persons, actions, etc., and how the behavior relates to the accused officer’s duties for the district. If the behavior does not relate to those duties, the allegation will be redirected to the accused officer’s club along with a copy of the Allegation Report.

\*Note: “Has knowledge of” may include a nonmember making a club member or district officer aware of behavior or actions by a district officer, in which case, such allegation shall be submitted by the club member or district officer who has been made aware of it.

303 Allegation Process

Upon receipt of an Allegation Report, the Governor shall follow the steps outlined in this policy section.

304 Investigator

Within seven (7) days of receiving the Allegation Report, the Governor shall appoint a special investigator, which may be a single individual or a committee (hereinafter referred to as “the Investigator”). The Investigator shall be composed of disinterested Kiwanis club members from the district where the member is an officer (that is, those without bias on the allegations or for/against the officer personally) and shall not include any members of the district Board. In the event the Governor believes no Kiwanian in the district has the necessary skills to adequately investigate the subject matter, the Governor may select a non-Kiwanian as the Investigator. If the Investigator charges a fee for his/her services or if the investigation itself involves some costs (such as fees for requesting records, etc.), then such fees/costs must be approved by the Board. The Investigator will represent

the district throughout the entire investigation, determination, and reconsideration process (if any).

305 Investigation Process and Initial Notice

Within fourteen (14) days after being appointed, the Investigator shall endeavor to gather enough information to determine if the allegation is substantive enough to warrant investigation. If so determined, the Governor or designee shall send written notice to the accused officer of the allegation, a copy of the process to be followed, and the possible outcome, and the investigation shall continue more fully, including a reasonable attempt to interview the accused officer and other relevant persons.

306 Investigation Reports

The Investigator shall provide a progress report to the Governor within thirty (30) days of appointment. A final written report of the Investigator's findings (hereinafter referred to as 'the Investigation Report') shall be made by the Investigator, signed by all persons who comprise the Investigator, and submitted to the Governor within 30 days after the initial progress report (no later than sixty (60) days after the appointment of the Investigator), unless there are extenuating circumstances. The Investigation Report shall include an outline of the investigation as well as (1) whether the investigation finds in favor of the accused; or (2) whether the Investigator finds the matter can be resolved without a hearing; or (3) a recommendation of the charges and related specifications to be made against the accused officer.

307 Charges and Specifications

A charge sets forth the general offense the accused officer is alleged to have committed. A specification states specifically what the accused officer is alleged to have done which, if true, constitutes an instance supporting the charge. Charges and specifications must be carefully worded to make no broader allegation than intended or can be supported. An accused officer must be found 'guilty' of at least one specification in order to be found 'guilty' of the related charge, and an accused officer must be found 'guilty' of at least one charge before a penalty can be imposed. (If necessary, refer to Robert Rules of Order, Section 63 – Investigation and Trial, for more information and examples of charges and specifications.)

308 Disclosure and Confidentiality

A. During Investigation: During the investigation, the Governor shall not disclose any information regarding the investigation to the public or to any other Kiwanian, including the district Board, until the investigation process is complete, except that the Governor may report to the district Board only that an allegation has been received and an investigation is being conducted, without disclosing the name of the accused officer or details of the investigation.

B. After Investigation: Once the investigation is complete, the Governor may disclose information regarding the investigation only to the district Board for a hearing on the matter and to any Kiwanis Staff members who have a need to know, but not to the public or to any other Kiwanian.

C. General: All materials, facts, and information related to the investigation, determination, and reconsideration (if any) shall be kept confidential at all times by any parties or persons involved in any part of the process. The person presiding over each step should remind all participants of the need to maintain confidentiality.

### 309 Criminal Wrongdoing

If at any time during the investigation, the Investigator discovers criminal wrongdoing or what appears to be criminal wrongdoing, it must be reported immediately to the Governor, who is then obligated to report the matter to the proper authorities. If the Governor does not act, then the Investigator is obligated to report the matter to the proper authorities. In any case, the process regarding conduct unbecoming shall proceed to conclusion.

### 310 Resignation

An accused officer may resign from office and/or may resign from club membership at any time during the conduct unbecoming process, and the district Board and/or the club (respectively) may or may not accept the resignation; however, after investigation, charges and specifications are made against the accused officer, then the district Board is obligated to continue the hearing, determination, and discipline processes through to completion.

### 311 Board Hearing

A. Referral to Board: After receiving the Investigation Report, the Governor shall refer it to the district board to determine whether to proceed with a hearing. A special Board meeting for this purpose shall be held within seven (7) days after the matter is referred to the Board, and shall be conducted in executive session. (4/13)

B. Notice of Hearing: Within seven (7) days after the special Board meeting, the Governor or designee shall send notice to the accused officer of the investigation results, including charges and specifications, and whether the Board intends to pursue the allegation(s) and proceed with a hearing. If a hearing is to be held, the accused officer shall have the option to say nothing or to admit or deny the allegation(s). If admitted, the officer shall tender his/her resignation from office. If denied, the hearing shall determine if the allegation(s) are true. A date for a hearing shall be set in consultation with the accused officer, to be held as soon as reasonably possible but no later than thirty (30) days after the accused officer receives notice of the allegation. The date shall be set when at least a quorum (which is a majority) of the Board members can be present.

C. Temporary Suspension: If the Board intends to proceed with a hearing, the accused officer may be temporarily suspended from office, pending the outcome of the proceedings. (4/13)

D. Hearing: A special meeting of the Board, with at least a quorum present, shall be held to conduct a hearing. The only persons allowed to attend the hearing are district Board members, the accused officer, the Investigator, any representatives or counsel for the accused officer and the district, and Kiwanis Staff as needed. Witnesses are permitted only during their own testimony. The Governor shall preside; however, if the Governor is the subject of the allegation or wishes to decline, the Board shall determine who presides. If a Board member is the subject of the allegation, he/she shall be counted in determining the number needed for quorum, but will not be allowed to be present during deliberations or to vote at any point in the process.

At the hearing, the Investigator shall present evidence on behalf of the district, and the accused officer shall have the opportunity to present evidence in his/her defense. If the Investigator is a committee, any member of the committee may represent the district at the hearing. The district or the accused officer may present evidence through testimony of witnesses. Witnesses shall not be required to swear-in. Either side may question the other or any witnesses. The accused officer may testify in his/her behalf, either in person or in written form without being present. The accused officer also shall have the right of representation at the hearing by the person of his/her choice and/or by legal counsel, at the officer's own expense. Legal counsel may be engaged by the district board to provide advice to the board; however, the role of such legal counsel is entirely separate from the role of the Investigator. Counsel for the district Board or the accused may be a non-Kiwanian.

If it is determined that additional time is needed to present evidence not available at the initial hearing, the Board may adjourn the hearing and reconvene it later.

If the accused officer fails to appear for the hearing, the hearing shall proceed without him/her.

E. Hearing Record: A written record of the hearing (hereinafter referred to as "the Hearing Record") shall be made. The hearing also may be recorded for transcription purposes. The Hearing Record shall include:

- Date, time, and location of the hearing;
- Names of all persons present or participating;
- Nature of allegation(s), including charges and specifications
- Evidence, including testimony of witnesses;
- A summary of the essential content of all discussions;



- Any findings determined during the proceedings;
- Any motions made or votes taken.

The Hearing Record shall be reviewed and adopted by the district Board in an executive session at the next special meeting of the Board on the subject (see next step) and retained by the district secretary.

### 312 Determination and Discipline

A. Determination: Within seven (7) days of conclusion of the hearing – or within no later than thirty (30) days, if extenuating circumstances exist – the Board shall hold another special meeting in executive session (attendance limited to Board members) to consider the charges and specifications against the accused officer. Each of the specifications, and then the charge, is read, opened to debate, and voted on separately, although the several votes can be collected on a single written ballot. If the accused is found guilty of one or more of the specifications but not of the charge, a lesser charge may be moved and voted on. In each case, a majority vote of those present and voting is necessary. If the accused is a member of the Board, he/she shall not have a vote on the matter.

B. Discipline: If the accused officer is determined to have engaged in conduct unbecoming as alleged by at least one of the charges, he/she shall be disciplined by the District Board as provided in Kiwanis International policy.

C. Board Report: Within seven (7) days of conclusion of the special meeting, the Board shall produce a written report of its findings, conclusions, and decision(s) (hereinafter referred to as “the Board Report”), which shall become part of the district record on the matter. The Board report shall include a copy of the Hearing Record, as reviewed and adopted by the Board. A copy of the Board Report shall be provided immediately to the accused officer and the Investigator. District clubs shall be informed of the Board’s decision(s) on the matter, but other details from the Board Report shall remain confidential.

### 313 Reinstatement to Office

If the accused officer was suspended from office during the ‘conduct unbecoming’ process, but charges are not substantiated, the suspension shall be terminated and the accused reinstated to office.

### 314 Reconsideration

A. Request for reconsideration: Within thirty (30) days of the Board Report being provided to the accused officer and the Investigator, either party may request reconsideration by the Board. Such request must be made in writing to the Governor and must state the specific reason(s) for reconsideration. Either party may request reconsideration of either the Board’s finding that ‘conduct unbecoming’ did or did

not occur or the resulting disciplinary action. Reconsideration may **not** be used to “re-try” the allegations against the accused officer and no new facts that were reasonably accessible at the time of the hearing will be allowed. Reconsideration will be allowed only if some part of the process or facts used to determine the Board’s decision(s), the Hearing Record, or the Board Report is alleged to be faulty, incorrect, insufficient, or otherwise erroneous, or if the decision of the Board was contrary to the overwhelming weight of the evidence.

B. Reconsideration Process: If a written request for reconsideration is received by the Governor, the Board shall call a special meeting within thirty (30) days, provided at least fourteen (14) days advance notice of the meeting is given to the accused officer. Any person who is not a district Board member shall be excluded from the meeting. All materials and information provided to the district Board shall remain confidential among those attending. At least a quorum of the Board (which is a majority) must be present at the reconsideration meeting. The Governor shall preside; however, if the Governor is the subject of the allegation or wishes to decline, the Board shall determine who presides. The materials to be considered during reconsideration shall be the Hearing Record, the Board Report, and the appellant’s basis for reconsideration.

C. Permitted Motions: The only motions that may be made during the reconsideration meeting by a Board member in attendance are these: either (1) to uphold the Board’s original determination of ‘conduct unbecoming’ and resulting disciplinary action; **or** (2) to overturn the original decision. Other motions are out of order. Any motion shall require a majority vote of those present and eligible to vote to adopt.

D. Final Authority: The decision of the district Board on the matter shall be final.

E. Reconsideration Record: A written record of the reconsideration shall be made (hereinafter referred to as the ‘Reconsideration Record’), similar to that for the original hearing, and shall be reviewed and approved by the district Board and retained as part of the district record on the matter.

### 315 Official Records, Notification, and Separate Disciplinary Action

A. Official Records: The district shall retain all official records on the matter in a confidential file, as long as required by applicable law. Official records are: the Allegation Report, Investigation Report, Hearing Record, Board Report, and Reconsideration Record if any.

B. Notification of Kiwanis International: A copy of all official records shall be sent to the Executive Director of Kiwanis International within thirty (30) days of the conclusion of all proceedings, to be retained in a confidential file as long as required by applicable law. This provides documentation that the district Board completed

due diligence regarding the allegation, as well as a safeguard against district records being lost or destroyed at a later date.

If a district officer was disciplined by the district for 'conduct unbecoming' and if he/she is also a Kiwanis International officer, Kiwanis International may take separate disciplinary action against the member as it deems appropriate.

C. Notification of Club(s): If the district officer was disciplined by the district for 'conduct unbecoming,' Kiwanis International shall send a copy of all official records on the matter to the president(s) of the officer's club(s) and each club may take separate disciplinary action against the member as it deems appropriate.

D. Notification of Other Districts: If the disciplined district officer is also an officer in another district, Kiwanis International shall send a copy of all official records on the matter to the Governor of the other district, and the other district may take separate disciplinary action against the officer as it deems appropriate.

### 316 Parliamentary Authority

The most recent edition of Roberts Rules of Order shall be the parliamentary authority for all procedural matters related to investigation, determination, discipline, and reconsideration (if any) for 'conduct unbecoming' which may not be specifically covered in Kiwanis governing documents, including but not limited to this procedure. (In the 11th edition of Roberts Rules, see Section 63 – Investigation and Trial). In the event of any inconsistency between Kiwanis governing documents and Roberts Rules, the Kiwanis provisions shall prevail.



# Kiwanis®

www.kiwanis.org

## ‘CONDUCT UNBECOMING’ KWANIS CLUB MEMBERS

**Kiwanis International Policies, which are determined by the Kiwanis International Board, define ‘conduct unbecoming’ as follows. Be aware that clubs (or districts) do *not* have the option to adjust this definition in any way, but have the right to interpret it within reason.**

### **POLICY B.11 – DEFINITION OF ‘CONDUCT UNBECOMING’**

“Conduct unbecoming a member of the Kiwanis family” is defined as any conduct that:  
(4/12)

- Constitutes harassment of another individual based on race, color, creed, national origin, age, or sex, including sexual orientation and gender identity. (10/21)
- Constitutes a criminal act that is clearly incompatible with the best interests of the public or of members of the Kiwanis family; or (4/12) (10/21)
- Constitutes repeated offensive or obnoxious behavior at Kiwanis events and activities. (10/21)

Note: For conduct unbecoming purposes, the Kiwanis family is defined in the Kiwanis International Bylaws as members of Kiwanis clubs, Aktion Clubs, Circle K clubs, and Key Clubs. (4/12)

### **POLICY B.12 - CLUB MEMBER ACCUSED OF ‘CONDUCT UNBECOMING’**

- a. If an allegation of ‘conduct unbecoming a member of the Kiwanis family’ is made against a member of a Kiwanis club, the member’s club shall follow a fair and just process appropriate to the club’s abilities and resources. The process shall ensure that both the person making the allegation and the person against whom the charge is made are given an opportunity to be heard and ask each other questions. If the member belongs to more than one club, the club associated with the ‘conduct unbecoming’ shall act. (10/12) (10/21)
- b. The president of the club (or immediate past president if the president is accused) shall immediately request from Kiwanis International a copy of the general process to be followed. (10/12) (10/21)
- c. If the accused member is also a district officer or a Kiwanis International officer and the conduct appears to have been committed in his/her capacity as an officer, or if it is impossible to determine in what capacity the conduct was committed, the matter shall first be submitted to the Kiwanis International President or the district governor, in that

order, as appropriate, who shall determine the capacity and either begin an investigation at the International or District level or refer it back to the club level to investigate and decide. (4/13) (10/21)

- d.** If either the accused member or the investigator believes some part of the investigation was faulty or the determination was incorrect, either party has the right to appeal in writing the Board's decision to the club membership. The appeal shall be heard at a special meeting of the club members in good standing. The decision of the club membership to uphold, reverse, or change the Board's decision(s) shall be final. (10/12) (4/13)
- e.** If, at any point during the 'conduct unbecoming' process, possible criminal wrongdoing is discovered, the matter shall be reported to the proper authorities. (10/12)
- f.** All materials, facts, and information related to the investigation, determination, and appeal (if any) shall be kept confidential at all times by any parties or persons involved in any part of the process. (10/12)
- g.** The club shall retain all official records on the matter (allegation, board report, and appeal record if any) in a confidential file as long as required by local applicable law, and shall send a copy to Kiwanis International, to be retained in a confidential file. (10/12) (10/21)
- h.** If an accused member is determined to have engaged in conduct unbecoming, some form of discipline must be given for the club to have properly completed due diligence on the matter. If a club does not discipline the member, the club shall be considered out of compliance with acceptable standards of Kiwanis International and may have its charter suspended or revoked as provided in the Kiwanis International Bylaws. (10/12) (10/21)
- i.** If the member was disciplined by the club in any way for 'conduct unbecoming' and if he/she is also: a member of another club(s); a district officer; or a Kiwanis International officer, the other club(s), district, or Kiwanis International may take separate disciplinary action against the member as each deems appropriate. (4/13)

(See also Procedure 344 – Club Member Accused of Conduct Unbecoming.)

## PROCEDURE 344 – CLUB MEMBER ACCUSED OF ‘CONDUCT UNBECOMING’

### 344.1 - Allegation (10/21)

**A. Allegation:** If any club member believes a member has acted in a manner that constitutes conduct unbecoming a Kiwanian, as defined in Kiwanis policy, and believes the member should be disciplined, they may submit an allegation in writing to the club president setting forth the alleged words or actions that constitutes the conduct. The allegation shall include as much detail as possible regarding the time, place, persons, actions, words, etc. (10/12) (10/21)

However, if the president is the subject of the allegation, then, throughout the entire process, whenever it is stated that the president shall act, the immediate past president shall act instead. (10/12) (10/21)

**B. Review:** Upon receipt of an allegation, the president shall inform the club board. The club board shall then determine a fair and just way to review the allegation, including calling a hearing if necessary. (10/12) (10/21)

### 344.2 - Disclosure and Confidentiality

**A. During Investigation:** During the investigation, the president shall not disclose any information regarding the investigation to the public or to any other member of the club, including the club board, until the investigation process is complete, except that, the president may report to the board only that an allegation has been received and an investigation is being conducted, without disclosing the name of the accused member or any details of the investigation. (10/12) (4/13)

**B. After Investigation:** Once the investigation is complete, the president may disclose information regarding the investigation only to the board for a hearing on the matter (and to any club staff who has a need to know), but not to the public or to any other member of the club. (10/12) (4/13)

**C. If Appealed:** In the event the final determination by the board is appealed to the club membership, then information can be disclosed to those members who attend the appeal meeting, subject to the obligation of those club members to keep the information confidential. (10/12)

**D. General:** All materials, facts, and information related to the investigation, determination, and appeal (if any) shall be kept confidential at all times by any parties or persons involved in any part of the process. The person presiding over each step should remind all participants of the need to maintain confidentiality. (10/12)

### 344.3 – Membership Resignation, Suspension, Removal, and Reinstatement (10/21)

- A. Resignation:** An accused member may resign at any time during the conduct unbecoming process. Upon resignation, the club board may or may not choose to continue with the conduct unbecoming process. (10/12) (10/21)
- B. Suspension:** An accused member may be temporarily suspended from club membership by the club board, pending the outcome of the process. (10/12) (10/21)
- C. Removal:** An accused member should not be removed from club membership until the conduct unbecoming process has been concluded and depending on the discipline determined for the conduct. (10/21)
- D. Reinstatement:** If an accused member was suspended or removed from membership and if the charges against the accused member are not substantiated by the hearing, the accused may be reinstated to club membership. If the conduct unbecoming was substantiated and discipline other than membership removal is determined, then, after the discipline has been completed, the accused may be reinstated to club membership. (10/12) (10/21)

### 344.4 – Board Hearing (10/21)

- A. Referral to Board:** After investigation, the President shall refer the allegation and investigation results to the club board to determine whether to proceed with a hearing. A special meeting for this purpose shall be held after the matter is referred to the board, and shall be conducted in executive session (i.e., closed to non-board members). (10/12) (10/21)
- B. Notice of Hearing:** After the special board meeting, the president or designee shall send notice to the accused member of the investigation results, including charges and specifications, and whether the board intends to pursue the allegation(s) and proceed with a hearing. If a hearing is to be held, the accused member shall have the option to say nothing or to admit or deny the allegation(s). If denied, the hearing shall determine if the allegation(s) are true. If admitted, the hearing shall determine the resulting discipline. A date for a hearing shall be set in consultation with the accused member, to be held as soon as reasonably possible. The date shall be set when at least a quorum (which is a majority) of the board members can be present. (10/12) (10/21)
- C. Hearing:** If the board intends to proceed with a hearing, a special meeting of the board, with at least a quorum present, shall be held to conduct a hearing. The only persons allowed to attend the hearing are club board members, the accused member, any person(s) who assisted with the investigation, and any representatives or counsel for the accused or the club (and any club staff as needed). Witnesses are permitted only during their own testimony. The

president shall preside; however, if the president is the subject of the allegation or wishes to decline, the board shall determine who presides. If a board member is the subject of the allegation, he/she shall continue to be counted as a board member in determining the number needed for quorum, but will not be allowed to be present during deliberations or to vote at any point in the process. The hearing shall be held using principles of fairness to allow the accused, the person who brought the allegation, and any witnesses a fair opportunity to be heard. (10/12) (10/21)

### **344.5 –Determination and Discipline (4/13)**

- A. Determination:** The board shall hold another special meeting in executive session (attendance limited to board members) to consider the charges and specifications against the accused member. Each of the specifications, and then the charge, is read, opened to debate, and voted on separately, although the several votes can be collected on a single written ballot. In each case, a majority vote\* is necessary. If the accused is a member of the Board, he/she shall not have a vote on the matter. (10/12) (10/21)
- B. Discipline:** If the accused member is determined to have engaged in conduct unbecoming as alleged by at least one of the charges, then, by separate majority vote\*, the board shall determine the appropriate disciplinary action, as follows: informal counseling, a verbal reprimand, written reprimand, suspension from office or club membership, or removal from office or club membership. The determination of the discipline should be based on the seriousness of the unbecoming conduct. (4/13)

If the discipline is removal from club membership, a two-thirds (2/3) vote\* is required, per the Standard Form for Club Bylaws. For all other discipline, a majority vote\* is required. If the accused member is a member of the board, he/she shall not have a vote on the matter. (10/12)

\*Each of these votes refers to those board members present and eligible to vote. (10/12)

Note: If the discipline is determined to be suspension, and if the member was previously suspended, then the time the accused member has already been temporarily suspended may be credited toward the discipline. (10/12)

- C. Board Report:** The board shall produce a written report of its findings, conclusions, and decision(s) (hereinafter referred to as “the Board Report”), which shall become part of the club record on the matter. The club membership shall be informed of the board’s decision(s) on the matter, but other details from the Board Report shall remain confidential unless needed during a subsequent appeal of the board’s decision(s) to the membership. (10/12) (10/21)



## 344.6 – Appeal

- A. Request for appeal:** Within thirty (30) days of the Board Report being provided to the accused member and the investigator, either party has the right to appeal the board’s decision(s) to the club membership. Such appeal must be made in writing to the president (or secretary, if the president is accused) and must state the specific reason(s) for the appeal. Either party may appeal either the board’s finding that ‘conduct unbecoming’ did or did not occur or the resulting disciplinary action. (10/12)

An appeal may **not** be used to “re-try” the allegations against the accused member, and no new facts that were reasonably accessible at the time of the hearing will be allowed. An appeal will be allowed only if some part of the process or facts used to determine the board’s decision(s) or the board’s report is alleged to be faulty, incorrect, insufficient, or otherwise erroneous, or if the decision of the Board was contrary to the overwhelming weight of the evidence. (10/12) (10/21)

- B. Appeal Process:** If a written notice of appeal is received by the club president (or secretary, if the president is accused), the board shall call a special appeal meeting of the club membership to consider the appeal within thirty (30) days, provided at least fourteen (14) days advance notice of the meeting is given to the club membership. Any person who is not a current club member in good standing shall be excluded from the meeting. The accused member, investigator, and counsel for either side shall be excluded from the meeting, even if they are club members. All materials and information provided to the club membership shall remain confidential among those attending. At least a quorum of the membership (which is one-third) must be present at the appeal meeting. The president shall preside; however, if the president is the subject of the allegation or wishes to decline, the board shall determine who presides. The materials to be considered for the appeal shall be the Board Report and the appellant’s basis for appeal. Members may ask only questions that are relevant to the appeal, and relevancy shall be determined by the presiding officer at the appeal. (10/12) (10/21)

- C. Permitted Motions:** Only two separate and specific types of motions may be made during the appeal meeting by a club member in attendance, as follows: (4/13)

1. Regarding the board’s original determination of ‘conduct unbecoming’: move **either** to uphold the original decision; **or** they may move to overturn the original decision. Other motions are out of order.
2. Regarding the resulting disciplinary action, if any was given and if any is still in order: move **either** to uphold the board’s original discipline; **or** they may move to overturn the board’s original discipline and change it to some other disciplinary measure(s) which must be specified as part of the motion. Other motions are out of order.

Any motion shall require a majority vote of those present and eligible to vote to adopt. (10/12)

- D. Final Authority:** The decision of the club membership on the matter shall be final. (10/12)
- E. Appeal Record:** A written record of the appeal meeting of the club membership (hereinafter referred to as the “the Appeal Record”) shall be made and shall be reviewed and approved by the club board and retained by the club secretary. (10/12) (10/21)

### **344.7 – Official Records, Notification, and Separate Disciplinary Action (10/21)**

- A. Notification of Kiwanis International:** A copy of all official records shall be sent to the Executive Director of Kiwanis International within thirty (30) days of the conclusion of all proceedings to retain in a confidential file. This provides documentation that the club completed due diligence regarding the allegation, as well as a safeguard against club records being lost or destroyed at a later date. (10/12) (4/13)

If the member was disciplined by the club in any way for ‘conduct unbecoming’ and if he/she is also a Kiwanis International officer, Kiwanis International may take separate disciplinary action against the member as it deems appropriate. (4/13)

The record of any former member who has been removed from a Kiwanis club for conduct unbecoming will be notated by Kiwanis International in the membership database. If another Kiwanis club attempts to add a member who appears in the database as being removed from a previous club for conduct unbecoming, Kiwanis International will notify the new club, prior to addition, of the previous removal. After acknowledging such notification, the new club will have the option to add the member if it still wishes to do so. (10/20)

- B. Notification of District:** If an accused member is removed from the club for ‘conduct unbecoming’, the club shall so notify the district governor. (10/12) (4/13)

If the member was disciplined by the club in any way for ‘conduct unbecoming’ and if he/she is also a district officer, Kiwanis International shall send a copy of the official records on the matter to the district governor, and the district may take separate disciplinary action against the member as it deems appropriate. (4/13)

- C. Notification of Other Clubs:** If the member was disciplined by the club in any way for ‘conduct unbecoming’ and he/she also belongs to another Kiwanis club(s), Kiwanis International shall send a copy of the official records on the

matter to the president(s) of the member's other club(s) and each club may take separate disciplinary action against the member as it deems appropriate. (4/13)

### **344.8 – Parliamentary Authority**

The most recent edition of Roberts Rules of Order shall be the parliamentary authority for all procedural matters related to investigation, determination, discipline, and appeal (if any) for 'conduct unbecoming' which may not be specifically covered in Kiwanis governing documents, including but not limited to this procedure. (In the 11th edition of Roberts Rules, see Section 63 – Investigation and Trial). In the event of any inconsistency between Kiwanis governing documents and Roberts Rules, the Kiwanis provisions shall prevail. A failure to properly follow Robert's Rules of Order does not invalidate any action taken by the Board of a club. (10/12) (10/21)

**For questions, contact Kiwanis International Member Services Dept or Governance Specialist**

Member Services Dept.  
[memberservices@kiwanis.org](mailto:memberservices@kiwanis.org)  
317.217.6113 or 6203

Governance Specialist  
[governance@kiwanis.org](mailto:governance@kiwanis.org)  
317.217.6224

*Revised October 2021 per K.I. Board action*

# **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 for which travel has been completed as follows: (06/20)

- 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. 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.

202.1 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

202.2 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

203 District Finance Committee

203.1 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.

203.2 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)

203.3 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.

203.4 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.

204. 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.

205. 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.

205.1 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.

205.2 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.

206. 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)

207. 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.

208. Budgets

208.1 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 not receive voucher reimbursement until a budget is received and approved by the Finance Committee and Board of Trustees. receive a budget at the discretion of the Finance Committee. (3/08)

208.2 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.

208.3 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.

208.4 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.

208.5 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.

208.6 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)

209. 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 ~~Dues 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. Dues are prorated for District and International.~~ (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 District and International Dues-calculation of prorated amounts~~

~~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)

Prorated membership dues shall be charged and collected for each new member, including new clubs, to defray administrative costs, per the schedule below. If this schedule is adjusted by Kiwanis International, the K.I. schedule will apply. The 'prorated amount' shown in the chart refers to both District and International dues.

Prorated dues are waived for Kiwanis club members who join another Kiwanis club within a six-month period during the same administrative year and for first-year dues for former Key Club or Circle K club members.

<u>First month of membership</u>	<u>Prorated amount</u>
<u>October</u>	<u>12/12ths</u>
<u>November</u>	<u>11/12ths</u>
<u>December</u>	<u>10/12ths</u>
<u>January</u>	<u>9/12ths</u>
<u>February</u>	<u>8/12ths</u>
<u>March</u>	<u>7/12ths</u>
<u>April</u>	<u>6/12ths</u>
<u>May</u>	<u>5/12ths</u>
<u>June</u>	<u>4/12ths</u>
<u>July</u>	<u>3/12ths</u>
<u>August</u>	<u>2/12ths</u>
<u>September</u>	<u>1/12th</u>

222.3 Newly Admitted Clubs

Newly admitted clubs shall be billed for dues on a prorated basis, 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)  
E., Comply with KI policy on logos and woodmarks through Infinity. Working with Infinity licensed vendors.

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, who are not Kiwanis members, ~~no~~ a discounted registration fee ~~is may be~~ required. ~~but s~~Such persons will be charged for any meals or special events they wish to attend at the full price of the event. (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 chair ~~persons~~ ~~man~~ 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- shall be reimbursed only as budgeted. 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)



# Kiwanis®

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April 14, 2022

Mark McDonald, Secretary  
Kiwaniis District of California-Nevada-Hawaii  
Email: [mark@cnhkiwanis.org](mailto:mark@cnhkiwanis.org)

Dear Mark,

In follow-up to my previous letter of October 25, 2021, this is to inform the district that the Kiwanis International Board, at its meeting held April 9, 2022, approved two of the amendments to the California-Nevada-Hawaii District bylaws adopted at the district's 2021 convention:

- Amended Article VIII, Section 1, to correct an error by adding the word "or".
- Amended Article IX, Section 1, to adjust the process for handling an officer failing to perform their duties. This includes handling in part by the District Governor if the District Secretary is the officer in question; handling in part by the Immediate Past Governor if the Governor is the officer in question; and changing the timing of part of the process.

If the district has any questions, let me know.

Regards,

A handwritten signature in cursive script that reads 'Diana'.

Diana Rader O'Brien  
Governance Specialist  
[dobrien@kiwanis.org](mailto:dobrien@kiwanis.org)