



## 2016-2017 Policy Committee Meeting

January 23, 2017 4:00 p.m.

### AGENDA

1. Welcome
2. Governor's remarks
3. Review Policy Section Assignments
  - a. Campaign Policies and Conduct for District Office (Section 191) – Tony Molino
  - b. Conduct Unbecoming A Member of the Kiwanis Family (Section 300) – David Hillman
  - c. Service Leadership Programs (SLP) (Section 710) – David Hillman
    - i. Event Request Form
    - ii. Youth Protection Guidelines
  - d. Kiwanis Rose Float (Section 140) – Pat Liddell
  - e. International Board Counselor to the District (Section 401) – Pat Liddell
  - f. Committee on Convention Site and Selection (Section 125) – Pete Horton
  - g. International Conventions (Section 280) – Pete Horton
  - h. Administration (Section 101) – Terri Neumann
  - i. Financial (Section 201) – Robert Davis
  - j. International Review Committee (Section 128) – Patti Barsotti
    - i. Proposal from IRC Chairman Nelson Tucker
  - k. District Trustees (Section 501) – Patti Barsotti
  - l. Use of Kiwanis District Mailing List (Section 113) – Patti Barsotti (or Rocio Brooks)

*(Sections not submitted: Violation of District Policy (Section 111)  
Solicitation of Funds (Section 110)  
Strategic Planning Committee (Section 112)  
Realignment (Section 103)*

Past District Governors (Section 126) – no proposed changes by Bob Wikoff/Terri Neumann

4. Schedule next meeting
5. Adjournment

# **CAMPAIGN POLICIES AND CONDUCT**

## **FOR DISTRICT OFFICE OTHER THAN DISTRICT TRUSTEES**

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

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

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

#### **191.1 Announcement and Publicity**

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

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

### **191.2 Information on Conferences, Conventions and General Campaigning**

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

### **191.3 Active and Personal Campaigning**

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

#### **191.4 Campaign Ethics Committee (02/99)**

- A. This committee will be appointed by the Governor and have at least five (5) members. The chairman will be named by the Governor. The committee will include a Chair, two (2) Trustees and two (2) Past Governors. (03/08)
- B. All alleged campaign violations shall be delivered in writing to the Governor or District Secretary/Executive Director, in person or at the District Office and shall be signed by the witness to the alleged violation. The alleged violation shall provide details. (i.e.: date, time, place, and what was said or done.) (02/05)
- C. The committee will investigate all alleged Campaign Policy violations, which it receives from the Governor. A quorum for the committee will be four (4) members. Any abstention vote will be considered a “no” vote. The committee will report their findings in writing to the Governor. (08/03)
- D. Notice of any committee meeting will be announced to each member of the Committee, the Candidate and if applicable, the violator(s) by the Governor or District Secretary/Executive Director. The Candidate and/or violator(s) **in advance of the meeting** shall be permitted to hear all evidence against them and be permitted the opportunity to provide evidence in their defense **to the committee**, but shall not be present during the Committee deliberations. (02/05)
- E. The Governor shall review the findings of the committee and take one or more of the following actions:
  - 1. No action based on no violation.
  - 2. Acceptance of an oral or written apology from the candidate and/or violator(s).
  - 3. A private reprimand given to the candidate and/or violator(s).
  - 4. A public reprimand notifying the District Board and/or the delegate body of the individuals violating the campaign policies.
  - 5. A written cease and desist order. (02/05)
- F. The Candidate, violator(s), or Committee, each have a right to appeal to the District Board of Trustees, the action to be taken by the Governor. If a Board meeting is not scheduled prior to the end of the current or next District conference or convention, the right of appeal shall be to an adhoc committee appointed by the Governor and consisting of the Governor, the Governor-Elect, Immediate Past Governor, District Secretary/Executive Director, District Treasurer, at least two (2) Trustees and at least two (2) Past Governors. (03/08)
- G. The District Board of Trustees will be advised of the Governor’s action at the next board meeting. (02/05)

#### **192 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.

##### **192.1 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

**192.2 Qualifications**

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

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

The following experience or the equivalent would be acceptable:

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

## CONDUCT UNBECOMING A MEMBER OF THE KIWANIS FAMILY

300. Kiwanis International Board Policies contain a Section (11.A.) 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 interests of the public or of members of the Kiwanis family, or
- B. Tends ~~or threatens~~ to harm the standing ~~or reputation to the~~ of Kiwanis family 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. ~~at the District Office.~~ If the District Governor, in ~~conjunction~~ **concurrency** with the ~~chairmen~~ **Chairs** of the District Laws & Regulations and Policy **Committees**, concludes that the **alleged** conduct in question is "Conduct Unbecoming a Member of the Kiwanis Family," ~~then~~ 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 ~~member physically~~ **physical assault** ~~assaulted 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).**

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

301 Sexual, Racial, 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 ~~at all times~~ in a responsible way to avoid even the slightest inference that any sort of sexual, racial or other harassment **or discrimination** 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 (08/10)

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 Lieutenant Governor and the Club's Board of Directors of such complaint. and the The Board shall follow the procedure described in the Standard Form of Club Bylaws (hereinafter the "Club Bylaws") at Section 5 of Article V entitled "Discipline of Members." All allegations of Conduct Unbecoming involving a District Officer or a member of a District Committee shall be reported as provided in Policy Section 302. All allegations of Conduct Unbecoming involving conduct at a District or International event shall be reported as provided in Policy Section 300.

302. Allegations Regarding A District Officer or Member of a District Committee (8/10)

All allegations regarding a District Officer or Member of a District Committee shall be made in writing and delivered to the Governor and District Secretary, ~~at the District Office~~ with copies to the Governor-Elect, Immediate Past Governor and Treasurer. The written allegations shall describe the conduct in question and explain why it is considered Conduct Unbecoming a Member of the Kiwanis Family. The Governor shall appoint an Ad Hoc Committee consisting of at least one member of the Policy Committee, one current Trustee and a Past Governor to review the allegations. Such Committee shall investigate the alleged conduct using the same procedure described in Policy 111 entitled "Violation of District Policy." Such Committee shall report its findings to the Governor and the Board of Trustees for further action, if necessary. All allegations involving the current Governor shall be reported to the District Secretary and Immediate Past Governor who shall appoint the members of the Ad Hoc Committee and receive the report of its findings. (08/10)

# **SERVICE LEADERSHIP PROGRAMS (SLP)**

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

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

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

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

#### 710.1 Responsibilities

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

#### 710.2 Operating Procedures

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

#### 710.3 Exercise of Authority

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

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

#### 710.4 International Office

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

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

710.4 International Office - continued

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

710.5 Theme and Objectives

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

710.6 Travel - International Officers

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

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

711.1 Responsibilities

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

711.2 Operating Procedures

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

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

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

711.3 Exercise of Authority (1/00)

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

- A. The District Committees of Circle K, two Key Club Districts, Builders Club, K Kids and Aktion Club. (03/10) In this policy, Key Club denotes the Cali-Nev-Ha District of Key Club International; KIWIN'S denotes the Cal-Nev-Ha KIWIN'S District of Key Club International and Circle K denotes the Cal-Nev-Ha District of Circle K International. (3/12)
- B. The SLP Department of the District Office.

712. Service Leadership Programs (SLP) Department

712.1 Chief Administrative Officer

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

712.2 Relationship of District SLP Administrators

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

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

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

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

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

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

- B. Jointly, with each Kiwanis SLP District Administrator, develop and participate in training programs for the SLP committee members, the SLP Officers and any Regional Advisor.

713.3

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

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

713.4

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

- A. Assist, as needed, the Kiwanis Board of Trustees, Governor, Governor-elect and District Secretary to ~~carry~~ in carrying out the objectives of Kiwanis and each of the SLP organizations.
- B. Maintain lines of communication between the sponsoring Kiwanis Club, the SLP Committee, and the individual SLP ~~organizations~~ clubs; communicate to the SLP Committee, the sponsoring Kiwanis Club and/or other appropriately involved organizations, information relative to any Kiwanis Club and/or SLP ~~organization~~ club which is not meeting its duties and responsibilities.

713.4

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

- C. Work with the Kiwanis Governor-elect in developing materials for education of Kiwanis Trustees, Lieutenant Governors, Committee Chairs and individual Kiwanis Club Officers. Such assistance should not interfere with or impair the current year's program or objectives.
- D. Report in writing to the Kiwanis District Board of Trustees at each of its meetings as to the accomplishments of the SLP programs and make such reports as shall be required by the District, Kiwanis International, or Circle K or Key Club International.
- E. Ensure that travel by SLP District Officers is within budgetary limitations, necessary, and not

detrimental to the District Officer. (11/97)

- F. Assist the SLP Administrators in preparing a written report of the convention/conference as required by the Kiwanis Board of Trustees after the close of the convention/conference. (11/97)

714. Composition of Kiwanis District Administration

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

715. Records

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

716. SLP Budgets and Finances

The Kiwanis Board of Trustees shall approve:

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

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

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

717.

Budget Guidelines for SLP District Officers

- A. Travel to training conferences and Board meetings (except at conventions) shall normally be reimbursed based on mileage. When authorized by the Administrator, airfare may be provided based upon the lowest fare available. The Administrator must specifically authorize any other form of transportation. (01/00)
- B. When meals are provided at SLP District Training Conferences and Board meetings, reimbursement for these meals will not be authorized. (01/00)
- C. When authorized, housing for the District Training Conferences and District Board meetings shall be based upon a minimum of two and a maximum of four persons of the same gender per room.
- D. When District Board meetings are held in conjunction with a convention and conference other than the training conference, the housing expense for District Officers shall be made part of the convention or conference budget.
- E. Section 201 of these policies applies except when in conflict with this section.

718.

Responsibilities - Kiwanis SLP Administrator

The duties and responsibilities of the SLP Administrator are to:

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

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

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

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

- A. Assist the SLP Administrator to carry out their duties and responsibilities and carry out any regional assignment made by the Administrator.
- B. Assist in the leadership development of SLP District Officers, and assist the SLP Lt. Governors in conducting division meetings or regional meetings, and in preparing divisional newsletters.
- C. Assist, when requested, Kiwanis Lt. Governors in their division training conferences, or in other matters pertaining to SLP club operations.

- D. Be available to speak to Kiwanis Clubs or committee about SLP program.
- E. Attend any training conference for Regional Advisor/committee members and assist the SLP Administrator in preparing and conducting the district committee's training conference and meetings.
- F. Assist in the formation and/or chartering of new SLP clubs.
- G. Assist in the promotion of the concept of continuing and effective sponsorship on the part of sponsoring Kiwanis Clubs.

720.

Attendance and Conduct at SLP Conventions/Conferences

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

721.

Procedures for SLP to Operate Outside the Normal Club Functions

- A. Events organized within the confines of an SLP club are subject to approval or disapproval, by either its faculty or Kiwanis/sponsor advisors. (03/10)
- B. Events within a Division (06/09)
  - 1. Events organized solely for one SLP Organization, solely within an SLP division, require the advance approval of the applicable Regional Advisor and an authorized representative of the Kiwanis/sponsor organization of the host club. (03/10)



2. Events in this category for high school SLP clubs shall require approval on an Event Request Form (ERF).
3. Each high school SLP club that participates is required to obtain the signature of its faculty advisor and Kiwanis/sponsor advisor on the ERF to attend. The host club shall be required to collect the signed ERF(s) and give them to the club's Kiwanis/sponsor advisor in the event an audit is later required. ERF forms and associated e-mails shall be retained for one year following the event. The Kiwanis/sponsor advisor representative may sign in place of the faculty advisor when the regular academic term is not in session. (03/10)

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

C. Events within an SLP Organization (06/09)

1. Events organized solely for one SLP Organization, but to include any other SLP division, require advance approval of the applicable Regional Advisors.
2. Events in this category for high school SLP clubs shall require approval on an ERF.
3. Each high school SLP club that participates is required to obtain the signature of its faculty advisor and Kiwanis/sponsor advisor on the ERF to attend. The sponsoring club shall be required to collect the signed ERF(s) and give them to the host club's Kiwanis/sponsor advisor in the event an audit is later required. ERF forms and associated e-mails shall be retained for one year following the event. The Kiwanis/sponsor advisor representative may sign in place of the faculty advisor when the regular academic term is not in session. (03/10)
4. For Circle K Clubs, an individual member may participate with a local club other than his or her home club while staying with family, or as the single guest of a member of the host club. This exception shall not be used to avoid the general purposes of this policy.

D. Events involving more than one SLP Organization (03/10)

1. Events organized to include SLP clubs, from any SLP organization, but limited to the clubs sponsored by the same sponsoring organization, shall require only advance approval from the sponsoring organization. (03/10)
2. Events organized to include SLP clubs from other SLP organizations will require the permission of the applicable Regional Advisors and District Administrators from all involved SLP organizations. (03/10)
3. Each high school SLP club that participates is required to obtain the signature of its faculty advisor and Kiwanis/sponsor advisor on the ERF to attend. The host club shall be required to collect the signed ERF(s) and give them to the host club's sponsor advisor in the event an audit is later required. ERF forms and associated e-mails shall be retained for one year following the event. The Kiwanis/sponsor advisor representative may sign in place of the faculty advisor when the regular academic term is not in session. (03/10)
4. Each high school SLP member will be required to have a signed consent form, as designated by the applicable District Administrator, that gives permission to attend and for medical treatment, or an express direction to withhold medical treatment based on religious belief.

5. If a Circle K Club hosts a "Key to College" or other similar event designed to provide members of both Key Club Districts with an educational program in preparation for college, the event is limited to daylight hours, and the invited Key Clubs and KIWIN'S Clubs are within thirty-five (35) miles of the event location, the event shall not require advance approval from Regional Advisors or District Administrators. However, the Circle K Club shall advise the applicable Regional Advisors by email at least one week before invitations are extended to the Key Clubs and KIWIN'S Clubs, and any Key Club or KIWIN'S Club that attends shall be required to comply with paragraphs D(3) and D(4). (03/10)

E. Process and Responsibilities (06/09)

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

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

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

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

723. Guidelines for Adults (03/10) [Youth Protection Guidelines](#) (Insert Guidelines Here)

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

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

723.1 ~~Chaperone (03/10)~~

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

723.2 ~~Alcoholic beverages (03/10)~~

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

~~723.3 — Use of tobacco (03/10)~~

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

~~723.4 — Overnight stays (03/10)~~

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

~~723.5 — Events without an overnight stay (06/12)~~

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

~~723.6 — Transportation (03/10)~~

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

~~723.7 — Medications (03/10)~~

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

~~723.8 — Background checks (03/10)~~

~~Background checks for adults working with youth shall be required and shall conform to applicable local and state laws and requirements. Effective January 1, 2011, all adults working directly with youth other than incidental contact at a Kiwanis family event will undergo a background check prior to beginning their first year of activity and every two (2) years thereafter. The California Nevada Hawaii District will provide background checks for Kiwanis Clubs/sponsoring organizations at a reasonable cost. (06/12)~~

~~723.9 — Conflicts with other rules (03/10)~~

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

~~723.10 — Personal information (03/10)~~

~~All documents bearing personal information, including registration forms, medical information forms, permission to treat forms, etc., should be treated as being confidential. Processes that protect this information should be created, including minimizing the number of people who have access to any such documents. The documents should be maintained a minimum of three years or as required by applicable state laws and regulations if longer. After the maintenance period has expired, the~~

~~documents should be destroyed in a way that maintains confidentiality, such as shredding. It is also expected that the disposal and destruction of all confidential information will conform to applicable state laws and regulations.~~

723.11 ~~Education (03/10)~~

~~Every Kiwanis club is expected to inform and educate its members on these guidelines and best practices annually.~~

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

It is the policy of the California-Nevada-Hawaii District of Kiwanis International (District) that no member of a Service Leadership Program (SLP) in the District should have access to alcoholic beverages at a Kiwanis sponsored function or event. To enforce this policy, the District establishes the following rules and requirements.

- A. ~~No event sponsored by any~~ Any Kiwanis Club, Division or in the District sponsored event, at which members of any SLP are in attendance, shall ~~prohibit the serving, or allowing~~ access to alcoholic beverages, unless the sponsoring club or division has appropriate supervisory adults to ensure that members of the SLP do not have access to any alcoholic beverages. This would include access during set-up and closing/clean-up of the event.
- B. It ~~shall be~~ is the responsibility of any sponsoring club or division that serves alcoholic beverages at ~~such~~ an event, ~~that would be available to any member of any SLP,~~ to have the appropriate ~~Kiwanis~~ staff in place to ensure this policy is enforced. Appropriate staff shall be one Kiwanis supervisory member for every five SLP members in attendance.
- C. Any sponsoring club or division that participates in a non-Kiwanis sponsored event where alcohol will be served, ~~at the event~~ at which one or more members of any SLP are present, ~~shall ensure that the adult supervision requirements of Section 724 B. above are met, and that all be required to ensure that~~ there is a policy of Liquor Liability Insurance covering the event, ~~naming which names~~ the California-Nevada-Hawaii District of Kiwanis International as an additional named insured.

## Event Request Form

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

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

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

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

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

Cal-Nev-Ha KIWIN'S KEY Club District

### EVENT INFORMATION

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

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

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

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

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

### CONTACT INFORMATION

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

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

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

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

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

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

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

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

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

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

# Event Request Form

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

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

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

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

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

### What does "Permission" mean?

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

### Which events do not require an ERF?

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

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

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

### Why do we have ERF forms?

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

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

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

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

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



#### E. Process and Responsibilities (06/09)

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

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

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

# Kiwanis

## California-Nevada-Hawaii District

### Youth Protection Guidelines

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

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

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

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

**Use of tobacco:** While attending any project, meeting, social event, or other gathering that is produced primarily by or for the benefit of youth, adults are expected to refrain from the use of tobacco products, *including electronic cigarettes or similar devices*, in the presence of youth. *The recreational use of marijuana and/or the consumption of any cannabis containing product is prohibited at these types of Kiwanis events.*

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

#### **Events without an overnight stay:**

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

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

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

**Background checks:** Clear criminal history background checks, for adults working with youth, shall be required and shall conform to applicable local and state laws and requirements. Effective ~~January 1, 2011,~~ **October 1, 2016,** all adults working directly with youth, **including any club member serving as an SLP Club Advisor,** will ~~undergo~~ **have a clear criminal history** background check, **conducted and verified by Kiwanis International,** prior to beginning their first year of activity and every two (2) years thereafter. The California-Nevada-Hawaii District will provide background checks for Kiwanis Clubs/sponsoring organizations at a reasonable cost.

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

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

## **KIWANIS ROSE FLOAT**

### 140.1 Budget

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

### 140.2 Finance & Accounting

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

### 140.3 Float Riders

- A. The fee to be a rider on the Kiwanis Rose Float shall be determined by the District Rose Float Committee and will be reflected in the budget for the respective float.

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

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

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

140.5 Distribution

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

140.6 The International President

- A. The District Governor is the host of the International President at any time the President is within our District. The official host of the International President at the Tournament of Roses Parade or events shall be the District Governor, assisted by the Rose Float Committee.
- B. The Rose Float Committee will work with local clubs and/or divisions to arrange the International President's housing, for up to four days, meals and transportation. The International President's housing and meals not provided by the Rose Float Committee will be paid by the District from the Rose Float budget. (3/12)
- C. Travel to the Kiwanis Rose Float site is responsibility of the International President.
- D. It shall be the responsibility of the District Executive Director to communicate with the International President, President-elect and Vice-President regarding the Tournament of Roses, travel arrangements and a synopsis of these policies. The initial communication will be made to the Kiwanis International Vice-President within two months of the Vice-President's election.

- E. The Committee shall, when practical, work with local clubs and/or divisions to provide the family of the International President with complimentary meals at pre and post event meal functions.
- F. Should the International President request to have additional seats on the Kiwanis Rose Float for immediate family, the Committee will make the additional seats available, if possible, at the current fee for riders.
- G. Should the International President request to have parade tickets for family, the Committee will make the tickets available, if possible, at the current price for Parade tickets.

140.7

The District Governor

- A. The official host of the District Governor shall be the Rose Float Committee.
- B. The Rose Float Committee will work with local clubs and/or divisions to arrange the Governor's housing and meals. The District Governor's housing and meals not provided by the Rose Float Committee will be reimbursed to the Governor by the District from the Governor's travel and office budget.
- C. Travel to the Kiwanis Rose Float site shall be the responsibility of the District Governor.
- D. It shall be the responsibility of the Kiwanis Executive Director and Kiwanis Rose Float Chairman to communicate with the District Governor and Governor-elect regarding the Tournament of Roses, travel arrangements and a synopsis of these policies. The initial communication will be made to the District Governor-elect within two months of the Governor-elect's election.
- E. The Committee shall, when practical, work with local clubs and/or divisions to provide the family of the District Governor with complimentary meals at pre and post event meal functions.
- F. Should the District Governor request to have a seat(s) on the Kiwanis Rose Float, the Committee will make the additional seats available, if possible, at the current fee for riders.
- G. The Kiwanis Rose Float Committee shall offer the District Governor two complimentary parade tickets. Should the District Governor request to have additional parade tickets, the Committee will make the tickets available, if possible, at the current price for Parade tickets.

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

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## 140. KIWANIS ROSE FLOAT -COMMITTEE

### 140.1 Function of Committee

The functions of the District Rose Float Committee are:

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

### 140.2 Composition

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

### ~~140.3 Term and Appointment~~

### 140.3 Term and Appointment

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

### 140.4 Meetings

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

## 140.5141. BUDGET & FINANCE



### 141.1 Budget

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

### ~~140~~141.2 Finance & Accounting

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

### ~~140~~141.3 Float Riders

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

~~California-Nevada-Hawaii District of Kiwanis International (Revised as of June 2015)~~

~~140141.4~~ Sales of Parade, Rose Bowl and Bowl Championship Series (BCS) Tickets

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

~~140141.5~~ Distribution

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

~~140.6142.~~ The International President

A. ~~the~~The District Governor is the host of the International President at any time the President is within our District. The official host of the International President at the Tournament of Roses Parade or events shall be the District Governor, ~~and the Kiwanis club of Pasadena~~ assisted by ~~the~~ Rose Float Committee ~~and the Kiwanis Rose Float Club~~.

B. ~~the~~The Rose Float Committee will work with ~~Kiwanis International Staff to arrange the~~ International President's housing. ~~The Pasadena club will provide~~ for up to four ~~nights~~ ~~Hotel~~housing, meals and transportation ~~with help from the Cal Nev-Ha Governor for one meal and some transportation~~. The International President's housing and meals not provided will be paid by Kiwanis International.

C. Travel to ~~and from Pasadena, California is the~~ responsibility of the International President.

D. It shall be the responsibility of the District Executive Director to communicate with the International President, President-elect and Vice-President regarding the Tournament of Roses, travel arrangements and a synopsis of these policies. The initial communication will be made to the Kiwanis International Vice-President within two months ~~of~~after the Vice-President's election.

E. The ~~committee~~Committee shall, when practical, work with ~~the Pasadena Kiwanis club, The~~the Rose Float Kiwanis club ~~and~~ division 10 to provide the family of the International President with complimentary meals at pre and post event meal functions.

F. Should the International President request to have additional seats on the Kiwanis Rose Float for immediate family, the Committee will make the additional seats available, if possible, at the current fee for riders.

G. Should the International President request to have parade tickets for family, the Committee will make the tickets available, if possible, at the current price for Parade tickets.

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

~~International~~ other international services organizations, ~~The~~ the Kiwanis Rose Float committee, the Kiwanis Club of Pasadena and the Kiwanis Rose Float Club.

~~140.71~~143. The District Governor

A. The official host of the District Governor shall be the Lt. Governor of Division 10 and the Rose Float Committee.

B. ~~the~~The Rose Float Committee will work with the Lt. Governor of Division 10 to arrange the Governor's housing and meals. ~~The District Governor Should~~should coordinate with the International President to make Housing~~housing~~ arrangements. The District Governor's housing and meals not covered by Division 10 will be covered by the District from the Governor's travel and office budget.

C. Travel to the Kiwanis Rose Float site shall be the responsibility of the District Governor. ~~California-Nevada-Hawaii District of Kiwanis International~~ (Revised as of June 2015)

D. It shall be the responsibility of the Kiwanis Executive Director and Kiwanis Rose Float Chairman to communicate with the District Governor and Governor-elect regarding the Tournament of Roses, travel arrangements and a synopsis of these policies. The initial communication will be made to the District Governor-elect within two months ~~of~~after the Governor-elect's election.

E. ~~the~~The Committee shall, when practical, work with the Lt. Governor of Division 10 and local clubs and/or divisions to provide the family of the District Governor with complimentary meals at pre and post event meal functions.

F. Should the District Governor request to have a seat(s) on the Kiwanis Rose Float, the Committee will make the additional seats available, if possible, at the current fee for riders.

G. ~~the~~The Kiwanis Rose Float Committee shall offer the District Governor two complimentary parade tickets. Should the District Governor request to have additional parade tickets, the Committee will make the tickets available, if possible, at the current price for Parade tickets.

California-Nevada-Hawaii District of Kiwanis International (Revised as of June 2016)

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

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

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

401. Appointment of the Board Counselor

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

402. Purpose of the Board Counselor

A. Role of the Board Counselor

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

B. Guidelines

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

C. Attendance at District Convention

1. The newly appointed Board Counselor should:
  - a) Attend all sessions of the District Convention, the current and incoming Board meetings and any special functions. (6/02)
  - b) Bring a motivational message, including current International activities, to the current and incoming Boards, the Committee of Past District

Governors and the Convention. (Appropriate times shall be allocated for each message). (6/02)

- c) Meet as many of the Convention attendees as practical. (6/02)
- d) Attend the current Board's dinner and incoming Board's breakfast, if held. (8/07)
- e) Attend **the** meeting of the Committee of Past District Governors and their dinner. (The Board Counselor should be excused from the Committee meeting if personnel matters, elections, endorsement of candidates or similar topics are being discussed). (6/02)

## **402. Purpose of the Board Counselor - continued**

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

### **D. Other Duties and Responsibilities**

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

making arrangements, but the costs should be borne by the Board Counselor. (6/02)

4. The Board Counselor is required to report to International on the effectiveness of the **C**onvention and **D**istrict administration. (6/02)

E. Communications Prior to the Convention

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



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

F. Cost of Board Counselor's Visit

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

G. Protocol

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

403. Second Visit by Board Counselor

A. Prior Clearance

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

B. Written Request Required

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

C. Costs

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

# **COMMITTEE ON CONVENTION SITE AND SELECTION**

## **INDEX**

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  - 125.2    Responsibilities
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  - 125.6    Qualifying Criteria - District Conventions
  - 125.7    District Conventions
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  - 125.9    Travel to International Conventions - Charters
  - 125.10   Special District Tours

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

### 125. Committee on Convention Site and Selection

#### 125.1 Function

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

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

#### 125.2 Responsibilities

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

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

guidelines for the applicable convention or conference the Chair shall report this in writing to the District Secretary and the District Governor and outline the specific contract provisions which lead to the Committee's decision. (6/15)

125.3 Composition

The Committee on Convention Site and Selection shall be composed of seven (7) members, including the Governor, Governor-elect, and District Secretary. No less than two (2) members shall have served on the Committee on Convention Site and Selection within the past two years, and at least one (1) member shall be a Trustee. The Governor-elect shall make the selection of the chair from the current committee. (3/08)

125.4 Term and Appointment

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

125.5 Meetings

- A. The Committee on Convention Site and Selection shall function during the entire year and will meet at such time and place as the chair of the committee may designate.
- B. Special meetings may be called by the Governor, the chair or by a majority of the committee.
- C. At least two (2) weeks written notice shall be given for either regular or special committee meetings.
- D. A quorum of the Committee on Convention Site and Selection shall consist of a majority of the members of such committee.

125.6 Qualifying Criteria - District Conventions

- A. Selection of a convention site shall be based on the following:
  - 1. Good transportation and accessibility to our membership;
  - 2. Available and adequate housing facilities, approximately 1,000 quality rooms, with rates established whenever possible at least one year in advance;
  - 3. Good accessible convention facilities with a minimum 1,500 seat auditorium or ballroom, meal facilities for at least 1,000 people and adequate conference rooms and parking facilities;
  - 4. Adequate facilities for meal functions, with rates established whenever possible at least six months in advance;

5. A local convention and housing bureau, which will assist in convention planning and operations;
6. The reasonable availability of outside attractions to aid in increasing attendance at the convention;
7. The availability of complimentary hotel and meeting rooms and the absence of corkage fees.
8. The cost of the convention and travel including meals, parking, housing and convention facilities;
9. The probability of a balanced budget and good attendance by our membership;
10. Past convention performances by the city and host Kiwanis Clubs;
11. Availability of Kiwanians to assist in convention planning and operation; and,
12. The site of the International Convention for the year, and average cost to attend such convention.

125.7

District Conventions

- A. Good convention sites throughout the District should be selected periodically, thus enabling different cities, clubs and areas in the District to host the convention. The Committee shall select the geographical area for the convention and solicit information and bids from within that area. (3/98)
- B. All selections by the Board of Trustees shall be at least six (6) years in advance after contractual arrangements have been completed by the District Secretary.
- C. All travel, housing and other concessions shall accrue to the District in accordance with District Policies, Policy Section 261.
- D. A copy of the bylaw amendments and resolutions to be voted upon shall be provided at the convention for all registered Kiwanians.
- E. A Convention shall be awarded to cities rather than a specific club. The Governor-elect upon the recommendation of the Lieutenant Governor in the area shall appoint the convention chair.
- F. The counselor assigned to the District by Kiwanis International is a guest of the District.

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

125.8

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

- A. Selection of a conference site shall be based on the following:
1. Good transportation and accessibility to our membership;
  2. Available and adequate housing facilities, approximately 125 quality rooms, with rates established at least one year in advance, whenever possible;
  3. Good accessible conference facilities with a minimum 1,000 seat auditorium or ballroom, meal facilities for at least 900 people and adequate conference rooms and parking facilities;
  4. Adequate facilities for meal functions, with rates established at least six months in advance;
  5. The availability of complimentary hotel meeting rooms;
  6. The cost of the conference and travel including meals, parking, housing and conference facilities;
  7. The probability of a balanced budget and good attendance by the membership;
  8. Past conference performances by the city and host Kiwanis clubs;

125.9

Travel to International Conventions - Charters

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

125.10

Special District Tours

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



## **INTERNATIONAL CONVENTIONS**

### 280. Reimbursements - International Conventions

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#### 280.1 Reimbursement for Travel

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

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

#### 280.2 Amount of Reimbursement

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

#### 280.3 Per Diem Allowances

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

### 281. Travel, Housing and Other Concessions - International Convention

#### 281.1 All Concessions to District

- A. No District Officer or Kiwanis member, due to their office or membership, has any right or privilege to benefit personally from any separate convention travel arrangements or tour.
- B. For the International Convention, all travel and other concessions accrue to the District. For housing concessions, see Section 281.1C.

281.1 All Concessions to District - continued

- C. For the International Convention, Kiwanis International retains all housing concessions, but generally allows a moderately priced suite to the Governor. If any such allowance is made to the Governor, no reimbursement is required to the District. Any other allowances for hotel accommodations accrue to the District.

281.2 Payment to District

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

281.3 Separate Arrangements by Kiwanians or Clubs - International Convention

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

282. Charters, Convention Tours - International Convention

282.1 Use of Independent Travel or Service Agent as Coordinator

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

282.2 Use of District Office as Coordinator

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

282.3

Separation of Funds

All deposits by members for charters or tours shall be placed in a separate account and, if an independent service agent is used, such account shall be under the joint control of such agent and the District Secretary.

283.

District Office and Personnel Costs - International Convention

- A. For International Conventions, the amounts received by the District for travel arrangements should offset its office and direct costs in promoting such travel arrangements, the cost of a District office at the Convention, and any additional personnel costs. Any excess or loss will be credited or charged to the District's general operating funds.
- B. For International Conventions, a District office will be maintained generally in the headquarters' hotel or the hotel in which the District Secretary or Governor is staying. If needed, temporary help may be hired at the convention site or, at the discretion of the District Secretary, regular District Office employees may be used in such office. There will not be any reimbursement of travel or other costs for the spouse, family member or partner of any District Office personnel attending such Convention.

284.

No Nomination Without Approval of International Review Committee

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

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285.

Endorsement of a Candidate from this District for International Office

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

- A. Eligible candidates shall announce their candidacy in writing on or after October 1<sup>st</sup>. This official notification of candidacy shall be in the form of a letter of intent delivered to the District Secretary by the candidate. Notification of the announcement will be sent to the District Board of Trustees in the next communication.
- B. Once candidates have declared their candidacy, they will be considered a candidate until the District Secretary has received a formal written letter of withdrawal. The District Secretary shall acknowledge receipt of the withdrawal. Notification of the withdrawal will be sent to the District Board of Trustees in the next communication.
- C. A candidate for International Office shall neither announce nor campaign directly or indirectly for the International Office until October 1 of the Kiwanis Administrative Year during which the District endorsement is sought and after the District Secretary/Executive has received the official notification of such candidacy.
- D. District policies for campaigning shall be sent to each announced candidate by the District Office.

- E. The Governor, Governor-elect, Immediate Past Governor, District Treasurer and all paid employees of the District Office shall not make any public endorsement of any candidate for International Office until the District has officially endorsed such candidate.
- F. When requested by an announced candidate, the District Office shall provide an electronic database of the following: District Trustees, Lt. Governors, Lt. Governors-elect, Club Presidents, Club Secretaries, District Committee Chairs, Past District Governors and Immediate Past Lt. Governors. At the option of the candidate, the District Office shall provide two (2) free sets of mailing labels in lieu of the database file.
- G. An announced candidate may send promotional materials to any Kiwanian after the District Secretary/Executive Director has received official notification of such candidacy.
- H. Each announced candidate shall be invited to give a three (3) minute presentation to the Mid-Year Meeting of the District Board of Trustees.
- I. Ample time and space shall be provided at the District Convention and at Mid-Year Conference ~~Executive Director~~(s) for each announced candidate to meet and speak with the Kiwanians of the District.
- J. The House of Delegates at the District Convention may endorse an announced candidate for International Office after each announced candidate gives a self-nominating speech of five (5) minutes, and has one seconding speech of two (2) minutes before such House of Delegates. (8/08)
- K. A majority of all valid votes cast shall be necessary for the endorsement. In the event that any ballot cast for the endorsement does not show a majority for any candidate, the Governor shall designate a time and a place for the further balloting for such endorsement. Prior to the second ballot, the candidate having the lowest number of votes on the first ballot shall be dropped. On each succeeding ballot, the same procedure shall be followed until a candidate shall have received a majority of all votes cast. The voting shall be by ballot only where there are two (2) or more candidates for the same office.
- L. The endorsement for International Office by this District shall remain in effect until it is withdrawn or the end of the next International Convention. (8/08)
- M. In the event this District's endorsed candidate is defeated at the International Convention, in the interest of time and in order to eliminate a two year waiting period, the following procedures shall apply: Within seven (7) days after the end of the most recent International Convention, the District Secretary shall notify all Past Governors of this District who are eligible to run for International office that they must file their declaration of candidacy in writing with the District Secretary within fifteen (15) days of such notice being sent by the District Secretary. The announced candidates shall then run for the endorsement of the District at the next District Convention as provided in paragraphs I, J and K of this Section 285. (7/09)

## Trina Krider

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**From:** terri neumann <terri.neumann@douglas.com>  
**Sent:** Monday, August 01, 2016 2:27 PM  
**To:** Robert Ward  
**Subject:** Re: Housekeeping for Policy 101

Robert, here's the housekeeping items for Policy 101 (Administration).

103.7A Eliminate the space at the end of line two.  
103.7B Bylaws were revised. Reference to Bylaws should be VII.5  
103.7C Bylaws were revised. Reference to Bylaws should be VII.6  
103.9A Delete the hyphen at end of first line.  
105.3C Second line '...demonstrating the BASIS... (not BASES).  
107.2B Reference to a 'new club counselor'. I believe that is now called "Club Opener"  
108.1B Delete "and federation, if any".  
108.1F Delete "federation"  
108.3C Capitalize "When a District Board of Trustees..."

I don't know how you want to handle this tomorrow but that's my housekeeping for 101.

Terri Neumann  
Printed Solutions  
510.895.4425

On Jul 28, 2016, at 4:23 PM, Robert Ward <[robert@slaketahoe.com](mailto:robert@slaketahoe.com)> wrote:

Not sure what I did to upset you.  
They will send out an adjusted board package after our meeting  
We need to deal with circle k and revisions and I am not sure but Pete may want to deal with trustee proposal

Robert

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**From:** terri neumann [mailto:[terri.neumann@douglas.com](mailto:terri.neumann@douglas.com)]  
**Sent:** Thursday, July 28, 2016 1:04 PM  
**To:** Robert Ward  
**Subject:** Re: policy meeting and sections for your review

Robert, what's the purpose? This committee is lame duck now. Any recommendations would be too late for the Board's consideration wouldn't they? Per Trina, Board packet is going out today.

Terri Neumann  
Printed Solutions  
510.895.4425

On Jul 18, 2016, at 10:56 AM, Robert Ward <[robert@slaketahoe.com](mailto:robert@slaketahoe.com)> wrote:

Dear Terri

Cherice has request I call a meeting for August 2, 2016 at 9 am

Terri yours are Administration and Campaign policy

Any questions please let me know

Yours in Kiwanis Service

Robert Ward

## **FINANCIAL**

201.

### Definitions

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

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

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

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

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

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

- A. Air - coach fare, unless economy fare is available. (6/00)
- B. Automobile mileage reimbursement is made at a per mile rate equal to that allowed by the district budget, not to exceed the line item amount in the District budget. Proper documentation to support the mileage must be included with any vouchers. Proper documentation includes the business purpose of the trip as well as odometer start and stop readings or a map showing start and ending mileage, (08/10)
- C. Bus, ship or rail - coach fare unless economy fare is available. (6/00)
- D. For Lieutenant Governors, round trips **from Home Club** 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 **from Home Club** to Division Council Meetings as required by the District outside their home division where mileage is in excess of 100 miles one way; in addition, if applicable, a per diem allowance is permitted. (10/09)

202. District Finance Committee

202.1 Functions

The functions of the District Finance Committee are:

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

202.2 Composition

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

202.3 Term and Appointment

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

202.4 Meetings

- A. The Finance Committee shall function during the entire year and will meet at such time and place as the chairman of the Committee may designate, generally in the District Office.
- B. In addition to the budget meeting, which is held before October 1, the Finance Committee will meet at least twice during the administrative year. (6/97)
- C. Special meetings may be called by the Governor, the chairman or by a majority of the Committee.
- D. At least two weeks' written notice shall be given for a regular meeting. Special committee meetings will have 72 hours notice required. (8/07)
- E. A quorum of the Committee on Finance shall consist of a majority of the members of such Committee.



203. Purposes of Meeting

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

	<u>District Operations</u>	<u>Service Leadership Programs</u>
<u>First Meeting</u> On or before May 1st prior to the fiscal year (6/97)	I. 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  3. Budget — July 1 to June 30	1. Financial operations to date, budget changes and variations.  2. Circle K Fall Training Conference budget

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

204. Review of Contracts and Agreements

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

204.1 Authority to Contract (0<sup>2</sup>/11)

- A. The District Secretary/Executive Director shall be the only person authorized to negotiate or execute a contract for the District. (6/15)
- B. The District Secretary/Executive Director is authorized to execute time, material, goods and services contracts for all budgeted line items, provided no material exceedance of the line item budget exists.  
  
A material exceedance shall require review by the Finance Committee. The Finance Committee shall determine the source of funding and submit the adjusted budget to the Board of Trustees or the District Executive Committee for approval prior to executing any contracts.
- C. Prior approval by the Board of Trustees or Executive Committee shall be required for all contracts exceeding \$100,000. (06/11)
- D. The District Secretary/Executive Director is authorized to contract for all Kiwanis and Service Leadership Programs meetings, trainings, etc., provided the budgeted line item exists or can reasonably be expected to exist in the next fiscal year. (6/15)

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

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

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

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

205. Investments of Funds (6/00)

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

206. Pledge of Securities

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

207. Budgets

207.1 Preparation of Budget

- A. The Finance Committee, appointed by the Governor-elect, shall meet before May 1 to prepare the budget for the twelve-month period beginning October 1. (8/07)
- B. The budget shall be completed by the Finance Committee and given by the District

Secretary/Executive Director to the incoming Board of Trustees at their first meeting. (8/07)

- C. 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)
- D. 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)
- E. Any Lieutenant Governor or Trustee failing to submit a budget request will receive a budget at the discretion of the Finance Committee. (3/08)

#### 207.2 Balanced Budget

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

#### 207.3 Adoption of the Budget

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

#### 207.4 Budget Changes or Modifications

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

#### 207.5 Requests for Funds not Budgeted

- A. Any request for funds not budgeted shall be in writing to the Finance Committee Chairman, and such request shall be handled as a request for budget change or modification as provided in Section 210.4, supra. Such request shall be considered on the basis of need and the financial status of the District at the time the request is made.
- B. Expenditures authorized or obligations incurred by District Officers, Committee members or any persons for non-budgeted items will be the personal responsibility of the person authorizing the expenditure or obligation.
- C. No funds within the budget may be transferred or used for any purpose other than the stated budget items without approval of the Finance Committee.

#### 207.6 Process for Compensation Determination (02/09)

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

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

A. Review and approval. The compensation of the District Executive Director is reviewed and approved by the District Board of Trustees, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval. (02/09)

B. Use of data as to comparable compensation. The compensation of the District Executive Director is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations. (02/09)

C. Contemporaneous documentation and recordkeeping. There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement. (02/09)

208. Actions by Board of Trustees

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

220. Books and Records

220.1 Generally Accepted Accounting Principles

The District books and records shall be maintained in accordance with generally accepted accounting principles **accepted in the United States of America** and with proper internal controls.

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 dosing of the books and records. (6/00)

221. Revenue

221.1 Receipt of Funds

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

222. Membership Fees

The District Finance Committee shall recommend annually the amount of New Member Add Fee, the General Fund Per Capita dues, the International Convention Fund, District Convention Fund, Cal-Nev-Ha subscription fee and dues for members of newly admitted clubs needed to balance the budget. (6/06)

2771 Dues

In accordance with the District Bylaws, Article XV, the total per capita dues covering the General Fund, International Travel Fund, District Convention and Cal-Nev-Ha subscription shall be billed annually. All clubs will be billed annually for honorary members receiving the Cal-Nev-Ha publication. (6/06)

222.2 New Member Add Fee

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

222.3 Newly Admitted Clubs

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

222.4 Non Meeting Cubs

Clubs that are on a non-meeting status shall not be billed for dues or other membership costs. When such club returns to a meeting status, dues and membership costs will be billed commencing with the next billing cycle. (8/07)

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. Depredation 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 10th. Any request for payment postmarked after these due dates cannot be authorized for payment. (8/07)

**Lieutenant Governors (Special Deadlines):**

**A. Official Club Visits, all club visits must be completed by March 15, and expense reports with support submitted by June 15.**

**B. Official Board Visits, all board visits must be completed by May 15, and expense reports with support submitted by August 15.**

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. (0<sup>2</sup>/11)
- C. Vendors may be added to the approved vendors list after completing the process for approval. Approval will be subject to the following: (02/11)
  - 1. Solvency - as determined by commonly accepted accounting procedures.
  - 2. Product Guarantee - providing 100% return, replacement, or adequate substitution for faulty goods or merchandise.
  - 3. Service Guarantee - providing 100% cure for faulty or sub-standard service.
- D. Any member or employee of Kiwanis recommending a new vendor shall be required to disclose any conflict of interest or potential for material gain. (02/11)

225.7

Reimbursement of Expenses

All requests for reimbursement must be made by the submission of an expense voucher accompanied by documentation of expenses. Reimbursements will be issued up to the maximum amount allocated in the District Budget **for actual paid expenses, see sec. 225.5.**

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 to the members and to the Board of Trustees shall be prepared in a form consistent with generally accepted accounting principles. (6/00)

- 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.

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)
- B. The proposed budget shall be presented by the Finance Committee Chairman to the incoming Board of Trustees at its first meeting. 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. (6/00)

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/Executive Director. One member of the Committee shall be a Trustee. (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 1st 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.

Meetings

- B. The Committee shall meet at least twice a year.
- C. 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.
- D. 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)

For the District Convention, .Conferences and meetings, the District will reimburse housing costs of the person entitled to reimbursement in accordance with District policies and budgets. Persons entitled to complimentary or reimbursed housing may upgrade such housing and pay the difference in rates. (8/07)

#### 261.6 District Office Costs

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

#### 262. Preparation of Budget — Conventions Conferences and Meetings

##### 262.1 Preparation of Budget - District Convention

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

##### 262.2 Preparation of Budget - Conferences and Meetings

The budget for conferences and meetings shall be prepared by the Governor (or Governor-elect, if they are responsible), District Secretary/Executive Director, District Treasurer and conference or meeting chairman. At the request of any member of this Committee, assistance may be obtained from the Finance Committee Chairman or their representative. (6/00)

#### 263. Income

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

263.1 Registration Fees - Conventions and Conferences

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

263.2 Package Registration Fees - Conventions and Conferences

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

263.3 Complimentary Registrations - Conventions and Conferences

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

263.4 Meal Functions and Special Events

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

263.5 Exhibit Space

- A. Committees, clubs, outside vendors and organizations may obtain exhibit table top or booth space at District Convention/Conferences upon:
  - 1. Submission of a properly completed application
  - 2. Payment of any required fee

3. Approval of the District Secretary/Executive Director
- B. Exhibit space will be divided into the following categories:
1. District committees and projects
  2. District club service projects
  3. Non-profit exhibitors (501(c)(3)) organizations)
  4. Fund raising and other outside exhibitors
- C. Fees for exhibit space will be set by the Finance Committee and may be reviewed annually. The actual cost of the booth, tables, chairs, draping, cleaning, space rent or other costs shall be considered in establishing the fees.
- D. Guidelines for minimum fees are as follows:
1. District committee and projects - free
  2. District club service projects - \$75.00 "no show" deposit
  3. Non-profit exhibitors - two times cost
  4. Fund raising and other exhibitors - four times cost

264. Expenses - District Convention

264.1 Accounting for Expenses - District Convention

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

264.2 Honorariums - District Convention

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

264.3 Record of Proceedings - District Convention

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

264.4 District Office Costs - District Convention

For District Office costs, see Section 261.6.

265. Expenses - District Conferences and Meetings

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

270 District Committees

270.1 District Committees Mid-Year Meeting of Board of Trustees

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

271. Expenses for District Committees

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

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

271.1 Costs - Convention Site and Selection Committee

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

271.2 Costs - Governor's Cabinet and Parliamentarian

The Governor shall recommend a total amount to be budgeted for reimbursement to cover such costs as office expense, telephone, postage, travel meetings, convention expense. The distribution of these funds need not be in the same amount to each person; the actual amount of each reimbursement to be at the discretion of the Governor.

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. Said reimbursement for Regional Advisors shall be capped at a \$150 for Regions 6, 9, 14, 15, 16 and 17 and \$600 for Region 18. (08/10)

Question, Are the dollar amounts realistic?

C. The District shall only provide reimbursement for transportation and housing to one Regional Advisor or Assistant Regional Advisor for every four students per region per meeting. (08/10)

# **INTERNATIONAL REVIEW COMMITTEE**

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

128.1 Purpose

The purposes of this Committee are:

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

128.2 Procedures

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

128.3 Committee Membership

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



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

128.4 Officers

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

The Secretary shall be the District Secretary.

128.5 Rules of Conduct (8/02)

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

128.6 Removal from Membership

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

**Kiwanis California-Nevada-Hawaii District**

**Proposal to the 2016-17 Policy Committee**

Robert Wikoff, Chair

**Regarding:**

District Policy 128.5

**Suggested change:**

Add the follow to the end of existing Policy 128.5: "All members of the Committee shall sign a written agreement with the Policy." (or similar wording as deemed necessary by the Policy Committee).

**Purpose:**

To clarify the requirements for membership on the Committee and the penalties for violating the Policy.

**Submitted by:**

Nelson Tucker  
IRC Committee Chair, 2016-17

Submitted on October 1, 2016

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

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## **DISTRICT TRUSTEES**

### 501. Campaign Policies for Trustees

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

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

### 501.1 Announcement and Publicity

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

### 501.2 Active and Personal Campaigning

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

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

501.3 Campaign Violations

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

502. Regional Election Conference

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

502.1 Timing of Regional Election Conference

On or after the 1<sup>st</sup> day of November, and before the 1<sup>st</sup> day of May next preceding the expiration of the term of each Trustee, such Trustee shall schedule a Regional Conference for the purpose of electing a new Trustee from such Region. Notwithstanding the foregoing, in the event of a vacancy in the office of Trustee during any administrative year, a Regional Election Conference for the purpose of electing a new Trustee shall be held in accordance with the procedures set forth in this Section 502 within sixty (60) days after such vacancy occurs. (08/10)

502.2 Chairman of the Regional Election Conference

The current Trustee shall be the Chairman of the Regional Election Conference to elect such Trustee's successor; provided however, in the event the current Trustee is a candidate for an additional term as Trustee, or there is no current Trustee, the current Lt. Governors of each Division within the Region shall elect a Chairman of the Regional Election Conference among the Past Lt. Governors of Divisions within the Region.

502.3 Duties of the Chairman

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

502.4 Notice of Regional Election Conference

Notice of the date, time and place of the Regional Election Conference shall be given in writing by the Chairman of the Regional Election Conference not less than thirty (30) days prior to the scheduled Conference to the following persons: (i) All Past Governors of this District whose primary Club is within the Region; (ii) All Past Trustees of the Region whose primary Club is within the Region; (iii) All Past Lt. Governors of the Divisions within the Region whose primary Club is within the Region; (iv) the Lt. Governor of each Division within the Region; and (v) The President, Immediate Past President and Secretary of each chartered Kiwanis Club within the Region.

502.5 Personnel of the Regional Election Conference

The personnel of the Regional Election Conference shall consist of the President and Immediate Past President of each Kiwanis Club within the Region, or their duly elected alternates, the Lt. Governor of each Division within the Region, and all Past Governors, Past Trustees, and Past Lt. Governors whose primary club is within the Region.

502.6 Quorum and Voting at Regional Election Conference

- A. A quorum shall consist of representatives from not less than two-thirds (2/3) of the Clubs within the Region.
- B. Each Club shall have not more than two voting representatives. The Past Governors, Past Trustees, Past Lt. Governors and current Lt. Governors in attendance shall each have the privilege of the floor without the right to vote unless they are acting as one of the two representatives from their primary Club.
- C. A Secretary shall be selected from the Conference personnel and as many election tellers as are necessary under the circumstances.
- D. A majority of all valid votes cast shall be necessary for the election of the Trustee. In the event no candidate receives a majority of all valid votes cast, a new election shall take place immediately with the person receiving the fewest number of votes in the previous ballot being eliminated. This procedure shall be followed until one candidate receives a majority of all valid votes cast.
- E. Nothing contained in this Section 502 shall preclude additional qualified candidates from being nominated from the floor of the Conference.

502.7 Qualifications of Candidates

No person shall be eligible to serve as a Trustee unless such candidate: (i) has served, or is currently serving, as a Lt. Governor of a Division within this District; (ii) has been a member in good standing of a Kiwanis Club within this District for at least five (5) years prior to the election; (iii) is currently an

active or senior member in good standing of a Club within the Region which is the primary Club of the candidate; (iv) has been endorsed as a candidate for Trustee by the primary Club of the candidate; and (v) has given assurances of the candidate's willingness and ability to carry out the duties and responsibilities of the office of Trustee.

502.8 Principles for Conducting Regional Election Conference

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

503 Duties and Responsibilities of District Trustees

The Trustee shall have the following duties and responsibilities:

- A. To attend and be prepared for all meetings of the District Board of Trustees during the Trustee's term of office;
- B. To attend the International Convention and District Convention immediately preceding the term of office of the Trustee;
- C. To attend the first Trustee training conferences scheduled during the term of office of Trustee;
- D. To attend the Mid-Year Conferences, District Conventions and International Conventions during the term of office of the Trustee;
- E. To attend at least one Division Council Meeting of each Division within the Trustee's Region during each administrative year during the term of office of the Trustee; (02/11)
- F. To complete and file all reports as are required by the District during the term of office of the Trustee;
- G. To organize and preside over as Chairman the Regional Election Conference to elect the Trustee's successor in accordance with Section 502; (03/10)
- H. To organize each year during the Trustee's term of office and preside over one or more Regional Training Conferences, one of which may also be the Governor's official visit. The date of such Conferences shall be subject to the approval and consent of the Governor. (03/10)
- I. To review and comply with the Bylaws and Policy Manual of the California-Nevada-Hawaii District.
- J. Subject to the Kiwanis International Bylaws and Policies, District Bylaws and California Non Profit Public Benefit Corporation Law, manage the activities and affairs of the District and exercise all corporate powers of the District as a member of the District Board of Trustees.
- K. Perform such other duties and responsibilities as usually pertain to such office, or as may be designated by the Governor or the District Board of Trustees.

504. Removal of Trustee and Filling Vacancy

504.1 Removal of Trustee

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

504.2 Resignation of Trustee

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

504.3 Filling Vacancy in Office of Trustee

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

505. Notice Methods

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



# **USE OF KIWANIS DISTRICT MAILING LIST**

## 113. Use of Kiwanis District Mailing List

### 113.1 District Lists

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

### 113.2 Requests

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

### 113.3 Continued Use

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

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

### 113.4 District Directory

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