



# Kiwaniis<sup>®</sup>

## California-Nevada-Hawaii District

### ***Bylaws & Policies Committee – Agenda***

***January 16, 2018***

1. Call to order
2. Roll call
3. Approval of minutes from last meeting
4. Old business
  - a. Key Club policy revisions – from last year
  - b. Review bylaws recommendations
    - i. Articles 1, 2, & 3 - Rocio Brooks
    - ii. Articles 4 & 5 - Tom Buchenau (no recommended changes)
    - iii. Article 6 - Mark McDonald (no recommended changes)
    - iv. Articles 7, 8, & 9 - Pat Liddell and Doug Frost (attached)
    - v. Articles 10 & 11 - Pete Horton (no recommended changes)
    - vi. Articles 12, 13, 14, 15 & 16 - Doug Frost (no recommended changes)
  - c. Review policy recommendations
    - i. No new recommendations for sections 101 and 111
    - ii. Bylaws and Policies Committee (section 102) – Joni Ackerman, Pat Liddell and Bob Larsen (attached)
    - iii. Solicitation of funds (section 110) - Doug Frost (attached)
    - iv. Strategic Planning (section 112) - Rocci Barsotti
    - v. Use of Mailing List (section 113) - Doug Frost (attached)
    - vi. Site & Selection (section 125) - Mark McDonald (no recommended changes)
    - vii. Past District Governors (section 126) - Robert Wikoff
    - viii. IRC (section 128) - Pat Liddell (verbal report)
    - ix. Campaign & Conduct (section 191) - Brad Enos (attached)
    - x. Financial (section 201) - Pete Horton (attached)
    - xi. International Conventions (section 280) - Mark McDonald (no recommended changes)
    - xii. Conduct unbecoming (section 300) - Tony Molino
    - xiii. International board counselor (section 401) - Mark McDonald (no recommended changes)
    - xiv. District Trustees (section 501) - Bob Larsen (attached)
    - xv. SLP (section 710) plus last two sections - Tim Cuning (attached)
  - d. Review Circle K social media policy recommendations (attached)
  - e. Disaster social media policy recommendations
5. New business
  - a. Review conflict between bylaws and policies
6. Adjourn

Notes -



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## Cal-Nev-Ha Bylaws & Policies Committee Meeting Minutes 12-19-17

Present: Chair Doug Frost, Governor Joni Ackerman, Governor-elect Rocci Barsotti, Bob Larsen, Pete Horton, Bob Wikoff, Rocio Brooks, Brad Enos, Pat Liddell and District Secretary Mark McDonald.

Guests: Camille Goulet, Tony Montalbo, Dave Wallach and Trina Krider.

Meeting called to order 4:03 p.m.

M/S/A McDonald/ Liddell to approve minutes of last meeting.

Agenda item 5a – Referral for Circle K Social Media Policies - was moved to the top of the list. Guest Camille gave a brief overview. Pete Horton and Brad Enos assigned to review Social Media Policy revision.

Agenda item 4a - Policy review for current changes complete by Doug Frost.

Agenda item 5b – Referral for disaster social media communications – Mark McDonald, Pat Liddell and Doug Frost to provide recommendation for next meeting.

Agenda item 5c – Review of committee charge – update committee to Bylaws and Policies to match Kiwanis International policy manual wording in Section 220. Joni Ackerman, Bob Larsen and Pat Liddell will provide recommendation for District policy section 102.

Agenda item 5d - Assignments of Bylaws and policy review.

Bylaws Review Assignments:

Articles 1, 2, & 3 to Rocio Brooks.

Articles 4 & 5 to Tom Buchenau.

Article 6 to Mark McDonald.

Articles 7, 8, & 9 to Pat Liddell and Doug Frost.

Articles 10 & 11 Pete Horton.

Articles 12, 13, 14, 15 & 16 Doug Frost.

Policy Review Assignments:

Mark suggested no new recommendations were needed for sections 101 and 111 as they were just reviewed.

Solicitation of funds (section 110) Doug Frost

Strategic Planning (section 112) Rocci Barsotti

Use of Mailing List (section 113) Doug Frost

Site & Selection (section 125) Mark McDonald

Past District Governors (section 126) Robert Wikoff

IRC (section 128) Pat Liddell

Campaign & Conduct (section 191)	Brad Enos
Financial (section 201)	Pete Horton
International Conventions (section 280)	Mark McDonald
Conduct unbecoming (section 300)	Tony Molino
International board counselor (section 401)	Mark McDonald
District Trustees (section 501)	Bob Larsen
SLP (section 710) plus last two sections	Tim Cunning

The next meeting of the committee was scheduled for Tuesday, January 16 at 4:00 p.m.

Meeting adjourned at 4:40 p.m.

Mark W. McDonald  
Executive Director



CALIFORNIA-NEVADA-HAWAII DISTRICT

8360 Red Oak St. Ste #201, Rancho Cucamonga, CA 91730-0608

# District Bylaws

CALIFORNIA-NEVADA-HAWAII DISTRICT

KEY CLUB INTERNATIONAL

Approved by the House of Delegates meeting  
in convention at Anaheim, California on  
**April 8, 2017**



a Kiwanis-family member  
Developing competent, capable, and caring leaders since 1925

# DISTRICT BYLAWS

The following sets forth the Bylaws of the California-Nevada-Hawaii District of Key Club International as approved by the District House of Delegates meeting in convention at Anaheim, California on April 8, 2017.

## Article I: NAME AND TERRITORIAL LIMITS

Section 1. The name of this organization shall be the California-Nevada-Hawaii District of Key Club International.

Section 2. The boundaries within which it shall function shall be coextensive with the boundaries of the California-Nevada-Hawaii District of Kiwanis International. It shall be sponsored by, but not a part of, Kiwanis International. It shall operate under the responsibility and control of the Kiwanis District Board under which it functions.

## Article II: OBJECTS

Section 1. The objects of this district shall be:

To promote the objects of Key Club International.

To coordinate the ~~district~~ projects ~~of member Key Clubs~~.

To strengthen and extend the Key Club movement.

To increase the fellowship and cooperative effort of the clubs within the district.

To promote participation of the clubs within the district in the general objectives, programs, and policies of the California-Nevada-Hawaii ~~district~~ District and of Key Club International.

Section 2. Additional objects of this district shall be:

To protect the environment and to promote the eco-friendly movement.

## Article III: DIVISIONS

Section 1. The territory of this district shall be divided into regions and divisions, the boundaries of said divisions shall be coextensive with the boundaries of the divisions of the California-Nevada-Hawaii District of Kiwanis International. However the boundaries of the Key Club Divisions may be further subdivided or combined. Regions are composed of one or more Key Club Divisions.

## Article IV: MEMBERSHIP

Section 1. Each ~~Kiwanis-sponsored~~ Key Club *chartered with Key Club International within the boundaries of California-Nevada-Hawaii District in this district* shall be a member of this district.

Section 2. Any member club more than sixty (60) days in ~~arrears debt for any indebtedness~~ to Key Club International, or to ~~this California-Nevada-Hawaii District~~ district, shall be considered not in good standing *with California-Nevada-Hawaii District*.

~~Section 3. Any member club not in good standing with Key Club International shall will be considered not in good standing with this district.~~

~~Section 4. The district governor shall report the name of any member club not in good standing with the district at each meeting thereof and shall direct the District Treasurer to send notice that such club is not in good standing and the reasons therefore to the president of such club, to the president of the sponsoring Kiwanis Club, and to the Director of Key Club International.~~

## Article V: OFFICERS

Section 1. The officers of ~~this district~~ **California-Nevada-Hawaii District** shall be the District Governor, **the District Secretary, and the District Treasurer**, one Lieutenant Governor for each division of the **California-Nevada-Hawaii District**. ~~district, the Secretary, and the Treasurer.~~ Additional non-voting officers as called for in the District Policy Manual, or as deemed necessary by the District Governor may be appointed by the Governor with the approval of the Board of Trustees. Any district officer shall be eligible to succeed ~~them self~~ **themselves**. No District officer shall be eligible to be a club officer in their own Key Club for the year which they were elected **or appointed** to ~~District~~ **district** office.

Section 2. Each officer shall be an active member in good standing in a club of the district, and each Lieutenant Governor shall be a member of a club in the division from which he/she will serve. No member shall be elected to office who will graduate ~~before the next succeeding convention~~ **during his/her term as officer of California-Nevada-Hawaii District.**

Section 3. ~~All elected District officers with the exception of the Lieutenant Governors shall be elected at the District Convention.~~ **District Governor, District Secretary, and District Treasurer are to be elected at the District Convention.** Each Lieutenant Governor shall be elected at ~~a division caucus~~ **Conclave prior to the District Convention, as proscribed by District Policy.** The ~~appointed non-voting~~ officers of **California-Nevada-Hawaii District** shall be nominated by the Governor and ~~elected~~ **approved** by the Board of Trustees. All ~~elected~~ officers ~~elected at or before the District Convention~~ shall be inducted at the conclusion of the District Convention and shall begin their official duties immediately. They shall serve ~~for one (1) year or until the following District, their successors are duly inducted,~~ except for the District Secretary and Treasurer, who shall continue in office until May 1, following the Convention.

Section 4. The duties of the officers shall be as follows:

- a. The Governor shall be the executive officer of the district and shall preside at **California-Nevada-Hawaii District** all conventions and at all **Board of Trustees** meetings ~~of the Board of Trustees~~. He/She shall be an ex-officio member of all standing and special committees. It shall be his/her duty to attend any convention of Key Club International.
- b. The Secretary shall keep all records of the **California-Nevada-Hawaii** district convention and of the meetings of the Board of Trustees. ~~He/She shall will submit a report to the annual convention and at such other times as the Governor or the Board of Trustees may require.~~ He/she shall submit to the proper officials and committees all communications received from Key Club International. He/She shall cooperate with the Governor in forwarding all official reports required by Key Club International. He/She shall perform such other duties as may be assigned to ~~him~~ **he/she** by the Governor or the Board of Trustees.
- c. The Treasurer, shall review the receipt of all district dues, convention registration fees, and other district income and shall approve the disbursement of these funds as provided by the Board of Trustees or District Policy. The accounts and books shall, at all times, be open to the inspection of the Governor, ~~Treasurer~~, Board of Trustees, The **California-Nevada-Hawaii** District ~~key~~ **Key** Club Administrator, the Secretary ~~or~~ **for** Treasurer of the California-Nevada-Hawaii District of Kiwanis International, and any authorized auditor. The Treasurer shall make a report at the annual convention and at such other times as the Governor or Board of Trustees may require. He/She shall perform such other duties as may be assigned by the Governor or the Board of Trustees.
- ~~ed.~~ The Lieutenant Governor shall be the executive officer of the division and shall preside over all division ~~conferences or~~ meetings. He/She shall carry out the programs and policies of the District Governor and of Key Club International in his/her division. He/she shall perform their assigned responsibilities as a member of the District Board of Trustees.

## Article VI: BOARD OF TRUSTEES

Section 1. The Board of Trustees shall consist of **the District Governor, District Secretary, District Treasurer, and Lt. Governor** officers of the District. ~~and the~~ **The** Key Club **District** Administrator, ~~or designee of California-Nevada-Hawaii Kiwanis governor, will serve as the ex-officio~~

**member of trustee.**

Section 2. The management and control of the affairs of the district not otherwise provided for in these bylaws shall be vested in the Board of Trustees and in District Policy, subject to the direction of the District Key Club Administrator, the sponsoring Kiwanis District Board, and the Board of Trustees of Key Club International.

Section 3. The Board of Trustees shall hold at least two meetings during each administrative year, at such times and places shall be mutually agreed upon by the District Governor and the District Key Club Administrator. Upon the approval of the District Key Club Administrator, other meetings may be called if ~~they are~~ needed.

Section 4. The District Secretary shall notify each member of the Board of Trustees, the Administrator of Key Club International, the International Board Representative, the officers of the sponsoring Kiwanis District, the Key Club Administrator and the members of the Key Club Committee, in writing, of the time, place, and date of any meeting, ~~at least two (2) weeks in advance of the date of such meeting.~~

Section 5. A quorum at a District Board of Trustees Meeting shall be composed of one half (1/2) of the total number of members of the Board of Trustees, the provisions of section 4 having been complied with. All official actions of the Board of Trustees between conventions must be approved by a majority of district officers and the District Key Club Administrator. All official actions of the Board of Trustees between conventions must be signed by the District Governor, ~~The~~ District Secretary, and the District Key Club Administrator.

Section 6. In the absence of the Governor from a meeting, the Board of Trustees shall designate one of their members with the exception of the District Administrator, to act as Chairperson.

Section 7. Within thirty (30) days after any special or regular meetings of the Board of Trustees, the Secretary shall make a report of the proceedings of the meeting, comprising a complete synopsis of all action taken, and shall transmit a copy thereof to the District Board of Trustees, the District Administrator, members of the Key Club Committee, Administrator of Key Club International, and the International Board **Representative Counselor.**

Section 8. In the event the Governor is in any way incapacitated, a special meeting of the Board of Trustees may be called by the District Secretary, the District Administrator, or two-thirds (2/3) of the Board of Trustees.

**Article VII: DISTRICT POLICY**

Section 1. The Board of Trustees shall establish standard policies for the execution of the provisions of these bylaws. ~~and the Constitution and Bylaws of Key Club International.~~

Section 2. These policies shall be compiled in a District Policy Manual and may be modified by majority vote by the Board of Trustees at any regular or special meeting.

**Article VIII: COMMITTEES**

Section 1. The Key Club District Committees shall be those as specified in the District Policy Manual or as organized by the District Governor.

Section 2. The duties of the standing committees shall be those specified in the District Policy Manual.

**Article IX: CONVENTIONS**

Section 1. The annual ~~convention of the California-Nevada-Hawaii~~ District **Conventions** shall be held at such place and date between the middle of March and the end of May as shall be mutually agreed upon by the Board of Trustees of **California-Nevada-Hawaii** District and the Board of Trustees of the California-Nevada-Hawaii District of Kiwanis.

Section 2. The District Secretary shall mail to each club and to the Director of Key Club International an official call to the annual convention at least sixty (60) days prior to the date of the convention. The Board of Trustees, in accordance with District Policy, shall have full supervision and management of the

convention under the supervision of the District Key Club Administrator and the Key Club Committee.

Section 3. Each club in good standing shall be entitled to two (2) delegates and two (2) alternates in any convention.

Section 4. The members of the Board of Trustees shall be delegates-at-large at all conventions.

Section 5. Each accredited delegate shall be entitled to vote on each question submitted in any convention. There shall be no voting by proxy.

Section 6. In the absence of the Governor from any convention of the district, the Board of Trustees shall designate a member of the District Board, with the exception of the District Administrator, to act as **an executive officer Chairperson.**

Section 7. A quorum at any convention of the district shall ~~comprise~~ **be comprised of** the official delegates present and representing not less than one-third (1/3) of the total number of clubs within the district.

Section 8. Within thirty (30) days after any convention, the District Secretary shall make a report of the proceedings of the convention, including a complete synopsis of all action taken and shall transmit a copy thereof to the members of the Board of Trustees, the Key Club District Administrator, members of the Key Club Committee, and to the Director of Key Club International.

Section 9. Each district convention program shall include the following:

- a. Address by the Governor of the California-Nevada-Hawaii Kiwanis district, or **the acting executive officer as designated by the Board of Trustees.** ~~their representative.~~
- b. The nomination and election of officers for the ensuing year.
- c. Such other activities as may be specified in District Policy.

#### **Article X: VACANCIES IN OFFICE BETWEEN CONVENTIONS**

Section 1. In the event between conventions of a vacancy in the office of Governor, the Board of Trustees shall elect a qualified member of the Board of Trustees to become Governor for the unexpired term.

Section 2. In the event between conventions of a vacancy in the office of Lieutenant Governor, the ~~Board of Trustees District Governor~~ shall ~~elect~~ **appoint** a qualified member of a club of the same division to **be appointed by the Board of Trustees** fill the office for the unexpired term.

Section 3. If a vacancy occurs in the office of the **District** Secretary, or **District** Treasurer between conventions, the Board of Trustees shall elect a qualified member of a club in the district to fill the office for the unexpired term.

Section 4. Whenever it shall appear to the Governor that any Lieutenant Governor, District Secretary, District Treasurer, or other elected or appointed officer of the district is failing to perform the duties of their office, the Governor shall give such officer immediate notice of the fact and shall follow District Policy in removing and replacing said officer with a duly qualified replacement to complete the term of office.

Section 5. Whenever it shall become apparent to the Board of Trustees and District Administrator that the Governor is failing to perform his/her duties, it shall be the responsibility of the District Secretary, with the approval of the Kiwanis District Governor, to call a special meeting of the District Board of Trustees to consider all facts and any reasons why the office shall not be declared vacant. In the event that the District Board of Trustees shall find the alleged facts to be true, the District Board of Trustees will request the resignation of said District Governor. In the event that a resignation is not voluntarily offered, the District Board of Trustees shall, with the approval of the Kiwanis Governor, declare the office vacant and the vacancy shall be filled in accordance with the provisions as contained in these bylaws.

Section 6. A member may also be dismissed for cause for violating the Code of Conduct during any Key Club function or while acting as a representative of Key Club. A dismissal for cause may be made by a majority of the elected members of the Executive Board upon request of the Governor and District Administrator. The accused member may present a defense to the charge at this time. Any member may appeal the decision dismissing ~~him or her~~ **him/her** to a hearing before the entire board. A special meeting of the Board may be called for this **appeal purpose.**



## Article XI: REVENUE

Section 1. Each member club shall pay to the district for each and every member the sum of \$4.50 per annum as district dues ~~and district publications and subscription fees~~. These dues ~~and subscription fees~~ shall accrue on October 1 and shall be remitted to the **California-Nevada-Hawaii** Key Club District Office by the individual club not later than December 1 of each year.

Section 2. The amount of district dues ~~and subscription fees~~ shall be determined by the District Board of Trustees, with approval of the district Key Club Administrator, and subject to approval at the next district convention. In no case shall the total district dues ~~and subscription fees~~ exceed the maximum amount paid for each member in International dues.

Section 3. Assessments in excess of the annual dues may be made only upon a two-thirds (2/3) vote of all delegates attending an annual convention.

Section 4. All dues shall be paid within sixty (60) days after the same shall become payable.

Section 5. The dues to be paid to the district by any new club admitted to membership during any fiscal year shall be the dues for each and every member for that year.

Section 6. Dues for members joining existing clubs, said clubs having already paid their dues obligation, shall be determined by District Policy.

## Article XII: RULES OF ORDER

Section 1. "Robert's Rules of Order" (Newly Revised) shall be the parliamentary authority for all matters of procedure not specifically covered in these bylaws or in District Policy.

## Article XIII: KEY CLUB YEAR

Section 1. The California-Nevada-Hawaii District Key Club Administrative Year shall be from the conclusion of the annual District Convention to the conclusion of the next annual District Convention.

Section 2. The Fiscal Year shall be from July 1 through June 30.

Section 3. The Key Club Administrative Year shall be as specified by Key Club International.

## Article XIV: AMENDMENTS

Section 1. Amendments ~~to~~ these bylaws shall be made only at conventions by a two-thirds (2/3) vote of delegates present, in accordance with the following:

- a. Any Key Club in good standing may make a proposal to revise the District Bylaws. In addition any member of the Board of Trustees may make a proposal to revise the Bylaws.
- b. A proposal to amend the Bylaws by a **California-Nevada-Hawaii** Key Club in good standing must be submitted in writing to the **California-Nevada-Hawaii** Kiwanis District Office and received not later than November 1 in order to be considered at the following House of Delegates. This proposal must be endorsed by the **California-Nevada-Hawaii** Key Club Lt. Governor in that Club's Division and by the sponsoring Kiwanis Club President.
- c. All proposals for amendment of the Bylaws received by the District Office shall be forwarded to the district standing committee as defined by the District Policy Manual to be responsible for district bylaws and policy Committee Chairperson and to the Key Club **District** Governor. Any proposals not within the above criteria will be returned with a letter stating the reasons for non-compliance.
- d. A proposal to revise the Bylaws by a member of the Board of Trustees must be endorsed by a majority of the Board of Trustees at the Winter Board Meeting.
- e. All qualifying proposals shall be submitted by the district standing committee as defined by the District Policy Manual to be responsible for district bylaws and policy Committee Chairperson to the House of Delegates for action.

**Article XV: APPROVAL**

Section 1. These Bylaws and all amendments or additions shall not become effective until they have been approved by the sponsoring Kiwanis District Board and the Key Club International Director and/or the Key Club International Board.

**Approved by the Key Club District House of Delegates on April 8, 2017**

## District Bylaws Recommended Revisions

### House cleaning changes:

- 1) Outdated CNH District logo to updated CNH District logo
- 2) "Each Kiwanis-sponsored Key Club in this district shall be a member of this district" to "Each Key Club chartered with Key Club International within the boundaries of CNH District will be a member of this district."
- 3) "Section 4. The district governor shall report the name of any club not in good standing with the district at each meeting thereof and shall direct the District Treasurer to send notice that such club is not in good standing and the reasons therefore to the president of such club, to the president of the sponsoring Kiwanis Club, and to the Director of Key Club International." Will be moved to the Policy Manual.
- 4) "them self" to "themselves"
- 5) "All elected District officers with the exception of the Lieutenant Governors shall be elected at the District Convention." to "District Governor, District Secretary, and District Treasurer are to be elected at the District Convention."
- 6) "Division caucus" to "Conclave prior to the District Convention."
- 7) "Appointed" to "non-voting"
- 8) "key" to "Key"
- 9) "International Board Counselor" to "International Board Representative"
- 10) "Section I. The annual convention of the District shall be held at such place and date between the middle of March and the end of May as shall be mutually agreed upon by the Board of Trustees of this District and the Board of Trustees of the California-Nevada-Hawaii District of Kiwanis." to "Section I. The annual CNH District Convention will be held at such place and date between the middle of March and the end of May as shall be mutually agreed upon by the Board of Trustees of CNH District and the Board of Trustees of the CNH District of Kiwanis."
- 11) "Chairperson" to "an executive officer"
- 12) "district shall comprise the official delegates" to "district will be comprised of the official delegates"
- 13) "their representative" to "a chosen representative"
- 14) "him or her" to "him/her"
- 15) "purpose" to "appeal"

## Changes to intent:

- 1) "The Board of Trustees shall consist of the officers of the District and the Key Club Administrator." to "The Board of Trustees will consist of the District Governor, District Secretary, District Treasurer, and Lt. Governors officers of the District. The Key Club District Administrator, or designee of CNH Kiwanis governor, will serve as the ex-officio member of trustee.
- 2) Removal of "at least two (2) weeks in advance of the date of such meeting." In "Section 4. The District Secretary will notify each member of the Board of Trustees, the Administrator of Key Club International, the International Board Representative, the officers of the sponsoring Kiwanis District, the Key Club Administrator and the members of the Key Club Committee, in writing, of the time, place, and date of any meeting, at least two (2) weeks in advance of the date of such meeting."
- 3) "The Board of Trustees shall establish standard policies for the execution of the provisions of these bylaws, and the Constitution and Bylaws of Key Club International." to "The Board of Trustees will establish standard policies for the execution of the provisions of these bylaws."
- 4) "Section 2. In the event between conventions of a vacancy in the office of Lieutenant Governor, the Board of Trustees shall elect a qualified member of a club of the same division to fill the office for the unexpired term." to " In the event between conventions of a vacancy in the office of Lieutenant Governor, the District Governor will recommend a qualified member of a club of the same division to be appointed by the Board of Trustees to fill the office for the unexpired term."
- 5) Removal of "district publications and subscription fees."
- 6) Removal of "and subscription fees"

Doug Frost's suggestions – policy review

Suggested changes to section 110 – 'Solicitation of funds'

Changes 'Policy Committee' to 'Bylaws and Policy Committee' throughout. Affects sections 110.4 and 110.4(A).

Issues regarding section 113, 'Use of Kiwanis District Mailing List'

Should the District review the approved use annually on a mandatory basis, rather than allowing an 'evergreen' approval? Currently, the approval is merely 'subject' to annual review, not requiring annual approval.

Potential conflict between District bylaws and policies

I have been trying to review District bylaws in conjunction with any sections of the District policies that seem to have a connection. During that review, I determined that there is a conflict between Article IX, sect. 2 of the CNH bylaws, dealing with discipline of District officers for 'conduct unbecoming,' and CNH policy section 302 dealing with the same subject. The procedures outlined are inconsistent.

Aside from the fact that the procedures set forth are inconsistent, Kiwanis International has a very specific set of procedures contained in their policy manual for handling allegations of conduct unbecoming when they are made against District officers and committee members. The District is obligated by its bylaws to follow those policies, not the ones outlined in the CNH policy manual. See KI Policies and Procedures, section 226 (attached). I think we are better off bringing our District policies into harmony with KI's policies.

To do so, I recommend the following. There is a sentence near the end of section 301.2 of the CNH policies entitled 'procedure for filing complaints' that says "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." I propose to move this sentence out of section 301.2 completely. It should be inserted to replace the entire current section 302 amended as follows: "All allegations of Conduct Unbecoming involving a District Officer or a member of a District Committee shall be reported as provided in California-Nevada-Hawaii District Bylaws Article IX, section 2, or any successor section dealing with the same subject matter." In other words, this should be the only sentence in section 302 of the policy manual.

The procedures outlined in Art. IX, sect. 2 of the CNH bylaws are a condensed version of the procedures outlined in the KI policy manual. While it would probably be better to have the bylaws require the District to follow KI's policies without trying to condense them, I am comfortable with the current wording of the CNH bylaws in this section, given the mandate to follow KI's policies.

## 226 – DISTRICT OFFICER ACCUSED OF CONDUCT UNBECOMING

### 226.1 - Allegation and Investigation

- A. Allegation:** If any club member or district officer observes or has knowledge of\* behavior by a district officer that he or she believes constitutes ‘conduct unbecoming a member of the Kiwanis family’ as defined in Kiwanis International policy and which may have been committed in his/her capacity as a district officer, the member shall report such allegation in writing (hereinafter referred to as the “Allegation Report”) immediately to the district Governor. (4/13)

However, if the Governor is the subject of the allegation, then, throughout the entire ‘conduct unbecoming’ process, whenever it is stated that the Governor shall normally act, the immediate past governor shall act instead. (4/13)

The Allegation Report shall include as much detail as possible regarding the time, place, persons, actions, etc., and how the behavior relates to the accused officer’s duties for the district. If the behavior does not relate to those duties, the allegation will be redirected to the accused officer’s club along with a copy of the Allegation Report. (4/13)

\*Note: “Has knowledge of” may include a nonmember making a club member or district officer aware of behavior or actions by a district officer, in which case, such allegation shall be submitted by the club member or district officer who has been made aware of it. (4/13)

- B. Allegation Process:** Upon receipt of an Allegation Report, the governor shall follow the steps outlined in this procedure. (4/13)
- C. Investigator:** Within seven (7) days of receiving the Allegation Report, the governor shall appoint a special investigator, which may be a single individual or a committee (hereinafter referred to as “the Investigator”). The Investigator shall be composed of disinterested Kiwanis club members from the district where the member is an officer (that is, those without bias on the allegations or for/against the officer personally) and shall not include any members of the district Board. In the event the governor believes no Kiwanian in the district has the necessary skills to adequately investigate the subject matter, the governor may select a non-Kiwanian as the Investigator. If the Investigator charges a fee for his/her services or if the investigation itself involves some costs (such as fees for requesting records, etc.), then such fees/costs must be approved by the Board. The Investigator will represent the district throughout the entire investigation, determination, and reconsideration process (if any). (4/13)
- D. Investigation Process and Initial Notice:** Within fourteen (14) days after being appointed, the Investigator shall endeavor to gather enough information to determine if the allegation is substantive enough to warrant investigation. If so determined, the governor or designee shall send written notice to the accused officer of the allegation, a copy of the process to be followed, and the possible outcome, and the investigation shall continue more fully, including a reasonable attempt to interview the accused officer and other relevant persons. (4/13)
- E. Investigation Reports:** The Investigator shall provide a progress report to the governor within thirty (30) days of appointment. A final written report of the Investigator’s findings (hereinafter referred to as ‘the Investigation Report’) shall be made by the

Investigator, signed by all persons who comprise the Investigator, and submitted to the governor within 30 days after the initial progress report (no later than sixty (60) days after the appointment of the Investigator), unless there are extenuating circumstances. The Investigation Report shall include an outline of the investigation as well as (1) whether the investigation finds in favor of the accused; or (2) whether the Investigator finds the matter can be resolved without a hearing; or (3) a recommendation of the charges and related specifications to be made against the accused officer. (4/13)

- F. Charges and Specifications:** A charge sets forth the general offense the accused officer is alleged to have committed. A specification states specifically what the accused officer is alleged to have done which, if true, constitutes an instance supporting the charge. Charges and specifications must be carefully worded to make no broader allegation than intended or can be supported. An accused officer must be found 'guilty' of at least one specification in order to be found 'guilty' of the related charge, and an accused officer must be found 'guilty' of at least one charge before a penalty can be imposed. (If necessary, refer to Robert Rules, Section 63 – Investigation and Trial, for more information and examples of charges and specifications.) (4/13)

#### **226.2 - Disclosure and Confidentiality**

- A. During Investigation:** During the investigation, the governor shall not disclose any information regarding the investigation to the public or to any other Kiwanian, including the district Board, until the investigation process is complete, except that the governor may report to the district Board only that an allegation has been received and an investigation is being conducted, without disclosing the name of the accused officer or details of the investigation. (4/13)
- B. After Investigation:** Once the investigation is complete, the governor may disclose information regarding the investigation only to the district Board for a hearing on the matter and to any Kiwanis Staff members who have a need to know, but not to the public or to any other Kiwanian. (4/13)
- C. General:** All materials, facts, and information related to the investigation, determination, and reconsideration (if any) shall be kept confidential at all times by any parties or persons involved in any part of the process. The person presiding over each step should remind all participants of the need to maintain confidentiality. (4/13)

#### **226.3 - Criminal Wrongdoing**

If at any time during the investigation, the Investigator discovers criminal wrongdoing or what appears to be criminal wrongdoing, it must be reported immediately to the governor, who is then obligated to report the matter to the proper authorities. If the governor does not act, then the Investigator is obligated to report the matter to the proper authorities. In any case, the process regarding conduct unbecoming shall proceed to conclusion. (4/13)

#### **226.4 – Resignation**

An accused officer may resign from office and/or may resign from club membership at any time during the conduct unbecoming process, and the district Board and/or the club (respectively) may or may not accept the resignation; however, after investigation, charges and specifications are made against the accused officer, then the district Board is obligated to continue the hearing, determination, and discipline processes through to completion. (4/13)

## 226.5 – Board Hearing

- A. **Referral to Board:** After receiving the Investigation Report, the governor shall refer it to the district board to determine whether to proceed with a hearing. A special Board meeting for this purpose shall be held within seven (7) days after the matter is referred to the Board, and shall be conducted in executive session. (4/13)
- B. **Notice of Hearing:** Within seven (7) days after the special Board meeting, the governor or designee shall send notice to the accused officer of the investigation results, including charges and specifications, and whether the Board intends to pursue the allegation(s) and proceed with a hearing. If a hearing is to be held, the accused officer shall have the option to say nothing or to admit or deny the allegation(s). If admitted, the officer shall tender his/her resignation from office. If denied, the hearing shall determine if the allegation(s) are true. A date for a hearing shall be set in consultation with the accused officer, to be held as soon as reasonably possible but no later than thirty (30) days after the accused officer receives notice of the allegation. The date shall be set when at least a quorum (which is a majority) of the Board members can be present. (4/13)
- C. **Temporary Suspension:** If the Board intends to proceed with a hearing, the accused officer may be temporarily suspended from office, pending the outcome of the proceedings. (4/13)
- D. **Hearing:** A special meeting of the Board, with at least a quorum present, shall be held to conduct a hearing. The only persons allowed to attend the hearing are district Board members, the accused officer, the Investigator, any representatives or counsel for the accused officer and the district, and Kiwanis Staff as needed. Witnesses are permitted only during their own testimony. The governor shall preside; however, if the governor is the subject of the allegation or wishes to decline, the Board shall determine who presides. If a Board member is the subject of the allegation, he/she shall be counted in determining the number needed for quorum, but will not be allowed to be present during deliberations or to vote at any point in the process. (4/13)

At the hearing, the Investigator shall present evidence on behalf of the district, and the accused officer shall have the opportunity to present evidence in his/her defense. If the Investigator is a committee, any member of the committee may represent the district at the hearing. The district or the accused officer may present evidence through testimony of witnesses. Witnesses shall not be required to swear-in. Either side may question the other or any witnesses. The accused officer may testify in his/her behalf, either in person or in written form without being present. The accused officer also shall have the right of representation at the hearing by the person of his/her choice and/or by legal counsel, at the officer's own expense. Legal counsel may be engaged by the district board to provide advice to the board; however, the role of such legal counsel is entirely separate from the role of the Investigator. Counsel for the district Board or the accused may be a non-Kiwanian. (4/13)

If it is determined that additional time is needed to present evidence not available at the initial hearing, the Board may adjourn the hearing and reconvene it later. (4/13)

If the accused officer fails to appear for the hearing, it shall proceed without him/her. (4/13)



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

The Hearing Record shall include:

- Date, time, and location of the hearing;
- Names of all persons present or participating;
- Nature of allegation(s), including charges and specifications
- Evidence, including testimony of witnesses;
- A summary of the essential content of all discussions;
- Any findings determined during the proceedings;
- Any motions made or votes taken.

The Hearing Record shall be reviewed and adopted by the district Board in an executive session at the next special meeting of the Board on the subject (see next step) and retained by the district secretary. (4/13)

#### **226.6 – Determination and Discipline**

**A. Determination:** Within seven (7) days of conclusion of the hearing – or within no later than thirty (30) days, if extenuating circumstances exist – the Board shall hold another special meeting in executive session (attendance limited to Board members) to consider the charges and specifications against the accused officer. Each of the specifications, and then the charge, is read, opened to debate, and voted on separately, although the several votes can be collected on a single written ballot. If the accused is found guilty of one or more of the specifications but not of the charge, a lesser charge may be moved and voted on. In each case, a majority vote of those present and voting is necessary. If the accused is a member of the Board, he/she shall not have a vote on the matter. (4/13)

**B. Discipline:** If the accused officer is determined to have engaged in conduct unbecoming as alleged by at least one of the charges, he/she shall be disciplined by the District Board as provided in Kiwanis International policy. (4/13) (7/17)

**C. Board Report:** Within seven (7) days of conclusion of the special meeting, the Board shall produce a written report of its findings, conclusions, and decision(s) (hereinafter referred to as “the Board Report”), which shall become part of the district record on the matter. The Board report shall include a copy of the Hearing Record, as reviewed and adopted by the Board. A copy of the Board Report shall be provided immediately to the accused officer and the Investigator. District clubs shall be informed of the Board’s decision(s) on the matter, but other details from the Board Report shall remain confidential. (4/13)

#### **226.7 – Reinstatement to Office**

If the accused officer was suspended from office during the ‘conduct unbecoming’ process, but charges are not substantiated, the suspension shall be terminated and the accused reinstated to office. (4/13)

#### **226.8 – Reconsideration**

**A. Request for reconsideration:** Within thirty (30) days of the Board Report being provided to the accused officer and the Investigator, either party may request reconsideration by the Board. Such request must be made in writing to the governor and must state the specific reason(s) for reconsideration. Either party may request reconsideration of either the Board’s finding that ‘conduct unbecoming’ did or did not

occur or the resulting disciplinary action. Reconsideration may **not** be used to “re-try” the allegations against the accused officer and no new facts that were reasonably accessible at the time of the hearing will be allowed. Reconsideration will be allowed only if some part of the process or facts used to determine the Board’s decision(s), the Hearing Record, or the Board Report is alleged to be faulty, incorrect, insufficient, or otherwise erroneous, or if the decision of the Board was contrary to the overwhelming weight of the evidence. (4/13)

- B. Reconsideration Process:** If a written request for reconsideration is received by the governor, the Board shall call a special meeting within thirty (30) days, provided at least fourteen (14) days advance notice of the meeting is given to the accused officer. Any person who is not a district Board member shall be excluded from the meeting. All materials and information provided to the district Board shall remain confidential among those attending. At least a quorum of the Board (which is a majority) must be present at the reconsideration meeting. The governor shall preside; however, if the governor is the subject of the allegation or wishes to decline, the Board shall determine who presides. The materials to be considered during reconsideration shall be the Hearing Record, the Board Report, and the appellant’s basis for reconsideration. (4/13)
- C. Permitted Motions:** The only motions that may be made during the reconsideration meeting by a Board member in attendance are these: either (1) to uphold the Board’s original determination of ‘conduct unbecoming’ and resulting disciplinary action; **or** (2) to overturn the original decision. Other motions are out of order. Any motion shall require a majority vote of those present and eligible to vote to adopt. (4/13)
- D. Final Authority:** The decision of the district Board on the matter shall be final. (4/13)
- E. Reconsideration Record:** A written record of the reconsideration shall be made (hereinafter referred to as the ‘Reconsideration Record’), similar to that for the original hearing, and shall be reviewed and approved by the district Board and retained as part of the district record on the matter. (4/13)

#### 226.9 – Official Records, Notification, and Separate Disciplinary Action

- A. Official Records:** The district shall retain all official records on the matter in a confidential file, as long as required by applicable law. Official records are: the Allegation Report, Investigation Report, Hearing Record, Board Report, and Reconsideration Record if any. (4/13)
- B. Notification of Kiwanis International:** A copy of all official records shall be sent to the Executive Director of Kiwanis International within thirty (30) days of the conclusion of all proceedings, to be retained in a confidential file as long as required by applicable law. This provides documentation that the district Board completed due diligence regarding the allegation, as well as a safeguard against district records being lost or destroyed at a later date. (4/13)

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

- C. Notification of Club(s):** If the district officer was disciplined by the district for ‘conduct unbecoming,’ Kiwanis International shall send a copy of all official records on the matter

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

- D. Notification of Other Districts:** If the disciplined district officer is also an officer in another district, Kiwanis International shall send a copy of all official records on the matter to the governor of the other district, and the other district may take separate disciplinary action against the officer as it deems appropriate. (4/13)

#### **226.10 – Parliamentary Authority**

The most recent edition of Roberts Rules of Order shall be the parliamentary authority for all procedural matters related to investigation, determination, discipline, and reconsideration (if any) for 'conduct unbecoming' which may not be specifically covered in Kiwanis governing documents, including but not limited to this procedure. (In the 11th edition of Roberts Rules, see Section 63 – Investigation and Trial). In the event of any inconsistency between Kiwanis governing documents and Roberts Rules, the Kiwanis provisions shall prevail. (4/13)

227-229 - Vacant

### **DISTRICT FINANCIAL MATTERS**

#### **230 - INTERNAL CONTROL OF DISTRICT FUNDS**

Proper internal controls shall be established for the receipt and disbursement of all district funds. (6/91)

231 – Vacant (1/13)

#### **232 – GOVERNMENT REPORTS (1/13)**

All districts shall submit to Kiwanis International a copy of any reports required by state or national government. (1/13)

#### **233 - SUBSIDIES TO DISTRICTS (1/13)**

##### **233.1 - Clubs Temporarily Attached to a District**

- A. Basis:** The International Board may grant a monetary subsidy to assist the district in providing necessary service and supervision if the clubs are remotely removed from the boundaries of the district. Unless otherwise authorized by the Kiwanis International Board, the subsidy for supervision shall be limited to one visit per administrative year by a district officer to the area of the club or clubs. (6/91)
- B. Annual Grant:** Any such subsidy shall be granted only on an annual basis. The annual review of a subsidy grant shall include a detailed report from the district on the service and supervision provided and the actual cost of such incurred by the district. The continuance of any such attachment and/or subsidy shall be contingent upon an annual review and assessment of the services and supervision being provided. At the April/May meeting of the International Board, the Executive Director shall make the review and assessment and make a recommendation to the Board. (6/91) (10/91)

102. Policy Bylaws and Policies Committee

102.1 Purpose

The Policy Bylaws and Policies Committee shall be the committee to review and recommend the District's bylaws, policies and procedures and submit any necessary or recommended revisions to the Board of Trustees for its consideration, ~~policies, administrative procedures, position descriptions, and~~ and review such other matters that may be referred to it.

102.2 Functions

The functions of the District Policy Bylaws and Policies Committee are:

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

102.3 Composition

The Policy-Committee shall be composed of ~~from~~ no less than ten ~~to~~ (10) nor more than sixteen (16) members including the Governor, Governor-elect, Immediate Past Governor and District Secretary. Of the remaining members, no less than three members shall have served on the Policy Bylaws and Policies Committee within the past year, and at least two members shall be Trustees. The Governor-elect shall make the selection of the chair from the current ~~committee members of the Committee.~~ (3/08)

102.4 Term and Appointment

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

102.5 Meetings

- A. The PolicyBylaws and Policies Committee shall function during the entire administrative year and will meet not less than two times annually at such time and place as the chair of the ~~committee~~Committee may designate.
- B. Special meetings may be called by the Governor, the chair or by a majority of the ~~committee~~Committee.
- C. At least two weeks written notice shall be given for either a regular or special ~~committee meetings~~meeting of the Committee.
- D. A quorum of the PolicyBylaws and Policies Committee shall consist of a majority of the members of such ~~committee~~Committee.

102.6 Action on Referrals

Any item which has been referred to the PolicyBylaws and Policies Committee should be reviewed by the ~~committee~~Committee and recommendations made to the Board of Trustees at the next regularly scheduled meeting of the Board, unless the Board of Trustees authorizes an extension of time for such report.

102.7 Proposals

Any change proposed to the Board of Trustees shall have a copy of the existing bylaw, policy or procedure attached.

102.8 Review and Approval

No statement of an amended bylaw, policy, or administrative procedure ~~or procedure~~ shall become effective until it has been submitted to and reviewed by the PolicyBylaws and Policies Committee and the bylaw, policy or procedure has been approved by the District Board of Trustees, except that the PolicyBylaws and Policies Committee may make typographical and grammatical corrections.

## Trina Krider

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**From:** Brad Enos <bradenos@yahoo.com>  
**Sent:** Monday, January 15, 2018 3:15 PM  
**To:** Trina Krider  
**Subject:** Re: Kiwanis Bylaws and Policies Committee Mtg Jan 16

Dear Trina,

I have reviewed Campaign and Conduct (Section 191) section of Policy. I have found nothing that needs to be amended except perhaps if the Policy Committee is going to be renamed then Section 191.1 (H) should be amended from Policy to Bylaws and Policy to conform to the change.

Talk to you tomorrow.

Brad Enos

---

**From:** Trina Krider <trina@cnhkiwanis.org>  
**To:** "bylawsandpolicies@cnh.simplelists.com" <bylawsandpolicies@cnh.simplelists.com>  
**Cc:** "staff@cnh.simplelists.com" <staff@cnh.simplelists.com>; "trustees@cnh.simplelists.com" <trustees@cnh.simplelists.com>; "govelectcandidates@cnh.simplelists.com" <govelectcandidates@cnh.simplelists.com>; Joni Ackerman <legal@ackermantrustlaw.com>  
**Sent:** Monday, January 15, 2018 9:49 AM  
**Subject:** FW: Kiwanis Bylaws and Policies Committee Mtg Jan 16

2017-2018 Bylaws and Policies Committee,

This is a reminder that suggested changes for your assigned sections of the Bylaws and Policy Manual for review were due this morning.

If you have not yet submitted your suggested changes, please do so as soon as possible - as they will be compiled and sent out later today in preparation of tomorrow's committee meeting.

Thanks,  
Trina

-----Original Message-----

From: Trina Krider  
Sent: Tuesday, January 09, 2018 6:29 PM  
To: [bylawsandpolicies@cnh.simplelists.com](mailto:bylawsandpolicies@cnh.simplelists.com)  
Cc: [staff@cnh.simplelists.com](mailto:staff@cnh.simplelists.com); [trustees@cnh.simplelists.com](mailto:trustees@cnh.simplelists.com); [govelectcandidates@cnh.simplelists.com](mailto:govelectcandidates@cnh.simplelists.com); Joni Ackerman <[legal@ackermantrustlaw.com](mailto:legal@ackermantrustlaw.com)>  
Subject: Kiwanis Bylaws and Policies Committee Mtg Jan 16

2017-2018 Bylaws and Policies Committee,

This is a reminder that Chairman Doug Frost has scheduled the next meeting of the committee for Tuesday, January 16, 2018 at 4:00 p.m. via teleconference. To participate via teleconference, please dial 1-877-794-7297. Your conference code is 2012.

## **FINANCIAL**

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## FINANCIAL

201. Definitions

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

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

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

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

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

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

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

202. District Finance Committee

202.1 Functions

The functions of the District Finance Committee are:

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

Commented [PH1]: Is two weeks notice needed?

203. Purposes of Meeting

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

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

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

204. Review of Contracts and Agreements

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

204.1 Authority to Contract (02/11)

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

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

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

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

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

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

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

205. Investments of Funds (6/00)

- A. The Finance Committee shall review the District procedure for the investment of funds. (6/00)
- B. Investment of funds shall be permitted for a term not to exceed four years in savings accounts of banks or savings and loan associations, United States government or agency obligations, mutual funds and other appropriate money instruments. Such investments will be made taking into consideration the probable time that such funds will be used, rate of return, liquidity, and safety of the funds. (6/00)
- C. A subcommittee consisting of the District Secretary/Executive Director, the District Treasurer, and the Finance Committee Chairman, shall have the authority to select financial institutions, purchase and/or sell securities and/or reinvest proceeds from the sale or maturity of securities in accordance with Section ~~207205~~(B). (6/00)

206. Pledge of Securities

Upon the recommendation of the Finance Committee and with the approval of the Board of Trustees, the District Secretary and Treasurer may pledge as collateral for any loan, any security, bond, savings account or other District asset. (6/17)

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 ~~240~~207.4, supra. Such request shall be considered on the basis of need and the financial status of the District at the time the request is made.
- B. Expenditures authorized or obligations incurred by District Officers, Committee members or any persons for non-budgeted items will be the personal responsibility of the person authorizing the expenditure or obligation.
- C. No funds within the budget may be transferred or used for any purpose other than the stated budget items without approval of the Finance Committee.

207.6 Process for Compensation Determination (02/09)

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

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

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

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

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

208. Actions by Board of Trustees

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

220. Books and Records

220.1 Generally Accepted Accounting Principles

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

220.2 Fiscal Year

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

220.3 Inspection

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

220.4 Closing of Books and Records

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

221. Revenue

221.1 Receipt of Funds

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

222. Membership Fees

The District Finance Committee shall recommend annually the amount of the new member add fee, the annual dues and dues for members of newly admitted clubs needed to balance the budget. ~~(6/6/17)06~~

222.1 Dues

In accordance with the District Bylaws, Article X, the total annual dues shall be based on each club's annual membership report to Kiwanis International as of September 30 of each year and shall be due annually on October 1 and payable by November 30. All clubs will be billed annually for honorary members receiving the Cal-Nev-Ha publication. (6/0617)

222.2 New Member Add Fee

In lieu of a pro-rata dues, the District shall charge a new member add fee. The amount of the new member add fee shall be determined each year by the District Finance Committee. (6/0617)

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 Clubs~~

~~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. Depreciation will be computed over the estimated useful lives of the respective assets on a straight-line basis. (6/06)

223.6 Inventories (6/00)

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

223.7 Income Taxes (6/00)

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

225. District Obligations

225.1 Payment of Invoices

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

225.2 Method of Payment

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

225.3 Charge for Expenditures

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

225.4 Disbursement to Conform to Budget

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

225.5 Expense Reports

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

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

225.6 District Purchases

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

225.7 Reimbursement of Expenses

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

230. Financial Reports

230.1 Form of Financial Reports

- A. All financial reports to the Board of Trustees should reflect in detail, income and expenditures for the current year to date, a comparison to the same period of the previous year, variations from the current year's budget, and comments if such variations are material. (6/00)
- B. Quarterly operating statements and financial reports ~~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.

Commented [PH2]: See distribution of reports in 230.2 (B)

Commented [PH3]: This paragraph probably should be moved to Section 207.1 – Preparation of 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)

Commented [PH4]: This paragraph duplicates (in part) Section 207 and should be integrated into Section 207.

239. District Auditors

239.1 Appointment

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

239.2 Audit

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

240 District Audit Committee

240.1 Functions

The functions of the Audit Committee are:

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

affairs of the district are in order.

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

240.2 Composition

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

240.3 Term and Appointment

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

240.4 Qualifications

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

240.5 Meetings

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

240.6 Reports of Committee

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

260. District Conventions, Conferences and Meetings

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

the District.

261. Travel, Housing and Other Concessions

261.1 All Concessions to District

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

261.2 Payment to District

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

261.3 Separate Arrangements by Kiwanians or Clubs

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

261.4 Complimentary or Reimbursed Travel

- A. For the District convention, the District Officer's travel expense is included as part of their budget allotment, and is charged against the District's operating expenses. The travel concessions received by the District will be included as operating income to the extent of costs incurred, and the excess, if any, as convention income, minimizing the total cost incurred for the convention; this benefits all Kiwanians attending the convention by decreasing the registration fees and other costs that otherwise would be required.
- B. For District conventions, other persons who may receive travel allowances or reimbursements, and the account to be charged are as follows: (6/00)

Convention speakers - (convention expense);

Music and entertainment - (convention expense)

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

261.5

Complimentary or Reimbursed Housing

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

- G. For the District Convention and each Mid-Year conference, a complimentary room shall be provided to the Convention Chairman and the cost thereof charged against the convention or conference. (8/07)
- H. By special request of the Governor (or Governor-elect, if in charge), and by agreement in advance, administrators, or members of the education or planning committee may receive reimbursed housing or a per diem rate for participation in a conference or meeting (other than the District Convention) outside the division in which their primary club is located. (6/00)
- E. 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.

Commented [PH5]: Probably in conflict with actual practice

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

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

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

## Trina Krider

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**From:** Randhlarsen <randhlarsen@comcast.net>  
**Sent:** Monday, January 15, 2018 11:22 AM  
**To:** Trina Krider  
**Subject:** Re: Kiwanis Bylaws and Policies Committee Mtg Jan 16

Hi Trina,

Only on change to the District Trustee Section of the Policy Manual (i.e., #503 E) as follows:

Change, "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)"

To, "To attend at least **two** Division Council **Meetings** of each Division within the Trustee's Region during each administrative year during the term of office of the Trustee; (02/11)"

Bob Larsen

Robert D. Larsen, PhD  
Trustee  
Region 9  
Cal-Nev-Ha District Kiwanis International  
Cell: 510-205-2367  
FAX: 510-865-1679

On Jan 15, 2018, at 9:49 AM, Trina Krider <[trina@cnhkiwanis.org](mailto:trina@cnhkiwanis.org)> wrote:

2017-2018 Bylaws and Policies Committee,

This is a reminder that suggested changes for your assigned sections of the Bylaws and Policy Manual for review were due this morning.

If you have not yet submitted your suggested changes, please do so as soon as possible - as they will be compiled and sent out later today in preparation of tomorrow's committee meeting.

Thanks,  
Trina

-----Original Message-----

From: Trina Krider  
Sent: Tuesday, January 09, 2018 6:29 PM  
To: [bylawsandpolicies@cnh.simplelists.com](mailto:bylawsandpolicies@cnh.simplelists.com)  
Cc: [staff@cnh.simplelists.com](mailto:staff@cnh.simplelists.com); [trustees@cnh.simplelists.com](mailto:trustees@cnh.simplelists.com);  
[govelectcandidates@cnh.simplelists.com](mailto:govelectcandidates@cnh.simplelists.com); Joni Ackerman <[legal@ackermantrustlaw.com](mailto:legal@ackermantrustlaw.com)>  
Subject: Kiwanis Bylaws and Policies Committee Mtg Jan 16

## Trina Krider

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**From:** Timothy <cunningtim@cs.com>  
**Sent:** Monday, January 15, 2018 3:58 PM  
**To:** Trina Krider  
**Cc:** bylawsandpolicies@cnh.simplelists.com; staff@cnh.simplelists.com; trustees@cnh.simplelists.com; govelectcandidates@cnh.simplelists.com; Joni Ackerman  
**Subject:** Re: Kiwanis Bylaws and Policies Committee Mtg Jan 16

Hi Trina -

Apologies for the tardy reply.

Comments for my Policy Review Assignment, SLP (section 710) plus last two sections are as follows:

Section 721(E)(6) - References to high school clubs shall apply to all Key Club (CNH and KIWIN'S) whether school based or community based. *As a matter of housekeeping, I'd like clarification as to (CNH and KIWIN'S).*

It is my opinion that the ERF, as it stands now, needs to be revised, and or, at least Circle K should have their own. I am not making any specific recommendation here as I know we have an open review of some Circle K policies as submitted by District Administrator Camille Goulet that deal in some way with this issue. Any action taken as a result of her recommended changes would deal with some challenges we have in Section 721(E)(5).

As to the last part of the SLP section with the presentation of the KI Youth Protection Guidelines, I would like to recommend a noted date referencing the last revised date of this attachment to our policy. The most recent version of YPG on the KI website is formatted differently than our attachment and has an effective date of October 2016.

Respectfully submitted,

Timothy Cunning

Sent from my iPad

On Jan 15, 2018, at 9:49 AM, Trina Krider <[trina@cnhkiwanis.org](mailto:trina@cnhkiwanis.org)> wrote:

2017-2018 Bylaws and Policies Committee,

This is a reminder that suggested changes for your assigned sections of the Bylaws and Policy Manual for review were due this morning.

If you have not yet submitted your suggested changes, please do so as soon as possible - as they will be compiled and sent out later today in preparation of tomorrow's committee meeting.

Thanks,  
Trina

-----Original Message-----



# Kiwanis®

From the Circle K District Administrator, Camille Goulet  
3760 West Boulevard, Los Angeles, CA 90016-5744  
(714) 721-6457 administrator @cnhcirclek.org

TO: Via email only  
Pete Edwards, Governor  
Joni Ackerman, Governor-elect  
Mark McDonald, Executive Director  
Bruce Hennings, Director of Service Leadership Programs

FROM: Camille Goulet

RE: Request for Change to Social Media Policy

DATE: July 3, 2017

Background: We encourage clubs to have a signature event, and to have fundraisers benefitting charitable causes that include contributors from outside the Kiwanis Family. A Circle K club is generally limited to fundraising in its area and to events approved by its sponsoring Kiwanis club. In Cal-Nev-Ha, as a risk management matter, the Kiwanis District has a policy for approving of invitations outside a club's area, or involving other Kiwanis Family Service Leadership Programs; in addition, the social media policy prohibits posting an event with a "public" setting.

However, Circle K clubs often want to have an event promoted to their respective colleges to raise money for charitable causes. We can and should encourage Circle K clubs to raise money from within the local, campus community, because charitable fundraising ought to include both enhanced visibility and a bigger marketing pool than the Kiwanis Family. Unlike the other Service Leadership Programs, Circle K-ers and their academic settings are for legally independent adults. For example, their institutions treat them as having privacy rights independent of their parents, and their institutions do not have the same custodial obligations as those institutions which provide mandatory education for minors.

To allow the Circle K clubs to promote charitable, social events using social media with a public setting, I propose the following policy change to Rule 721(E)(5).

## Existing Rule

*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.*

## Requested Addition to Rule 721(E)(5)

*However, Circle K clubs may use public settings under the following conditions:*

*~~a.~~ Public setting posts will only be allowed ~~for where~~ when the event requires solicitation of members of the public to pay a fee, and the event's purpose is to raise money for a charitable purpose.*

*i. Night-time or predominantly social events will not contain details of the event's location, or time. The public posting will require someone to submit an interest or registration that will be reviewed before permitting event registration.*

*ii. Media buzz is enhanced when an event is "liked" or people are identified as "going." People who are not attending may "like" or say they are "going" online to support media buzz, but neither are appropriate methods of registration, and the event posting will expressly indicate that "liking" or "going" is not an event registration or RSVP.*

*iii. Events held in daylight hours at a public venue with an advisor's presence, such as a car wash, may be posted publicly, as well as club meetings held on a campus that is generally open to the public.*

*a.b. The social media post ~~needs to~~ ~~must~~ must identify clearly that the event is only open to that school's students (verified by a Student ID) and one guest, and approved dues-paid Circle K-ers from other schools with one guest. The social media post also ~~needs to~~ ~~must~~ ~~must~~ expressly state there is a prohibition against alcohol and unlawful drug use and possession.*

*b. c. The sponsoring Kiwanis Club President or Kiwanis advisor will sign a letter emailed to the District Administrator that confirms:*

*i. The Kiwanis Club Board has agreed to the Circle K Club's hosting of the event; and,*

*ii. The President or Kiwanis Advisor has reviewed and approved the written safety and security protocol from the students.*