

Policy revisions adopted by the Kiwanis International Board October 2, 2021

The revised text in final form is shown in blue.

At its meeting held October 2, 2021, the Kiwanis International Board revised policies regarding the Joint Committee, chaperones for Service Leadership Programs events, and conduct unbecoming a member of the Kiwanis family.

POLICY B. INTERNATIONAL ADMINISTRATION

11. Definition of ‘Conduct Unbecoming’

a. Conduct Unbecoming a Member of the Kiwanis Family (4/13)

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

- Is incompatible with the best interests of the public or of members of the Kiwanis family; or (4/12)
- Tends to harm the standing of Kiwanis in the local or global community. (4/12)

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

b. Conduct Unbecoming a Kiwanis International Officer (4/13)

In addition to the basic definition of ‘conduct unbecoming a member of the Kiwanis family’ as shown above, the definition is expanded for Kiwanis International officers (Kiwanis International Board Members and District Governors) to further include any of the following offenses committed while serving in office: (4/12) (4/13)

1. Engaging in profanity or making derogatory statements or engaging in offensive behavior based on race, color, gender, age, disability, economic status, religion, or national origin. (4/12)
2. Engaging in unwanted touching at any time. (6/99)
3. Creating a hostile atmosphere. (6/99)
4. Being convicted of any felony or misdemeanor involving moral turpitude. (4/12)

12. Club Member Accused of ‘Conduct Unbecoming’

a. If an allegation of ‘conduct unbecoming a member of the Kiwanis family’ is made against a member of a Kiwanis club, the member’s club shall follow the process generally described below, as further defined in Kiwanis International procedure. If the member belongs to more than one club, the club associated with the ‘conduct unbecoming’ shall act. (10/12) (4/13)

b. The president of the club (or immediate past president, if the president is accused) shall immediately request from Kiwanis International a copy of the detailed procedures to be

followed by the club and shall appoint a special investigator who will conduct an investigation and produce a report summarizing the findings. The Board shall consider the investigation report and determine whether to hold a hearing on the matter. The President shall notify the accused member of the investigation results and whether the Board intends to pursue the allegation(s). If a hearing is held, the Board shall then meet and report its decision whether the accused member did or did not engage in 'conduct unbecoming' and, based on that decision, the appropriate disciplinary action, if any, as follows: informal counseling, a verbal reprimand, written reprimand, suspension from office or club membership, or removal from office or club membership. The determination of the discipline should be based on the seriousness of the unbecoming conduct. All disciplinary actions shall be documented in club records. (10/12) (4/13)

- c. If the accused member is also a district officer or a Kiwanis International officer and the 'conduct unbecoming' appears to have been committed in his/her capacity as an officer, or if it is impossible to determine in what capacity the 'conduct unbecoming' was committed, the matter shall first be submitted to the Kiwanis International President or the district governor, in that order, as appropriate, who shall determine the capacity and either begin an investigation at the International or District level or refer it back to the club level to investigate and decide. (4/13)
- d. If either the accused member or the investigator believes some part of the investigation was faulty or the determination was incorrect, either party has the right to appeal in writing the Board's decision to the club membership. The appeal shall be heard at a special meeting of the club members in good standing. The decision of the club membership to uphold, reverse, or change the Board's decision(s) shall be final. (10/12) (4/13)
- e. If, at any point during the 'conduct unbecoming' process, possible criminal wrongdoing is discovered, the matter shall be reported to the proper authorities. (10/12)
- f. All materials, facts, and information related to the investigation, determination, and appeal (if any) shall be kept confidential at all times by any parties or persons involved in any part of the process. (10/12)
- g. The club shall retain all official records on the matter (Allegation Report, Investigation Report, Hearing Record, Board Report, and Appeal Record if any) in a confidential file as long as required by local applicable law, and shall send a copy to Kiwanis International, to be retained in a confidential file. (10/12) (4/13)
- h. A club shall discipline any member whose conduct is determined to be 'conduct unbecoming a member of the Kiwanis family,' or else the club shall be considered out of compliance with acceptable standards of Kiwanis International and may have its charter suspended or revoked as provided in the Kiwanis International Bylaws. (10/12) (4/13)
- i. If the member was disciplined by the club in any way for 'conduct unbecoming' and if he/she is also: a member of another club(s); a district officer; or a Kiwanis International officer, the other club(s), district, or Kiwanis International may take separate disciplinary action against the member as each deems appropriate. (4/13)

Revised wording:

11. Definition of ‘Conduct Unbecoming’

a. Conduct Unbecoming a Member of the Kiwanis Family (4/13)

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

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

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

b. Conduct Unbecoming a Kiwanis International Officer (10/21)

In addition to the basic definition of ‘conduct unbecoming a member of the Kiwanis family’ as shown above, the definition is expanded for Kiwanis International officers (Kiwanis International Board Members and District Governors) to further include any of the following offenses committed while serving in office: (4/12) (4/13)

5. Engaging in unwanted touching at any time. (6/99)
6. Creating a hostile atmosphere. (6/99)
7. Being convicted of any felony or misdemeanor involving moral turpitude. (4/12)

12. Club Member Accused of ‘Conduct Unbecoming’

- a.** If an allegation of ‘conduct unbecoming a member of the Kiwanis family’ is made against a member of a Kiwanis club, the member’s club shall follow a fair and just process appropriate to the club’s abilities and resources. The process shall ensure that both the person making the allegation and the person against whom the charge is made are given an opportunity to be heard and ask each other questions. If the member belongs to more than one club, the club associated with the ‘conduct unbecoming’ shall act. (10/12) (10/21)
- b.** The president of the club (or immediate past president if the president is accused) shall immediately request from Kiwanis International a copy of the general process to be followed. (10/12) (10/21)
- c.** If the accused member is also a district officer or a Kiwanis International officer and the conduct appears to have been committed in his/her capacity as an officer, or if it is impossible to determine in what capacity the conduct was committed, the matter shall first be submitted to the Kiwanis International President or the district governor, in that order, as appropriate, who shall determine the capacity and either begin an investigation at the International or District level or refer it back to the club level to investigate and decide. (4/13) (10/21)
- d.** If either the accused member or the investigator believes some part of the investigation was faulty or the determination was incorrect, either party has the right to appeal in writing the

Board's decision to the club membership. The appeal shall be heard at a special meeting of the club members in good standing. The decision of the club membership to uphold, reverse, or change the Board's decision(s) shall be final. (10/12) (4/13)

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

POLICY B. INTERNATIONAL ADMINISTRATION

16. Criminal History Background Checks

a. All Levels of Kiwanis

Kiwanis International and any subsidiary, affiliate, district, division, zone, region, or club therein organizing a Service Leadership Program event where adults will have direct interaction with youth under age 18 must follow these guidelines. Criminal history background checks for persons listed below, when required, must be conducted and verified by Kiwanis International in accordance with Kiwanis International procedures. A clear check must be verified prior to arrival at the event. Persons who do not meet this criteria may not attend the event. (2/20, effective 5/20)

- (1) **Single-Day Events Without an Overnight Stay:** All Kiwanis advisors (club members and non-members) registered for or participating in any Service Leadership Program event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. All other adults participating in single-day events must follow all Kiwanis International youth protection policies and procedures, a copy of which will be provided before the start of the event. (2/20, effective 5/20)

- (2) **Overnight Events:** All adults (club members and non-members) registered for or staying overnight at any Service Leadership Program event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. However, parents/guardians of participating students who are not chaperones may attend the event for a maximum of one overnight stay without a background check. (2/20, effective 5/20)
- (3) **Chaperones:** A minimum of one adult per 10 students must be serving as chaperones during the entirety of the event. All chaperones (club members and non-members) participating in any single-day or overnight Service Leadership Program event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. Additionally, chaperones must follow all applicable policies and procedures. (See also Procedure 432.) (2/20, effective 5/20)
- (4) **Aktion club members:** Aktion Club members are exempt from criminal history background checks. However, their chaperones/caregivers are not exempt. (2/20, effective 5/20)

Revised wording:

- (3) *[Revised]* **Chaperones for Overnight Events:** A minimum of one adult per 10 students must be serving as chaperones during the entirety of an overnight event. All chaperones (club members and non-members) participating in any single-day or overnight Service Leadership Program event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training. Additionally, chaperones must follow all applicable policies and procedures. (See also Procedure 432.) (2/20) (10/21)
- (4) *[New paragraph]* **Chaperones for Single Day Events:** A minimum of one adult per 50 students must be serving as chaperones during the entirety of a single day event. All chaperones (club members and non-members) participating in any single day Service Leadership Program event must have a clear criminal history background check and must have completed Kiwanis International youth protection training. Additionally, chaperones must follow all applicable policies and procedures, (See also Procedure 432.) (10/21)

(All other paragraphs remain the same.)

POLICY C. GENERAL

Current wording:

5. Kiwanis International Foundation (*dba the Kiwanis Children's Fund*)

- g. Joint Board Committee:** As a means of maintaining mutual understanding and cooperation between the boards of trustees of Kiwanis International and the Kiwanis International Foundation, a Joint Committee shall be established and maintained, consisting of the Kiwanis International President, Immediate Past President, President-Elect, and Vice President and the Kiwanis International Foundation President, Immediate Past President, President-Elect, and

Treasurer. Except when acting as the Performance Review Committee for the Executive Director, the Kiwanis International President shall be Chairman, with the same voting privileges as other members. (10/11)

The Joint Committee shall annually perform the appraisal of the Executive Director in accordance with Kiwanis International Procedure. The Joint Committee may consider other matters of mutual interest to both organizations and is authorized to make recommendations to either or both boards. (6/10)

The Joint Committee shall meet at the call of the Kiwanis International President, but in no event, less than twice per administrative year. Ten (10) days advance notice shall be given for committee meetings. A majority of members shall constitute a quorum for the transaction of business, and a majority vote shall be necessary to approve actions. (10/11)

Revised wording:

5. Kiwanis International Foundation (*dba the Kiwanis Children's Fund*)

- g. Joint Board Committee:** As a means of maintaining mutual understanding and cooperation between the boards of trustees of Kiwanis International and the Kiwanis International Foundation, a Joint Committee shall be established and maintained, consisting of the Kiwanis International President, Immediate Past President, President-Elect, and Vice President and the Kiwanis International Foundation President, Immediate Past President, President-Elect, and Treasurer. The Kiwanis International President shall be Chairman, with the same voting privileges as other members. (10/11) (10/21)

The Joint Committee shall annually perform the appraisal of the Executive Director in accordance with Kiwanis International Procedure. The Joint Committee may consider other matters of mutual interest to both organizations and is authorized to make recommendations to either or both boards. (6/10)

The Joint Committee shall meet at the call of the Kiwanis International President, but in no event, less than twice per administrative year. Ten (10) days advance notice shall be given for committee meetings. A majority of members shall constitute a quorum for the transaction of business, and a majority vote shall be necessary to approve actions. (10/11)