

**Policy revisions adopted by the Kiwanis International Board
January 2020 – July 2020**

**Key: Deleted text is crossed-out (~~text~~). New text is underlined (text).
The revised text in final form is shown in blue.**

At its meetings held January 16 and February 19, 2020, the Kiwanis International Board adjusted the policy on criminal history background checks and adopted a new policy on conduct with youth, all effective May 1, 2020.

Original text:

POLICY B. INTERNATIONAL ADMINISTRATION

16. Criminal History Background Checks

To ensure the highest standards of leadership and protection for youth, Kiwanis International requires clear criminal history background checks for particular individuals and strongly encourages them for others as stated in this policy. (1/11) (4/15)

Successful completion of the background check (a “clear check”) is based on verification that none of the convictions stated in Procedure or similar thereto have been determined for that person. All background checks shall be reviewed and evaluated by the Executive Director or designee and determined to be clear or not clear. (4/10) (4/15)

Anyone subject to action as a result of a background check conducted by Kiwanis International shall have the right to appeal such action, as detailed in Procedure. The International Board shall have final authority on the matter. (4/10) (4/15)

An individual may receive a copy of his/her background check by requesting it in writing. (1/11)

Background checks are valid for a period of two years. All relevant persons who have not had a clear criminal history background check conducted and verified by Kiwanis within the past two years at any given time are subject to a new check. (4/10) (1/11)

(See also Procedure 197 – Criminal History Background Checks, which covers: Responsibility for Cost; Convictions That Cause Ineligibility; Discipline; and Appeal Process, as well as Procedure 127 which covers appointment of the Appeals Committee.)

a. Kiwanis International (4/15)

Kiwanis International requires a clear criminal history background check for the following individuals, which must be conducted and verified by Kiwanis International in accordance with Kiwanis International Procedure. Kiwanis International recognizes only its own background check process for these persons; other background checks are not accepted: (4/10) (4/15)

- (1) **Kiwanis International Officers:** A clear background check is necessary prior to assuming any Kiwanis International office, including District Governor. Persons without a clear check may not hold office. (4/15)
- (2) **Candidates for Kiwanis International offices:** A clear background check is necessary by the required deadline for announcing candidacy for any candidates for any Kiwanis International Office, including District Governor. Persons without a clear check may not be elected. (4/15)
- (3) **Adults at Kiwanis International Youth Events:** A clear background check is necessary for all adults (Kiwanis members and non-members) registered for, participating in, or staying overnight at any youth event Kiwanis International organizes that involves direct interaction between adults and youth under age 18.* A clear check must be verified prior to arrival at the event. Persons without a clear check may not attend the event. (4/10) (4/15)

Aktion Club members are exempt from criminal history background checks. However, their chaperones/caregivers are not exempt. (4/15)

The Kiwanis International Board shall be advised if a background check pertains to an officer or officer-designate and either: (1) indicates a problem or concern that requires further investigation; or (2) is determined to be not clear and thus causes automatic denial of the right to hold office. In either case, the Executive Director or designee shall notify such person of the not-clear check. (4/10) (4/15)

b. Districts (7/17)

- (1) **Governors-elect and Vice-Governors:** Kiwanis International requires clear criminal history background checks for District Governors-elect, Vice-Governors, and any other district office in direct line of succession to become Governor, as well as candidates for such offices. These checks must be conducted and verified by Kiwanis International in accordance with Kiwanis International Procedure. (4/10) (4/15)
- (2) **Chairs and Committees for Service Leadership Programs:** Kiwanis International will require criminal history background checks to be conducted and verified by Kiwanis International for all district chairpersons and committee members for all Service Leadership Programs. Persons without a clear background check may not serve as a district chairperson or committee member for Kiwanis Service Leadership programs. (4/13) (Rev. 4/16, effective 10/16)
- (3) **Risk Manager and Youth Protection Manager:** Kiwanis International requires a clear criminal history background check for the district Risk Manager and district Youth Protection Manager. This applies to all districts within North America. These checks must be conducted and verified by Kiwanis International in accordance with Kiwanis International Procedure. Persons without a clear background check may not serve in either position. (Rev. 4/16, effective 10/16)
- (4) **Adults at District Youth Events:** Kiwanis International strongly recommends that districts conduct criminal history background checks for all adults (Kiwanis members and non-members) registered for, participating in, or staying overnight at any youth

event organized by a Kiwanis district that involves direct interaction between adults and youth under age 18. (4/12) (4/15)

- (5) **Other District Positions:** A clear criminal history background check may be required by a district, at the discretion of its board, for specific district offices or positions or for other adults working with youth as part of district programs or events. If a background check is later required by Kiwanis International, Kiwanis International recognizes only its own background check process, unless the district's process has been approved by Kiwanis International. (4/12) (4/15)
- (6) **Criteria and Service Provider:** All districts conducting criminal history background checks are required to follow Kiwanis International's criteria when determining if the checks are clear. To assure high standards and consistent results throughout the organization, districts are encouraged to use the same service provider used by Kiwanis International. (4/12) (4/15)

All background checks conducted by districts shall conform to local laws and other applicable requirements, if any. (1/07) (4/15)

Districts requiring background checks shall first clearly define and publicize the criteria, process, and ramifications in district policy and/or procedure. Consult Kiwanis International for recommended guidelines. (4/12) (4/15)

c. Clubs (4/15)

- (1) **Club Advisor to SLP:** Kiwanis International requires clubs to have a clear criminal history background check for any club member serving as an advisor to any Service Leadership Program club. The check must be conducted and verified by Kiwanis International. Persons without a clear background check may not serve as the advisor. Approved background checks shall be valid for no more than two years. Advisors shall acquire a new background check upon their initial appointment to the position. (1/07) (Rev. 4/16 and 4/17, effective 10/16)
- (2) **Adults at Club Youth Events:** Kiwanis International strongly recommends that clubs conduct criminal history background checks for all adults (Kiwanis members and non-members) registered for, participating in, or staying overnight at any youth event organized by a Kiwanis club that involves direct interaction between adults and youth under age 18. (4/12) (4/15)
- (3) **Adults Working Directly with Aktion Club Members:** Clubs are strongly encouraged to ensure confidential background checks for all adults who will be working directly with Aktion Club members or who may not have undergone a background check. (4/13) (4/15)
- (4) **Other Club Positions:** A clear criminal history background check may be required by a club, at the discretion of its board, for specific club offices or positions or for all club members and prospective members. (4/12) (10/13)
- (5) **Criteria and Service Provider:** To assure high standards and consistent results throughout the organization, clubs are strongly encouraged to use the same screening criteria and same service provider used by Kiwanis International. If a background

check is later required by Kiwanis International on a club officer or member, Kiwanis International recognizes only its own background check process. (4/12) (4/15)

All background checks conducted by clubs shall conform to local laws and other applicable requirements, if any. (1/07) (4/15)

Clubs requiring background checks shall first clearly define and publicize the criteria, process, and ramifications in club policy. Consult Kiwanis International for recommended guidelines. (4/12) (4/15)

Effective May 1, 2020, Policy B.16a-c was replaced with revised B.16a-d as follows:

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)

b. Kiwanis International (2/20, effective 5/20)

Kiwanis International requires a clear criminal history background check for the following individuals, which must be conducted and verified by Kiwanis International in accordance with Kiwanis International Procedure. Kiwanis International recognizes only its own background check process for these persons; other background checks are not accepted: (4/10) (4/15)

- (1) **Kiwanis International Officers:** A clear criminal history background check is necessary prior to assuming any Kiwanis International office, including District Governor. Persons without a clear check may not hold office. (4/15)
- (2) **Candidates for Kiwanis International offices:** A clear criminal history background check is necessary by the required deadline for announcing candidacy for any candidates for any Kiwanis International Office, including District Governor. Persons without a clear check may not be elected. (4/15)

The Kiwanis International Board shall be advised if a background check pertains to an officer or officer-designate and either: (1) indicates a problem or concern that requires further investigation; or (2) is determined to be not clear and thus causes automatic denial of the right to hold office. In either case, the Executive Director or designee shall notify such person of the not-clear check. (4/10) (4/15)

c. Districts (2/20, effective 5/20)

- (1) **Governors-elect and Vice-Governors:** Kiwanis International requires a clear criminal history background checks for District Governors-elect, Vice-Governors, and any other district office in direct line of succession to become Governor, as well as candidates for such offices. These checks must be conducted and verified by Kiwanis International in accordance with Kiwanis International Procedure. (4/10) (2/20, effective 5/20)
- (2) **Chairs and Committees for Service Leadership Programs:** Kiwanis International requires criminal history background checks to be conducted and verified by Kiwanis International for all district chairpersons and committee members for all Service Leadership Programs. Persons without a clear background check may not serve as a district chairperson or committee member for Kiwanis Service Leadership Programs. (4/13) (Rev. 4/16, effective 10/16)
- (3) **Risk Manager and Youth Protection Manager:** Kiwanis International requires a clear criminal history background check for the district Risk Manager and district Youth Protection Manager. This applies to all districts within North America. These checks must be conducted and verified by Kiwanis International in accordance with Kiwanis International Procedure. Persons without a clear background check may not serve in either position. (Rev. 4/16, effective 10/16)
- (4) **Other District Positions:** A clear criminal history background check may be required by a district, at the discretion of its board, for specific district offices or positions or for other adults working with youth as part of district programs or events. If a criminal history background check is later required by Kiwanis International, Kiwanis International recognizes only its own background check process, unless the district's

process has been approved by Kiwanis International. (4/12) (4/15)

- (5) **Criteria and Service Provider:** All districts conducting criminal history background checks are required to follow Kiwanis International's criteria when determining if the checks are clear. To assure high standards and consistent results throughout the organization, districts are encouraged to use the same service provider used by Kiwanis International. (4/12) (4/15)

All criminal history background checks conducted by districts shall conform to local laws and other applicable requirements, if any. (1/07) (4/15)

Districts requiring criminal history background checks shall first clearly define and publicize the criteria, process, and ramifications in district policy and/or procedure. Consult Kiwanis International for recommended guidelines. (4/12) (4/15)

d. Clubs (2/20, effective 5/20)

- (1) **Club Advisor to SLP:** Kiwanis International requires clubs to have a clear criminal history background check for any club member serving as an advisor to any Service Leadership Program club. The check must be conducted and verified by Kiwanis International. Persons without a clear background check may not serve as the advisor. Approved background checks shall be valid for no more than two years. Advisors shall acquire a new background check upon their initial appointment to the position. (1/07) (Rev. 4/16 and 4/17, effective 10/16)
- (2) **Adults Working Directly with Aktion Club Members:** Clubs are strongly encouraged to ensure criminal history background checks for all adults who will be working directly with Aktion Club members or who may not have undergone a background check. (4/13) (4/15)
- (3) **Other Club Positions:** A clear criminal history background check may be required by a club, at the discretion of its board, for specific club offices or positions or for all club members and prospective members. (4/12) (10/13)
- (4) **Criteria and Service Provider:** To assure high standards and consistent results throughout the organization, clubs are strongly encouraged to use the same screening criteria and same service provider used by Kiwanis International. If a criminal history background check is later required by Kiwanis International on a club officer or member, Kiwanis International recognizes only its own background check process. (4/12) (4/15)

All criminal history background checks conducted by clubs shall conform to local laws and other applicable requirements, if any. (1/07) (4/15)

Clubs requiring criminal history background checks shall first clearly define and publicize the criteria, process, and ramifications in club policy. Consult Kiwanis International for recommended guidelines. (4/12) (4/15)

Effective May 1, 2020, new Policy 17 – Conduct with Youth, was added.

17. Conduct with Youth

Kiwanis will provide youth with the highest quality services and leadership guidance available. Kiwanis is committed to creating an environment for youth that is safe, nurturing, and empowering, and that promotes growth and success. (1/20, effective 5/20)

Kiwanis will not tolerate any form of abuse or harassment against any youth. All reports of suspicious or inappropriate behavior with youth or allegations of abuse or harassment will be taken seriously. Kiwanis will cooperate fully with authorities if allegations of abuse are made that require investigation. No youth will be discriminated against on the basis of race, color, creed, national origin, sex, age, religion, sexual orientation or gender identity. All Kiwanis volunteers will agree to follow all requirements and guidance of all Kiwanis Service Leadership Programs. (1/20, effective 5/20)

At its meetings held January 16, and July 24, 2020, the Kiwanis International Board adjusted the policy on alcohol guidelines.

POLICY B. INTERNATIONAL ADMINISTRATION

6. Alcohol Guidelines

Alcohol may be served or consumed at Kiwanis events in a legal and responsible manner, provided such serving or consumption is done in accordance with the customs and applicable laws where the club or other Kiwanis entity is located, and an adequate risk management program (to include liability insurance and adherence to legal requirements) is in place. (10/83) (1/13)

~~The use of membership dues or fees shall not be used for the purchase of alcoholic beverages for or by the Kiwanis International Board or Staff. (4/18)~~

The purchase of alcoholic beverages for any event produced or sponsored by Kiwanis International or its other entities shall be funded by non-dues revenues including but not limited to registration fees, separate ticket sales, and/or third party sponsorship or underwriting.

Because the presence of alcohol at a function greatly increases the risk of personal injury, Kiwanis clubs and other Kiwanis entities must be conscious of liability exposure whenever alcohol is offered. All Kiwanis entities should adhere to the alcohol guidelines established by Kiwanis International when providing alcohol at an event; see Procedure 173 – Alcohol Guidelines for Kiwanis Clubs and Other Kiwanis Entities. (10/83) (1/13)

New text will read:

6. Alcohol Guidelines

Alcohol may be served or consumed at Kiwanis events in a legal and responsible manner, provided such serving or consumption is done in accordance with the customs and applicable laws where the club or other Kiwanis entity is located and an adequate risk management program (to include liability insurance and adherence to legal requirements) is in place. (10/83) (Rev. 1/20, effective 4/20)

The purchase of alcoholic beverages for any event produced or sponsored by Kiwanis International or its other entities shall be funded by non-dues revenues including but not limited to registration fees, separate ticket sales, and/or third party sponsorship or underwriting. (7/20)

Because the presence of alcohol at a function greatly increases the risk of personal injury, Kiwanis clubs and other Kiwanis entities must be conscious of liability exposure whenever alcohol is offered. All Kiwanis entities should adhere to the alcohol guidelines established by Kiwanis International when providing alcohol at an event; see Procedure 173 – Alcohol Guidelines for Kiwanis Clubs and Other Kiwanis Entities. (10/83) (1/13)

At its meeting held July 24, 2020, the Kiwanis International Board adjusted the policy on endorsement of candidates for Kiwanis International offices.

POLICY B. INTERNATIONAL ADMINISTRATION

23. Official Endorsement of Candidates for Kiwanis International Offices

- a. Per the Kiwanis International Bylaws, all candidates to be elected at the Kiwanis International convention. including those for President-Elect and President must be officially endorsed by their district house of delegates. (10/17)
- b. District endorsement does not apply to persons appointed to fill vacancies in Board offices. (10/17)
- c. All candidates are requested to advise the Executive Director in writing of their intentions to run on or before October 1 of the administrative year during which the election will be held. However, as provided in the bylaws, qualified candidates have the right to announce later. (10/18)
- d. Governors who wish to be candidates for Kiwanis International Trustee in their first year of eligibility should secure district endorsement while they are Immediate Past Governor. (Per the Kiwanis International Bylaws, they may not secure endorsement while Governor.) (10/18)
- e. District house endorsement shall take place at an annual or special district convention held within 12 months preceding a candidate's announcement to Kiwanis International, provided the candidate is qualified to secure endorsement at that time. Districts are encouraged to use the endorsement resolution template provided by Kiwanis International. (10/18)
- f. District endorsement shall be considered effective only for the office and election year stated in the endorsement. Endorsements may not be made for future years and shall not be considered valid after the administrative year of the stated election. (10/17)
- g. If necessary due to timing constraints and if pre-approved by Kiwanis International, districts may endorse candidates for more than one election. (10/17)
- h. If a district board believes the district has circumstances which make it impossible for its house to endorse a candidate, the Kiwanis International bylaws allow that the district board

may petition the Kiwanis International Board to allow the district board to make the endorsement. In such cases, endorsement may only be given by the district board in authority during the administrative year during which the election will be held. *(Note that the word "petition" refers to a formal written request, but not one with multiple signatures.)* (10/18)

The Kiwanis International Board shall determine whether a circumstance is considered "impossible." Such circumstances are extremely rare. The following examples probably would not qualify. (10/18)

- Emergency conditions that require cancellation of the district's scheduled annual convention. Instead, the district should follow its district bylaws to hold a make-up convention or district council where proper endorsement may and should take place.
- A candidate doesn't decide to run until after the district convention takes place.
- The candidate or the district believes it is easier, for any reason, to secure district board endorsement.
- Any assumptions related to the timing of endorsement and announcement that have not been verified in advance with Kiwanis International.

(10/17)

- i. Districts may not endorse more than one candidate for the same office at the same election. (10/17)
- j. Candidates shall be endorsed only by their home district: that is, the district of the member's primary club. Formal endorsement from other districts may not be sought.
- k. Candidates may not campaign outside their own districts until the beginning of the administrative year during which the election will be held. (10/17)
- l. The Executive Director is charged with determining all questions related to candidates, in accordance with the spirit of existing provisions in the bylaws and policies and may consult the International President and/or Campaign Ethics Committee as he/she deems advisable. However, in all cases, the Kiwanis International Board has the final authority to decide any questions related to candidates. (10/17)

New text will read:

POLICY B. INTERNATIONAL ADMINISTRATION

23. Official Endorsement of Candidates for Kiwanis International Offices

- a. Per the Kiwanis International Bylaws, all candidates to be elected at the Kiwanis International convention, including those for President-Elect and President, must be officially endorsed by their district house of delegates. (10/17) (7/20)
- b. District endorsement does not apply to persons appointed to fill vacancies in Board offices. (10/17)
- c. All candidates are requested to advise the Executive Director in writing of their intentions to run on or before October 1 of the administrative year during which the election will be held. However, as provided in the bylaws, qualified candidates have the right to announce later.

(10/18)

- d.** Governors who wish to be candidates for Kiwanis International Trustee in their first year of eligibility should secure district endorsement while they are Immediate Past Governor. (Per the Kiwanis International Bylaws, they may not secure endorsement while Governor.) (10/18)
- e.** District house endorsement shall take place at an annual or special district convention held within 12 months preceding a candidate's announcement to Kiwanis International, provided the candidate is qualified to secure endorsement at that time. Districts are encouraged to use the endorsement resolution template provided by Kiwanis International. (10/18)
- f.** District endorsement shall be considered effective only for the office and election year stated in the endorsement. Endorsements may not be made for future years and shall not be considered valid after the administrative year of the stated election. (10/17)
- g.** If necessary due to timing constraints and if pre-approved by Kiwanis International, districts may endorse candidates for more than one election. (10/17)
- h.** If a district board believes the district has circumstances which make it impossible for its house to endorse a candidate, the Kiwanis International bylaws allow that the district board may petition the Kiwanis International Board to allow the district board to make the endorsement. In such cases, endorsement may only be given by the district board in authority during the administrative year during which the election will be held. (*Note that the word "petition" refers to a formal written request, but not one with multiple signatures.*) (10/18)

The Kiwanis International Board shall determine whether a circumstance is considered "impossible." Such circumstances are extremely rare. The following examples probably would not qualify. (10/18)

- Emergency conditions that require cancellation of the district's scheduled annual convention. Instead, the district should follow its district bylaws to hold a make-up convention or district council where proper endorsement may and should take place.
- A candidate doesn't decide to run until after the district convention takes place.
- The candidate or the district believes it is easier, for any reason, to secure district board endorsement.
- Any assumptions related to the timing of endorsement and announcement that have not been verified in advance with Kiwanis International.

(10/17)

- i.** Districts may not endorse more than one candidate for the same office at the same election. (10/17)
- j.** Candidates shall be endorsed only by their home district: that is, the district of the member's primary club. Formal endorsement from other districts may not be sought. (7/20)
- k.** Candidates may not campaign outside their own districts until the beginning of the administrative year during which the election will be held. (10/17)
- l.** The Executive Director is charged with determining all questions related to candidates, in accordance with the spirit of existing provisions in the bylaws and policies, and may consult

the International President and/or Campaign Ethics Committee as he/she deems advisable. However, in all cases, the Kiwanis International Board has the final authority to decide any questions related to candidates. (10/17)