



Kiwanis®

District Administrators Code of Ethics and Conduct

(Adopted by the Kiwanis International Board on July 21, 2023)

Instructions: Please read the following and sign at the end.

Serving as a District Administrator for (program name) is one of the most impactful positions in the Kiwanis global network of service. Kiwanis International appreciates the time and energy you will put into this position.

To ensure the confidence of clubs and members and the reputation of Kiwanis International and (program name) among the public and to fulfill your role of stewardship and leadership to the organization, Kiwanis International expects all District Administrators to conduct themselves according to the highest ethical, professional, and moral principles. Each District Administrator shall annually confirm, by signature, that they have read, understand, and accept the standards of conduct stated in this policy.

Each District Administrator shall, to his/her utmost ability:

- Never knowingly violate any applicable laws and regulations.
- Personally comply with Kiwanis International Bylaws, Policies, and Procedures, and (Program Name) Bylaws and Policies.
- Advise Kiwanis International staff of any potential violations of law or violations of Kiwanis International Bylaws, Policies, or Procedures or (Program Name) Bylaws or Policies that create or may create a potential unsafe environment for youth.
- Comply with all youth protection training requirements.
- Act with integrity, honesty, and trustworthiness and not engage in unethical practices, deceive others, or misrepresent Kiwanis or (Program Name) in any business dealings.
- Respect the student-led philosophy of (Program Name) and not act contrary to this philosophy except when it is necessary to protect the future of the organization, including, but not limited to ensuring that all laws and policies are followed.
- Treat others equitably, fairly, and with respect and not engage in any form of discrimination or harassment.
- Strive to always uphold the objects of Kiwanis International and the mission of (Program Name) and work to address any personal biases that may negatively affect your interactions with other individuals.
- Demonstrate care for clubs and club members and the communities they serve, including the highest regard for the safety, health, and welfare of the public.
- Make responsible decisions for the future of the organization, ensuring that Kiwanis and (Program Name) resources are prudently managed and expended based on the annual priorities set by each district and any requirements established by Kiwanis International.

- Be transparent about your decision-making and allow clubs, members, and the public to hold you accountable.
- Not use the name of Kiwanis or (Program Name) for personal benefit and ensure any financial benefits you receive while serving in the District Administrator role are disclosed.
- Help create a cooperative and productive working environment at all (Program name) meetings.
- Respect and protect any privileged or confidential information, including the private information of youth and Kiwanians.
- Fulfill the duties of office to which you are appointed and respect the right of others to clarify actions that are outside the scope of your authority.
- Interact with Staff and fellow volunteers in a professional manner and respectfully resolve any disagreements through appropriate channels of communication.
- Not engage in any conduct that would tarnish the good reputation of Kiwanis or (Program Name) or undermine the public's trust.

Alleged violations of these standards of conduct shall be reported to the Designated Director of Kiwanis Youth Programs, who, in their discretion may also inform the Kiwanis International Executive Board Committee.

(Program name) is a program of Kiwanis International. The undersigned District Administrator also understands that Kiwanis International has the sole and absolute discretion to remove a District Administrator under Kiwanis International policy 220 and the policies and procedures referenced therein.

Printed Name: _____ Signature: _____

Date Signed: _____