**Policy revisions adopted by the Kiwanis International Board**

**April 22, 2017**

POLICY B. INTERNATIONAL ADMINISTRATION

1. International Board (4/14)
2. **Code of Ethics and Conduct**

To ensure the confidence of clubs and members and the reputation of Kiwanis International among the public and to fulfill the Board’s role of stewardship and leadership to the organization, Kiwanis International expects all members of the International Board to conduct themselves according to the highest ethical, professional, and moral principles. Each Board member and candidate for any Board office shall annually acknowledge, by signature, that he/she has read, understands, and accepts personal responsibility to adhere to the standards of conduct stated in this policy. (4/12)

Each Board member shall, to his/her utmost ability:

* Personally comply with all applicable laws and regulations, including but not limited to those regarding audits, conflict of interest, whistle blowers, disclosure and integrity of information, board governance, executive director compensation, document retention and destruction, and anti-bribery. (6/2016)
* Personally comply with Kiwanis International Bylaws, Policies, and Procedures; (6/2016)
* Never knowingly allow Kiwanis International to violate any applicable laws and regulations;
* Act with integrity, honesty, and trustworthiness and not engage in unethical practices, deceive others, or misrepresent Kiwanis in any business dealings;
* Treat others equitably, fairly, and with respect and not engage in any form of discrimination or harassment;
* Be loyal to Kiwanis International and its mission, above any loyalty to a particular individual or group of 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 Kiwanis resources are prudently managed and expended;
* Practice transparency and accountability to clubs, members, and the public;
* Not use the name of Kiwanis or their Board position for personal benefit or advantage;
* Help create a cooperative and productive working environment at Board meetings and other Kiwanis functions;
* Respect and protect any privileged or confidential information, including the private information of members and donors, and support the final decisions of the Board;
* Fulfill the duties of office to which they are elected and not attempt to exercise individual authority outside the purview of his/her office;
* Interact with Staff in a professional and respectful manner, following agreed channels of communication and authority;
* Not engage in any conduct that would tarnish the good reputation of Kiwanis or undermine the public’s trust.
* **ADDED**: Shall not nominate or second the nomination of any candidate for a contested election at any level of the organization.

(4/12)

Alleged violations of these standards of conduct shall be reported to the Executive Director, who shall inform the Executive Board Committee. If the Executive Director and Executive Board Committee determine that further investigation is warranted, the process shall be conducted in the same manner as violations of conduct unbecoming, including the right to defend him/herself, as defined in the International Bylaws. After the process is completed, any Board member found to have violated these standards of conduct shall be subject to disciplinary action as determined by the Board, up to and including suspension of duties or removal from office. (4/12)

POLICY B. INTERNATIONAL ADMINISTRATION

1. Criminal History Background Checks
2. **Clubs** (4/15)
3. **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. DELETED THIS SENTENCE: ~~Service Leadership Program clubs that petition to charter will only be approved once the appointed Kiwanis advisory has a clear background check conducted and verified by Kiwanis International.~~ (1/07) (Rev. 4/16, effective 10/16)  
   *Proviso: This requirement will be delayed until October 1, 2017, for SLP club advisors in Asia-Pacific and Latin America.*