Kiwanis International Policies and Procedures

As revised by the Kiwanis International Board October 10, 2026

A date in parentheses at the end of a provision indicates when it was adopted, if known. Those coded 1980 or 1983 go back at least that far and may have existed previous to that. If a second date is included, that indicates when it was most recently revised. Example: a paragraph coded "(6/1991) (10/24)" indicates it was originally adopted in June 1991 and most recently revised in October 2024.

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KIWANIS INTERNATIONAL POLICIES

(This section revised per K.I. Board Action as of January 2026)

A. DEFINITIONS

1. Policy

A policy is a basic principle by which the Kiwanis International Board guides the affairs and organization of Kiwanis International. Per the Kiwanis International Bylaws, all policies must be approved by the Board. (5/83) (4/24)

2. Procedure

A procedure is an established method or manner by which the Bylaws and Policies of Kiwanis International are implemented. Procedures shall be maintained and updated as necessary by staff upon approval of the Executive Director. The Kiwanis International Board shall be advised of all procedure changes. At the discretion of the Executive Director, specific procedure revisions may be referred to the Board for consideration and approval. (5/83) (4/24)

B. INTERNATIONAL ADMINISTRATION

1. (Formerly "Purposes and Objectives of Kiwanis International" – now vacant) (4/14)

2. (Formerly "Vision Statement" – now vacant) (4/14)

3. International Board (4/14)

a. Purpose and Accountability: The Board is accountable to the membership for the organization's performance through all of its activities. The purpose of the Board, working solely on behalf of the membership, is to assure that Kiwanis International achieves its strategic objectives. (1/08)

b. Governing Style: The Board will govern with an emphasis on:

(1) Outward vision,
(2) Encouragement of diversity of viewpoints,
(3) Strategic leadership more than its own administrative detail,
(4) Clear distinction of Board and Executive Director roles,
(5) Collective rather than individual decisions,
(6) The future rather than the past or present;
(7) Proactive rather than reactive; and
(8) Open, efficient, and productive meetings.
(1/08)

c. 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 Officers and Trustees to conduct themselves according to the highest ethical, professional and moral principles. Each Kiwanis International Officer, Trustee and candidate for any Board office shall annually acknowledge, by signature, that they have read,

understand and accept responsibility to adhere to the standards of conduct stated in this policy. (4/12)(4/26)

Each Board member shall, to their utmost ability:

- Comply with all applicable laws and regulations. (6/16)(4/26)
- Comply with Kiwanis International Bylaws, Policies, and Procedures; (6/16)(4/26)
- Never knowingly allow Kiwanis International to violate any applicable laws and regulations;
- Support the final decisions of the Board;
- 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, informed decisions for the future of the organization, ensuring Kiwanis resources are prudently managed and expended; (4/26)
- 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 designated privileged or confidential information, which may include but is not limited to discussions pertaining to litigation, real estate transactions, or the private information of Kiwanis Staff, members and donors, (4/26)
- Fulfill the duties of office to which they are elected and not attempt to exercise individual authority outside the purview of their office;
- Interact with Kiwanis members and Staff in a professional and respectful manner, following agreed channels of communication and authority; (4/26)
- Not engage in any conduct that would tarnish the good reputation of Kiwanis or undermine the public's trust.
- Other than their club(s), shall not endorse, campaign for, nominate, second the nomination of, or otherwise publicly recommend leaders for any level of Kiwanis International or any officer or other board member/leadership position of an affiliate or subsidiary. (4/24) (4/26)

d. Violations of the Code of Ethics and Conduct

Any complaint alleging violations of these standards of conduct, shall be reported to the Executive Director, who shall inform the President of same.

With the consent of the President, the Executive Director may attempt to informally resolve the complaint, and may disclose the existence of the complaint and its allegations to such persons as the Executive Director believes may be helpful in doing so.

If informal efforts to resolve the complaint are unsuccessful, the Executive Director and the President shall determine whether further investigation of the complaint is warranted. If so, the matter shall be brought before the Executive Committee for approval of further investigation of the allegations. The Executive Committee shall also determine whether the complaint shall be addressed under the processes set forth in Kiwanis policies and procedures as conduct unbecoming a Kiwanis International officer or trustee. The determination of whether to treat the

allegations as a violation of the standards of conduct or as conduct unbecoming an international officer or trustee shall not be subject to the approval of the complainant.

If an investigation is approved by the Executive Committee, the complaint shall be referred to a special Ethics Review Committee of three (3) Kiwanis International Past Presidents appointed at that time by the President and subject to approval by the Board of Trustees.

The committee shall adopt its investigation procedures which must be consistent with Conduct Unbecoming a Kiwanian and with giving notices to the parties and equal opportunity to be heard. Any expenses that may be incurred in the course of such investigation are subject to approval by the Board of Directors in the same manner as any other expense requiring such approval.

After said investigation is completed, the standing committee shall submit to the KI Executive Committee, a written report of its determination and if warranted, recommend the imposition of disciplinary actions, which may include but not be limited to; a verbal warning, a letter of reprimand, an official censure (a formal, public and strong expression of disapproval or condemnation), suspension of duties, removal from office.

After such investigation is completed, a Kiwanis International officer or trustee found to have violated these standards of conduct shall be subject to disciplinary action as determined by the Board of Directors in accordance with the Bylaws. Any such disciplinary action shall be subject to the accused KI officer or trustee receiving prior notice of the allegations and an opportunity to be heard by the Board regarding same.

In the event that the Executive Director is a party in the complaint or directly involved in the alleged violation, all actions required of the Executive Director with regard to the complaint shall instead be the responsibility of the Chief Operating Officer. In the event that the President is a party in the complaint or directly involved in the alleged violation, all actions required of the President with regard to the complaint shall instead be the responsibility of the Immediate Past President.

If at any point during review of alleged violations of this code possible criminal wrongdoing is discovered, the matter shall be reported to the proper authorities. (4/12) (4/26)

e. Cost of Governance

The Board will invest in its governance capacity, including skills, methods, and supports to assure governing with excellence. (1/08)

4. **Finance** (4/14)

   a. **Accounting Records and Procedures:** Accounting records will be maintained and accounting procedures will be followed in accordance with generally accepted accounting principles. (5/83)

   b. **Budgetary Controls:** Kiwanis International will control its finances through an adequate budget system, and financial matters will be conducted on sound, conservative principles. The annual budgets for operations and capital expenditures shall be approved by the International Board. (5/83)

   c. **Reserves:** Adequate operating and special reserves will be maintained to assure the financial soundness of Kiwanis International. (5/83)

5. **International Convention Fund-Raising Activities:** No individual, club, division, or district shall be permitted to conduct fund-raising activities at or in conjunction with the Kiwanis International Convention. (2/95)

6. **KIWANIS Magazine**
   The primary official publication of Kiwanis International shall be KIWANIS magazine. KIWANIS magazine will include articles of general public interest and articles promoting the purposes and objectives of Kiwanis International. All advertising must meet the standards established by the International Board. (5/83) (10/10)

7. **Language**

   a. **Printed Materials:** English shall be the official language of Kiwanis International for literature, printed materials, and communications to all clubs. The International Board may approve the use of other languages. (5/83)

   b. **International Board Meetings:** The meetings of the International Board Committees and International Board shall be conducted in English with simultaneous interpretations provided into other languages as required. (5/89)

8. **Equal Employment Opportunity**
   No employee or applicant will be discriminated against because of race, color, creed, sex, age, religion, physical handicap, or national origin. (5/83)

9. **Extension of Kiwanis**

   a. **New Nation or Area:** No Kiwanis club shall be formed in any new nation or area, unless such nation or area has first been approved by the International Board. (1/87)

   b. **Nondistricted Area:** For clubs formed in nondistricted areas, the International President shall appoint the person authorized to present the club charter. Consideration will be given to financial costs, and generally the person designated will be the Kiwanis International Accredited Representative (KIAR). (1/87)

10. **Risk Management Program**
    It is Kiwanis International's mission to provide a Risk Management Program to its affiliate organizations, members, and volunteers with comprehensive insurance protection to enable continued community service while protecting Kiwanis' reputation and minimizing its exposure to loss. The objectives of the Risk Management Program are to: (2/95)

a. Provide a comprehensive program of protection at a reasonable cost. (2/95)
b. Effectively manage the risks presented by Kiwanis' daily activities. (2/95)
c. Educate Kiwanis club members about the proper methods of preventing and controlling losses. (2/95)
d. Monitor the program closely and make necessary changes on an ongoing basis to minimize Kiwanis' exposure to loss. (2/95)
e. Fund not only insured losses, but also those losses not covered by standard insurance by building a "reserve" fund over time. (2/95)

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 seriously incompatible with the best interests of the public or of members of the Kiwanis family; or (10/21)(4/26)
- Constitutes repeated offensive, obnoxious, or abusive behavior that may harm Kiwanis International, its Kiwanis family members, or any of its entities, as determined by at least two-thirds (2/3) of the board of directors of a club or district as it relates to conduct unbecoming charges at the club or district level. (1/25)(4/26)

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 and trustee to further include any of the following offenses committed while serving in office: (4/12) (10/22)

1. Engaging in unwanted touching at any time. (6/99)
2. Creating a hostile atmosphere. (6/99)
3. 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 their 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 they are 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)

(See also Procedure 344 – Club Member Accused of Conduct Unbecoming.)

13. District Officer Accused of 'Conduct Unbecoming'

a. If an allegation of 'conduct unbecoming a member of the Kiwanis family' is made against a district officer, allegedly committed while they were engaged in their duties as a district officer, the process for addressing such allegation shall be generally as follows, as further defined in Kiwanis International procedures. (4/13) (10/22)

b. The governor (or immediate past governor, if the Governor is accused) shall immediately request from Kiwanis International a copy of the detailed procedures to be followed by the district 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 Governor 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 officer did or did not engage in 'conduct unbecoming,' and, based on that decision, determine the appropriate disciplinary action, as follows: counseling, a verbal or written reprimand, or suspension or removal from office. (4/13)

c. If either the accused officer or the Investigator believes some part of the investigation was faulty or the determination was incorrect, either party has the right to request in writing reconsideration by the Board. The Board's decision on the matter shall be final. (4/13)

d. If, at any point during the 'conduct unbecoming' process, possible criminal wrongdoing is discovered, the matter shall be reported to the proper authorities. (4/13)
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e. 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. (4/13)

f. The district shall retain all official records on the matter (Allegation Report, Investigation Report, Hearing Record, Board Report, and Reconsideration Record if any) in a confidential file as long as required by applicable law, and shall send a copy to Kiwanis International, to be retained in a confidential file. (4/13)

g. If the district officer was disciplined by the district for 'conduct unbecoming,' the club(s) the member belongs to may take separate disciplinary action against their member, as the club deems appropriate. If the disciplined district officer is also an officer of Kiwanis International or another district, Kiwanis International or the other district may take separate disciplinary action against their officer as well. (4/13)

(See also Procedure 226 – District Officer Accused of Conduct Unbecoming.)

14. Kiwanis International Officer or Trustee Accused of 'Conduct Unbecoming' (10/22)

a. If an allegation of 'conduct unbecoming a member of the Kiwanis family is made against a Kiwanis International officer, allegedly committed while they were engaged in their duties of office, the process for addressing such allegation shall be generally as follows, as further defined in Kiwanis International procedures. (4/13) (10/22)

b. The International President (or Immediate Past International President, if the President is accused) shall immediately consult the detailed procedures to be followed 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 officer did or did not engage in 'conduct unbecoming' and, based on that decision, determine the appropriate disciplinary action, as follows: counseling, a verbal or written reprimand, or suspension or removal from office. (4/13)

c. If either the accused officer or the Investigator believes some part of the investigation process was faulty or the determination was incorrect, either party has the right to request in writing reconsideration by the Board. The Board's decision on the matter shall be final. (4/13)

d. If, at any point during the 'conduct unbecoming' process, possible criminal wrongdoing is discovered, the matter shall be reported to the proper authorities. (4/13)

e. 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. (4/13)

f. Kiwanis International shall retain all official records on the matter (Allegation Report, Investigation Report, Hearing Record, Board Report, and Reconsideration Record if any) in a confidential file as long as required by applicable law. (4/13)

g. If the Kiwanis International officer was disciplined for 'conduct unbecoming,' the club(s) the member belongs to may take separate disciplinary action against their member, as the club deems appropriate. If the disciplined Kiwanis International officer is also a district officer, the district may take separate disciplinary action against the officer as well. (4/13)

(See also Procedure 103 – Kiwanis International Officer Accused of Conduct Unbecoming.)

15. Conflict of Interest

In order to protect its interests as a tax-exempt organization, Kiwanis International, when contemplating a transaction or arrangement that might benefit the private interest of or that might result in a possible excess benefit transaction for a Kiwanis International officer or trustee or a member of a committee with Board-delegated responsibilities or powers, Kiwanis International shall exercise due diligence to assure no conflict of interest exists and/or it shall take appropriate disciplinary and corrective action, as defined in procedure, if, upon investigation, a conflict of interest is determined to exist. This policy and accompanying procedure is intended to supplement, but not replace, any state and federal laws applicable to nonprofit and charitable organizations. (4/07) (10/22)

Kiwanis International officers and trustees must represent unconflicted loyalty to the interests of Kiwanis membership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. (1/08) (10/22)

Kiwanis International officers and trustee must not use their positions to obtain employment at Kiwanis International for themselves, immediate family members, or associates and must wait for three years after most recently serving in office to apply for employment for any paid service within Kiwanis International. In the event the Executive Director deems that hiring such person would be in the best interest of the organization, the Executive Committee shall have the authority to waive this requirement upon request by the Executive Director. (1/08) (10/22)

(See also Procedure 196 – Conflict of Interest for more information.)

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 their 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. 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 for Overnight Events:** All chaperones (club members and non-members) participating in any overnight Service Leadership Program event must have a clear criminal history background check and must have completed Kiwanis International annual youth protection training.. (See also Procedure 432.) (2/20) (10/23)

(4) **Chaperones for Single Day Events:** 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. (See also Procedure 432.) (10/21) (10/23)

(5) **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 and Trustees:** A clear criminal history background check is necessary prior to assuming a Kiwanis International office or trustee position. Persons without a clear check may not hold such office or position. (4/15) (10/22)

(2) **Candidates for Kiwanis International offices and trustees:** A clear criminal history background check is necessary by the required deadline for announcing candidacy for any candidates for a Kiwanis International office or trustee position. Persons without a clear check may not be elected. (4/15) (10/22)

The Kiwanis International Board shall be advised if a background check pertains to an officer or trustee or officer-designate or trustee-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 such office or position. In either case, the Executive Director or designee shall notify such person of the not-clear check. (4/10) (10/22)

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)

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 4harassment 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)

18. Accountability of Kiwanis International Officers

All officers and Trustees of Kiwanis International are subject to the same ethical standards and disciplinary actions. (4/10) (10/22)

19. Social Media Guidelines

All Kiwanis International Board members, District Governors, Governors-Elect and Lieutenant Governors and candidates for those positions shall adhere to the following guidelines when posting to a blog, making comments online, or using Facebook, Twitter, Instagram, YouTube, LinkedIn, Flickr or any other tools that fall within the social media realm. (10/20) (1/22)

Recognizing that the individual actions of each Kiwanis club member reflect upon the entire organization, the Board urges all districts and clubs to adopt a similar policy and for all Kiwanis members to abide by these guidelines. (10/10)

a. Be aware that you are responsible, legally and morally, for what you say and post online. (10/10)
b. Do not post any items that promote, endorse, or condone violence. (10/20)
c. Do not post any items that promote, endorse, or condone discrimination on the basis of race, color, creed, national origin, age or sex, including sexual orientation and gender identity. (10/20)
d. Remember that your audience may include Kiwanis family members and nonmembers, both adults and youth, from many cultures throughout the world. (10/10)
e. Talk about your Kiwanis experience in positive terms. (10/10)
f. Make it clear that you are speaking only for yourself and any views posted are yours alone. (10/10)
g. Online conversations should be open, honest, and honorable. (10/10)
h. Do not post any items, make any comments, or share any material that would be inappropriate for children to read, view or share. (10/10)
i. Add value to the conversation. (10/10)
j. Know when to respond. You may disagree with a post, but never fight or air grievances online, and don't get caught up in someone else's rant or rage. (10/10)
k. Do not use foul language. (10/10)
l. Don't speak of others in derogatory or degrading terms. (10/10)
m. Prior to posting any media online, obtain permission from any individuals who appear in that media. (10/10) (10/20)
n. Adhere to copyright and fair use. (10/10)
o. Use factual information and cite sources. (10/10)

All Kiwanis International Board members, District Governors, Governors-Elect, and Lieutenant Governors and candidates for those positions shall agree that, if Kiwanis International staff, led by the Executive Director, in its sole discretion requests that an individual remove a post for violating the social media polices set forth above, the individual shall promptly remove the post. If the individual disagrees with Kiwanis International staff's decision to remove a post, the individual may appeal the decision to the Risk Management Committee of the Kiwanis International Board, which Committee will then make a recommendation to the Kiwanis International Board and the Board shall then determine the matter. The individual must remove the post while the appeal is pending. Failure to remove the post when requested by Kiwanis International staff subjects the individual to discipline by the Kiwanis International Board, including but not limited to immediate removal from office or the right to run for office. (10/20) (1/22)

The Kiwanis International Board may also elect, at its sole discretion, to prevent any individual from becoming or continuing as a candidate for any post made within five years of becoming an official candidate which promotes or condones violence or is racist or sexist, regardless of whether or not the post is removed. (10/20) (1/22)

Kiwanis International staff will review posts that come to their attention but have no duty to affirmatively review posts by any Kiwanis International Board member, District Governor, Governor-Elect, Lieutenant Governor, candidates or other members. (10/20) (1/22)

20. Government Relations

Activity with various national governments presents opportunities for support and collaboration between Kiwanis International and government entities. Kiwanis' grass roots structure, community presence and non-political voice for children and youth make the organization attractive to democratic governments. Continuing to position Kiwanis as a strong player within civil society will reinforce our brand and reputation. In relationships with various governments, Kiwanis International shall act as follows: (4/13)

a. Kiwanis International and its officers will conduct itself/themselves with honesty and integrity in all governmental relationships, adhering to all applicable laws and known protocols. (4/13)

b. The President of Kiwanis International shall be the primary representative of the organization to heads of state, unless the President determines another appropriate current or past Kiwanis International Officer to act in the President's stead. (4/13)

c. The Executive Director will coordinate Kiwanis International's official outreach and communication to all governments and related entities (departments, agencies, offices, etc.) (4/13)

d. Kiwanis International will avoid any public position that it views as being partisan, favoring one party or candidate over another in any election, or otherwise politically divisive. (4/13)

21. Compliance with Anti-Bribery Statutes

As part of Kiwanis' commitment to conducting its business according to the highest ethical, professional, and moral principles Kiwanis International and its member clubs, affiliates, and subsidiaries shall comply with all applicable laws, ordinances, regulations, rules and other requirements concerning anti-bribery rules. Consequently, all Kiwanis International Board members, employees, agents, consultants, and contractors engaged by Kiwanis (collectively referred to below as "interested parties") shall comply with all applicable laws and regulations regarding prohibitions against bribery, including the U.S. Foreign Corrupt Practices Act ("FCPA"). (6/16)

To promote compliance with this policy, Kiwanis adopts the following key compliance criteria and processes: (6/16)

- Adequate oversight by high-level personnel
- Due care in delegating substantial discretionary authority, including compliance with applicable laws, regulations, and Kiwanis processes for selecting agents and other third parties and monitoring their compliance with this policy
- Effective communication to all interested parties
- Reasonable steps to achieve compliance, including systems for monitoring, auditing, and reporting suspected wrongdoing without fear of reprisal
- Consistent enforcement of compliance standards including disciplinary measures
- Reasonabfle steps to respond to and prevent further similar offenses upon detection of a violation

(6/16)

Interested parties with questions or concerns regarding this policy or wishing to report any potential violation or concern should contact the Kiwanis International Executive Director. However, if the potential violation or concern relates to the Executive Director, interested parties should contact the Kiwanis International President. (6/16)

Kiwanis will make other materials concerning compliance available as appropriate to all interested parties. Kiwanis shall also conduct appropriate training concerning these issues for interested parties handling relevant matters at regular intervals, as may be required. (6/16)

Failure to adhere to this policy may result in discipline by the Kiwanis International Board. (6/16)

22. Document Retention and Destruction

The Kiwanis International Board charges Staff to maintain a comprehensive document retention and destruction process for both paper and electronic records relating to Kiwanis International operations in compliance with accepted standards and practices for the subject area the documents or records pertain to (i.e., employment, finance, tax, legal, board actions, etc.). (10/13)

Because it is a crime in the U.S. and many other nations to alter, cover up, falsify, or destroy any document or records with the intent of obstructing current or potential legal proceedings, all Kiwanis International Board members, Staff, and volunteers should especially be aware of and comply with applicable laws regarding the preservation and provision of documents in the event of legal proceedings. (10/13)

23. Protection of Whistle Blowers

The Kiwanis International Board charges Staff to maintain a policy that provides an avenue for employees to raise concerns ("whistle blowers") with the assurance that they will be protected from reprisals or retaliation for raising those concerns in good faith. (10/13)

24. 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 any office in the same election year. (1/26)

j. Candidates shall be endorsed only by their home district: that is, the district of the member's primary club. The candidate's primary club must be communicated in writing to the Kiwanis International office prior to endorsement. Formal endorsement from other districts may not be sought. (7/20) (1/23)

k. Campaigning for endorsement within a district must be limited to in-person interaction at Kiwanis meetings or events within the district, or via campaign materials distributed either in-person, via postal mail, or via email to club members within the district. Campaigning for endorsement within a district by other means by either the candidate or campaign staff including social media and online platforms is not allowed. (10/20)

l. Endorsed candidates may not campaign outside the district of their primary club until October 1 of the administrative year during which the Kiwanis International election will be held. (10/17) (10/20)

m. 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 they deem advisable.

However, in all cases, the Kiwanis International Board has the final authority to decide any questions related to candidates. (10/17)

See also Procedure 193 – Kiwanis International Election Campaign Standards

25. Additional Officers or Agents

Kiwanis International shall have the following administrative officers with the duties as stated. As staff, these officers shall be under the authority of the Executive Director: (10/19)

- Chief Financial Officer: Shall have general oversight over the finances of the organization.
- Chief Communications Officer: Shall have general oversight over the communication of the organization.
- Chief Operating Officer: Shall have general oversight over operations of the organization not delegated to the other two officers.

(10/19)

C. GENERAL

1. Anniversary of Kiwanis

The anniversary (birthday) of Kiwanis is January 21 of each year. (On January 21, 1915, the Kiwanis Club of Detroit received its charter from the State of Michigan.) (5/83)

2. Contributions to Kiwanis International

The Executive Director in consultation with the International President is authorized to accept contributions of funds or gifts (i.e., real estate, stock, art, etc) on behalf of Kiwanis International. If such contributions are accepted, a plan shall be adopted to assure appropriate handling. (5/83) 10/13)

3. Contributions to or Endorsements of Other Organizations

An appeal to Kiwanis International from charitable, educational, eleemosynary, or similar organizations to solicit contributions, support, or endorsements from Kiwanis members or clubs must be approved by the International Board; however, a club or district may support or contribute to a local request by a charitable, educational, eleemosynary, or similar organization. (5/83)

4. Use of Name or Emblem (4/14)

a. International Board Authority: The official emblem or insignia of Kiwanis and other Kiwanis family registered marks shall be established by the International Board. The names, emblems or insignias (or any facsimile) may not be used without the prior consent of the Board, and permission may be granted if the permitted use is appropriate to the purposes and objectives of Kiwanis International. All users of the Kiwanis International name, emblems, or trademarks (or any facsimile) must maintain a current license agreement with Kiwanis International. (1/92) (4/04)

b. Items Not for Resale: Clubs, club members, divisions, districts, subsidiaries, affiliates, and foundations are permitted and licensed to use the name Kiwanis and other Kiwanis family registered marks and are permitted to have the official emblems printed on stationery, bulletins, and other merchandise reasonably necessary to their operation, provided that such merchandise is not resold. This permission is not intended for promotional logoed or other catalog type merchandise. (1/92) (4/18)

c. **Items for Resale:** Clubs, club members, divisions, districts, federations, or foundations may purchase merchandise bearing the Kiwanis Marks which is intended for resale for profit or as a fund-raiser, only if such merchandise is acquired from the Kiwanis International Merchandise Department or a licensed distributor. Individuals wishing to become licensed may do so by contacting the Executive Director. (1/92) (10/96)

d. **Responsibility for Protection:** It is the responsibility of every Kiwanis entity and sponsored program and every individual Kiwanian to assure that the official Kiwanis-owned registered marks continue to enjoy the respect Kiwanis International has earned over the years. Their protection as registered marks from unauthorized use demands the highest priority. (1/92)

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

a. **Support to the Foundation:** Kiwanis International shall encourage support of the purposes and objectives of and contributions to the Kiwanis International Foundation. (5/83)

b. **Support from the Foundation:** The Foundation will actively support the Objects, Goals, purposes, and objectives of Kiwanis International and establish compatible fundraising projects to enhance the Foundation's fundraising ability. The Foundation shall distribute grants solely for Kiwanis-related activities or for activities that support the Objects, purposes, and objectives of Kiwanis International. (1980) (10/96)

c. **Separate Corporation:** While the Foundation was created to raise funds to support Kiwanis-related activities, the Foundation is a separate corporation. The Bylaws and Policies of the Foundation set forth its purpose and determine the manner in which its Board and staff shall function. (1980) (10/96)

d. **IRS Designations:** The on-going success of the relationship between Kiwanis International and the Foundation depends upon the complete understanding by both organizations of the implications of their IRS designations as 501(c)(4) and 501(c)(3) organizations (respectively). (1980) (10/96)

e. **Board Members:** The selection of International Foundation Board members shall be made as provided in the Foundation Bylaws. (10/96)

No officer or board member of any foundation affiliated with Kiwanis International directly or indirectly, shall, by virtue of their office, automatically become a member of any board or other official body of Kiwanis International, a district, or a club. However, this shall not prevent a duly-elected officer of Kiwanis International or any affiliate thereof, by virtue of their election to that office, from serving in any capacity on the governing body of any foundation directly or indirectly affiliated with Kiwanis International. (1980) (10/96)

f. **Joint Board Meeting:** The Boards of Kiwanis International and the Kiwanis International Foundation shall conduct a joint meeting at least once each year. (1980) (10/96)

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 Vice President. The Kiwanis International President shall be Chairperson, with the same voting privileges as other members. (10/23, effective 11/23) (1/25)

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) (10/21)

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)

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)

7. Unscheduled Presidential Visit Requests

All requests for unscheduled visits by the International President must be submitted in writing through the Executive Director. The District Governor shall be notified by the Executive Director or designee of any request from a club or division for such a visit. Requests shall contain all details pertinent to the proposal, including how expenses shall be paid, the purpose for the visit, and an agenda which is designed to maximize the exposure of the President. At the discretion of the President and after consultation with those submitting the request, another International Officer may be made available for a visit. (5/92) (4/97)

8. Corporate Partnerships

a. Definitions

Kiwanis International (Kiwanis) seeks to establish relationships with partners that provide support to the overall mission of Kiwanis. Corporate partners shall either provide benefits to individual club members (member benefit partner) or resources to support club activities (club resource partner). Kiwanis has defined the following types of corporate partnership packages and designations. (6/22)(1/26)

(1) Partner. Outside of operational contracts with vendors that support the day-to-day activities of the international office, when goods or services are shared with clubs/members and or when a Kiwanis organization receives goods or services.

Note: Advertising by corporate partners is not directed within this section. See Procedure 161 – Advertising. (4/12)

b. Guidelines

The ongoing process of identifying, developing and maintaining positive relationships with corporations is a key strategy to help Kiwanis further its mission. Relationships with corporations can offer enormous opportunities to reach thousands of people important to Kiwanis' ability to fulfill its mission and can provide resources toward this end in the form of cash, in-kind product/services or promotion. (4/12)

Outlined below are guidelines for all corporate relationships with an emphasis on partnerships that may receive any degree of marketing benefit from Kiwanis International. (4/12)

(1) Corporate partnerships must align with Kiwanis International's mission and preserve constituent trust. Kiwanis International will refrain from associating with companies that have the potential to damage or detract from Kiwanis' image because of the nature of the companies' products, services or reputation. For example: (4/12)

- The company's products or services must be compatible with and complement Kiwanis' mission and values. (4/12)
- The company must have a high degree of integrity, a strong corporate reputation and a track record of maintaining a high level of product or service quality. (4/12)
- The company must demonstrate ethical business practices and a positive image. (4/12)
- Kiwanis International will not directly endorse a corporate partner's products or services. Since Kiwanis is not in the business of product testing, no relationship may directly endorse a company's product or service. (4/12)
- The relationship must be consistent with IRS (U.S.) regulations as well as with the Council of Better Business Bureaus (CBBB) Standards for Charitable Solicitations and the Attorney General's Guidelines for Cause Marketing, or other similar standards in other Kiwanis nations. (4/12)

(2) Corporate partnerships must substantially benefit Kiwanis International, its program(s) and/or initiative(s). All relationships must directly support Kiwanis International. Kiwanis establishes a maximum 10% percent of fees applicable to administrative costs based on accepted philanthropic industry standard. If Kiwanis approves fundraising promotions, all monies raised should go to Kiwanis program(s) and/or initiative(s), and an additional administrative fee would be applied to cover any out-of-pocket costs to Kiwanis International. (4/12)

(3) Corporate partnerships must answer to Kiwanis International's priorities. All corporate-supported program(s) and/or initiative(s), even those co-created with a company, must conform to Kiwanis' priorities. (4/12)

(4) Kiwanis International must have final approval on all content and/or programming. Kiwanis International executive director will decide on which event(s), program(s) and/or initiative(s) a corporation may tie into and/or create and will have final approval over all content. (4/12)

(5) Kiwanis International will not offer corporate partners organization-wide category exclusivity. To protect Kiwanis International's overall revenue sources, category exclusivity will be limited to a select commitment level, event, program, initiative or company's promotional or fundraising campaign. Exclusivity should not extend to corporate donors or Kiwanis vendors. (4/12)

c. Approval Process

The Kiwanis International Board Committee on Programs and Partnerships will approve (or deny) the Corporate Marketing Partnership packaging and targeting strategy and the implementation of both. Designated corporate relations staff has the authority to pursue partnership opportunities and negotiate terms within the parameters of Kiwanis International's Corporate Partnership Guidelines and the pre-approved packaging and targeting strategies. All corporate partnership contracts, once approved by the Board Committee, will require the final approval by the Kiwanis International Board of Trustees. In circumstances where time is of the essence, the Executive Director, with the Executive Committee, is authorized to approve agreements. (1/14)(1/26)

(See also Procedure 410 – Corporate Partnerships for additional information.)

9. Kiwanis International Directory

Kiwanis International shall maintain and distribute a directory of Kiwanis clubs and districts as a reference tool to facilitate communication between Kiwanis-family leaders and clubs for legitimate purposes related to Kiwanis service, growth, and fellowship. Information contained in the directory is legally protected and may not be used, reproduced, or distributed by any persons or entities for any purposes without authorization of Kiwanis International. Kiwanis uses reasonable and prudent safeguards to protect members' private information; however, it assumes no responsibility for any unauthorized access to or use of any information contained in the directory. (10/13)

10. Disclosure and Integrity of Information

Kiwanis International shall endeavor to present accurate information that fairly reflects the condition of the organization. (10/13)

11. Depraved or Unacceptable Behavior in Relation to Children or Youth

Kiwanis defines depraved or unacceptable behavior in relation to children or youth as including but not limited to: (03/14)

- A formal criminal charge filed against a member of a club of inappropriate touching of someone under the age of 18; (10/20)
- A formal criminal charge filed against a member of a club involving the production, distribution, importation, reception, or possession of child pornography; (10/20)
- Documented and confirmed inappropriate touching; (03/14)
- Documented and confirmed inappropriate sexual or bullying conversations; (03/14)
- Documented and confirmed behavior that would be considered contributing to the delinquency of a minor (such as alcohol or drugs); (03/14)
- A felony conviction involving children or youth. (03/14)

If one of the above two formal criminal charges is filed against a member, a club shall immediately suspend such member until resolution of the criminal charges. If the accused member is found guilty of the criminal charges, whether by trial or plea, the club shall immediately remove the member. If a club fails to immediately suspend or remove the member as required by this policy, Kiwanis International may suspend or revoke the club's charter as provided in the Kiwanis International Bylaws. (10/20)

12. Accountability of District Grant Funds

When grants are awarded to districts by the Kiwanis International Board, the awardee shall report regularly on the programmatic and financial components of the grant. Failure to report as requested can jeopardize the release of further grant funds. (10/13)

13. Determination of Emergency Conditions

The Kiwanis International shall use the following criteria to determine whether emergency conditions exist or continue at any given time. Additional criteria may be considered, as deemed relevant. (10/20)

a) The ability of clubs and districts to meet, serve their communities, and raise funds.
b) Travel restrictions, domestic and international.
c) Health and safety risks, requirements, and precautions.
d) Schools and universities in session with regular attendance.
e) Financial impact on businesses and the economy, organizations, clubs, and members. (10/20)

The Kiwanis International shall review these factors at each regular Board meeting until such time as the Board considers that the emergency conditions no longer exist. (10/20)

D. CLUBS

1. Clubs (4/14)

a. Incorporation: Every Kiwanis club shall be incorporated within one year following the presentation of its charter if the incorporation of clubs is the practice in the nation in which the club is located. (5/83)

b. Activities: A Kiwanis club may participate in activities and carry on proceedings consistent with the laws, mores, customs, and traditions of the area in which the club exists, provided such activities and proceedings are not in conflict with the Bylaws, Policies, or Objects of Kiwanis International and do not impugn the good name of Kiwanis. (5/83) (10/96)

c. Autonomy: Each Kiwanis club has absolute autonomy in selecting its community service projects. (5/83)

d. International Extension Areas: Clubs shall be permitted to exist only in nations or areas which permit individuals the freedom of assembly, expression, and action necessary for a Kiwanis club to function in accordance with the Bylaws, and the Policies and Procedures of Kiwanis International. Upon the approval of the International Board, Kiwanis may be extended to new nations or areas. (5/83)

e. Nondistricted Areas: Clubs organized in nondistricted areas shall be subject to the direct supervision and control of Kiwanis International. (5/83)

f. Anniversary: The anniversary of a club shall be the day it was organized. (5/83)

g. Satellite Members: A club may establish one or more meeting day(s) and time(s) for a group or groups of club members to meet remotely from the main body of members. Such members shall be known as "satellite members" and such meetings shall be known as "remote meetings." Satellite members are members of the club with the same attendant rights, privileges, and obligations. The club establishes the guidelines for the relationship with its remotely-meeting members and ultimately manages financial oversight and operations of the remote group, since they are an extension of the club. (Adopted 10/14, effective 6/15) (Rev. 10/15)

h. Best Practices: All Kiwanis clubs should endeavor to adhere to the following standards: (4/19)

- Implement community service projects. (1967) (4/19)
- Sponsor or support a K-Kids club, Builders Club, Key Club, or Circle K club (where such

programs exist). (1/00) (4/19)
- Hold regular meetings of the membership and (separately) of the club board. (1967) (4/19)
- Complete the annual club organization, including the election and reporting of officers and the appointment of committees. (1967) (4/19)
- Have all club officers participate in club officer education. (1/00) (4/19)
- Participate in district and division activities. (1967) (4/19)
- File all reports as required by Kiwanis International and by the district and federation (if any). (1967) (4/19)

2. Fund Raising

a. Solicitation: All solicitations for funds by a Kiwanis club shall be confined to the general area in which the club functions, except by mutual understanding and agreement of clubs in the division, district, or area of solicitation. (5/83)

Licensees of Kiwanis International are permitted to make promotional direct mailings to club and district officers. A nonlicensee commercial organization, foundation, individual, Kiwanis club, or Kiwanis club member shall not circularize for sale any product or service, solicit funds, or promote any program or project to Kiwanis clubs or members within the district without prior approval of the district board of trustees. For nondistricted areas, prior approval must be obtained from the International Board. A Kiwanis club, Kiwanis club member, or district shall not circularize for sale any product or service, solicit funds, or promote any program or project outside the district, or a nondistricted club outside its area, without the prior approval of the Board. (1/88) (2/95)

No club shall be required to contribute gifts or souvenirs for any specific purpose. (5/83)

3. Club Foundation
With the consent of the International Board, a club may form a foundation for charitable, educational, religious, or eleemosynary purposes. Such foundation must be incorporated. (5/83) (1/17)

E. KIWANIS INTERNATIONAL AFFILIATES

The Kiwanis International bylaws provide that the Kiwanis International Board may create, supervise, and control affiliates, which are structured groupings of clubs composed by the Board for specific purposes or such other entities as determined by the Board. Kiwanis International currently has the following affiliates: (1/17) (1/23)
- Districts
- Regions
- Kiwanis Asia-Pacific (ASPAC)
- KI-E (Kiwanis International-Europe)
- Kiwanis Children's Fund-Europe

(1/17) (1/23)

1. Districts
Districts may be created by Kiwanis International as provided in the Kiwanis International bylaws. District operations shall be conducted in compliance with the Standard Form for District Bylaws as approved by the Kiwanis International Board. (1/17)

With the consent of the Kiwanis International Board, a district may form a foundation for

charitable, educational, religious, or eleemosynary purposes. Such foundation must be incorporated. (5/83) (1/17)

2. Regions

As stated in the Kiwanis International bylaws, Kiwanis International is divided into seven (7) regions, which are further defined as follows: (1/17)

- Africa: The continent of Africa
- Asia-Pacific: The area generally considered to be 'Asia' plus the island nations in the western Pacific Ocean, including the continent of Australia
- Canada and Caribbean: The Eastern Canada and Caribbean District and the Western Canada District
- Europe: The area generally considered to be Europe, including Eastern Europe
- Latin America: Central America and South America
- Middle East: The area generally considered to be 'the Middle East'
- United States and Pacific Canada: All districts that include one (1) or more of the 50 states of the United States, which includes the Pacific Northwest District.

(4/10)

3. Kiwanis Asia-Pacific (ASPAC) (4/12)

The Asia-Pacific Region of Kiwanis International shall be governed and administered by Kiwanis Asia-Pacific (ASPAC), composed and operating as approved by the Kiwanis International Board. (1/17)

a. The mission of ASPAC shall be to promote the best interests of districts and clubs within the Asia-Pacific Region. (1/17)

b. ASPAC shall be governed by its own bylaws, subject to approval by the Kiwanis International Board. (4/12) (1/17)

c. ASPAC shall comply with all governmental reporting requirements for finances, taxation, employment and any other areas of operation, and shall report regularly on its financial status to the Kiwanis International Board, at such times and including such information as requested by the Board. (4/12)

4. KI-E (Kiwanis International-Europe)

The Europe Region of Kiwanis International shall be governed and administered by KI-E (Kiwanis International-Europe), composed and operating as approved by the Kiwanis International Board. (1/17) (10/21)

a. The mission of KI-E shall be to promote the best interests of districts and clubs within the Europe Region. (4/12) (10/21)

b. KI-E shall be governed by its own bylaws, subject to approval by the Kiwanis International Board. (4/12) (10/21)

c. KI-E shall comply with all governmental reporting requirements for finances, taxation, employment and any other areas of operation, and shall report regularly on its financial status to the Kiwanis International Board, at such times and including such information as requested by the Board. (1/17) (10/21)

5. Kiwanis Children's Fund-Europe (KCF-Europe)

The purpose of Kiwanis Children's Fund-Europe (KCF-Europe) is to allow tax-deductible donations by Kiwanis clubs and individuals in Europe, thereby enhancing donations from those who would not qualify for tax deductions if they donated to the Kiwanis Children's Fund. (1/23)

Kiwanis Children's Fund-Europe will make an annual contribution to the Kiwanis Children's Fund pursuant to a written agreement between the two organizations. (1/23)

See the Kiwanis Children's Fund-Europe bylaws and policies for additional information. (1/23)

F. KIWANIS INTERNATIONAL SUBSIDIARIES (1/17)

The Kiwanis International bylaws provide that the Kiwanis International Board may create subsidiaries, which are wholly- or partly-owned legal entities that include but are not limited to Kiwanis foundations and charitable organizations. Kiwanis International currently has the following subsidiaries: (1/17)

- Kiwanis Youth Programs
- Kiwanis Canada
- Kiwanis International Foundation (doing business as the Kiwanis Children's Fund)
- Circle K International
- Kiwanis Europe
- KRMPFK (Kiwanis Risk Management Program For Kiwanians)

(1/17) (1/23)

1. Kiwanis Youth Programs (1/17)

a. Directors: The Directors of Kiwanis Youth Programs shall be the Trustees and Officers of the Kiwanis International Board, and their terms shall be commensurate with their terms on the Kiwanis International Board. (10/18)

b. Board of Directors: The members of the Board of Directors of Kiwanis Youth Programs shall be comprised of all the members of the Board of Trustees of Kiwanis International. (10/15)

c. Joint Board Committee: As a means of maintaining mutual understanding and cooperation between the boards of trustees of Kiwanis International and Kiwanis Youth Programs, 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 Youth Programs Chair, Immediate Past Chair, and Vice Chair. The Kiwanis International President shall be Chairperson, with the same voting privileges as other members. (1/23)

The Joint Committee shall recommend the two (2) Kiwanis Youth Programs Directors who are not sitting members of the Kiwanis International Board and the Kiwanis Youth Programs officers from among the existing Directors for appointment by the Kiwanis Youth Programs Board. The Joint Committee shall consider Director candidates based upon experience in the areas of youth education, youth leadership development, youth protection, Key Club district administration, and such other attributes as are deemed beneficial to the strategic direction of the Corporation. (1/23)

The Joint Committee may consider other matters of mutual interest to both organizations and is authorized to make recommendations to either or both boards. (1/23)

The Joint Committee shall meet at the call of the Kiwanis International President, provided at least three (3) days advance notice shall be given. It may meet and conduct business by any method that allows all participants to simultaneously communicate with one another or as otherwise allowed by law. A majority of committee members shall constitute a quorum, and a majority vote shall be necessary to approve actions. (1/23)

See the Kiwanis Youth Programs bylaws and policies for additional information. (1/17)

2. **Kiwanis Canada** (1/17)

   a. **Directors:** The Directors of Kiwanis Canada, Inc., shall be the Trustees and Officers of the Kiwanis International Board, and their terms shall be commensurate with their terms on the Kiwanis International Board. (10/15)
   b. **Board of Directors:** The members of the Board of Directors of Kiwanis Canada shall be comprised of all the members of the Kiwanis International Board. (10/15)

   See the Kiwanis Canada bylaws and policies for additional information. (1/17)

3. **Kiwanis International Foundation (doing business as the Kiwanis Children's Fund)**
   The Kiwanis International Board shall be consulted or participate in some way in the selection of Foundation Board members, as mutually agreed by both boards. (1/17)

   See the Kiwanis International Foundation bylaws and policies for additional information. (1/23)

4. **Circle K International:** Circle K International is an organization composed of Circle K clubs which shall be governed according to its Bylaws. (1/17)

   a. **Circle K International:** The Kiwanis International Board controls and is responsible for Circle K International and shall counsel, direct, and exercise final authority over all Circle K activities. (5/83)

   b. **Amendments to the Circle K International Bylaws:** No amendments to the Bylaws of Circle K International adopted by the delegates at a Circle K International convention shall become effective until approved by the Kiwanis International Board. (5/90) (4/14)

      Authority is vested in the Kiwanis International Board to make necessary changes to the Circle K International Bylaws, and on having made these changes, the Kiwanis International Board will inform the Circle K International Board of the changes made. (5/90)

   c. **Amendments to the Circle K International Policy Code:** No amendment to the Circle K International Policy Code adopted by the Circle K International Council shall become effective unless approved by the Kiwanis International Board or its designee. Amendments approved by the designee shall be reported to the Kiwanis International Board at its next meeting. (10/94) (4/14)

      Authority is vested in the Kiwanis International Board to make necessary changes to the Circle K International Policy Code, and on having made these changes, the Kiwanis International Board will inform the Circle K International Board of the changes made. (10/94) (4/14)

   d. **Administration and Service:** The administration and service programs for Circle K shall comply with the Bylaws of Kiwanis International and the Bylaws of Circle K International and with the Policies and Procedures adopted by the Kiwanis International Board. (5/83) (4/14)

   e. **Districts and Regions:** The board of trustees of each Kiwanis district is responsible for its Circle K district and shall counsel, direct, and exercise authority over all Circle K activity on the district level. (5/83) (1/17)

      Circle K clubs in Europe, Asia/Pacific, and Latin America may organize as districts and regions by being affiliate members of Circle K International, using the name of the district or region in its name (which shall be according to the following style: Circle K International –

[Name of district or region]). The organization of Circle K clubs into a district or region requires approval of the Kiwanis International Board of Trustees. (1/17)

f. **Clubs:** Subject to policies and procedures approved by the school administration, the local Circle K club is both an activity and the responsibility of its sponsoring Kiwanis club. (5/83)

g. **Finance:** Separate accounting records, bank accounts, and reserves will be maintained, and separate budgets will be prepared for Circle K International. (5/83)

h. Fund Raising: Chartered Circle K clubs may participate in lotteries, raffles, drawings, or other games of chance, provided they are not in contravention of the laws, mores, customs, and traditions of the country, state, or province in which the clubs exist. (5/83) (4/14)

Circle K clubs shall not solicit or circularize any Kiwanis family to augment their own fund-raising activities. (5/83) (4/14)

All Circle K fund-raising plans and activities shall be compatible with the school, campus, and community policies and practices. (5/83)

i. Good Name of Kiwanis/Circle K: Circle K, by its conduct or activities, shall not impugn the good name of Kiwanis and/or Circle K, and should a violation occur, appropriate disciplinary action will be taken. (5/83)

Title of Circle K International lead officer: The lead officer of the Circle K International Board shall have the title of President. (1/17)

See Kiwanis International Procedures 500 series as well as the Circle K International bylaws and policies for additional information. (1/17)

5. Kiwanis Europe

See the Kiwanis Europe bylaws and policies for additional information. (1/23)

6. KRMPFK (Kiwanis Risk Management Program for Kiwanians)

The purpose of KRMPFK is to reduce risk and liability costs of Kiwanis International. (1/23)

See the KRMPFK bylaws and policies for additional information. (1/23)

G. SERVICE LEADERSHIP PROGRAMS (1/15)

Service Leadership Programs may be created by the Kiwanis International Board. Kiwanis International currently has the following Service Leadership Programs (SLPs): (1/17)

- Circle K International. See Kiwanis International Policy F for more information.
- Aktion Club. See Kiwanis International procedures for more information.
- Key Club International. See the Kiwanis Youth Programs policies for more information.
- Builders Club. See the Kiwanis Youth Programs policies for more information.
- K-Kids. See the Kiwanis Youth Programs policies for more information.

(01/17)

1. General Information (1/15)

a. Authorized Sponsorship: Without the consent of the Kiwanis International Board, no district, club, or group of clubs may sponsor beyond the club level, any organization or programs except Circle K, Key Club, Builders Club, K-Kids Club, or Aktion Club. (5/83) (4/14)

b. Kiwanis Marks: No Kiwanis club may sponsor any organization or program using a copyrighted name owned by Kiwanis International unless such organization or program is formed under and operated in accordance with the Policies and Procedures of Kiwanis International. (6/84) (4/14)

c. **Good Name of Kiwanis:** No service leadership program sponsored by Kiwanis International shall, by its conduct or activities, impugn the good name of Kiwanis or the program itself. If an intentional violation occurs, disciplinary action may be considered by Kiwanis International. (1/15)

KIWANIS INTERNATIONAL PROCEDURES

SECTION 100: INTERNATIONAL

(This section revised per K.I. Board action as of April 2024)

KIWANIS INTERNATIONAL BOARD

100 – KIWANIS INTERNATIONAL BOARD MEMBER RESIGNATION

If a member of the Kiwanis International Board wishes to resign from the Board, they should submit a signed letter of resignation to the International President. (1/08)

101 - INTERNATIONAL BOARD MEETINGS

101.1 – Board Meeting Agenda

In consultation with the Executive Director, the President shall establish the agenda for each Board meeting. Agenda items may be submitted from Board Members. Agenda items from Kiwanis members will be submitted through a Board Member. (1/08)

Agenda items and other proposals should clarify options, offer questions to spur discussion, indicate anticipated costs, and note the Board policy or procedure involved. These materials should be submitted with the agenda request. (1/08)

Any suggested item that the President does not include in the agenda may be raised by a Board member during the agenda review at the beginning of each meeting, and the Board will decide whether to add that item to the agenda. (1/08)

The President may recommend postponing an item, with Board approval, to the next meeting, but shall not discriminate against a particular Board member or item in determining the agenda. (1/08)

101.2 – Advance Materials

Board meeting materials, including the meeting agenda and supporting documents, will be made available to all Board members and interested Kiwanis members in time for adequate review prior to the Board meeting. Board members will review Board meeting materials in advance of each meeting. (1/08)

101.3- Recordings

To ensure the accuracy of the minutes, International Board meetings shall be recorded. Recordings shall be retained by the Executive Director or designee until the minutes of a meeting have been approved by the Board, at which time, the recording of the approved meeting shall be destroyed. (10/10)

101.4 - Minutes

The Executive Director or designee is responsible for keeping the minutes of the meetings of the International Board. The minutes shall contain all main motions, whether adopted or lost; the name of the maker of the motion shall be recorded in the minutes; and any Board member may request that their vote be recorded in the minutes. (5/94) (1/08)

Minutes will be reviewed and approved by vote at the next Board meeting. (1/08) (10/10)

The Executive Director shall make copies of the minutes of all International Board meetings available to all Board members, all Past International Presidents and, upon annual request, one copy to each district office. (1980) (10/10)

101.5 – Language

Materials to the International Board shall be provided in English. If a Board member is not fluent in the English language, that individual shall be required to arrive at the site of each Board Meeting up to two days in advance of Board meetings, as determined by the International President or designee, at which time an interpreter will be provided by Kiwanis International to review materials with the Board member. (1/90) (10/96)

102 - INTERNATIONAL BOARD COMMITTEE RESPONSIBILITIES (10/23)

102.1 – Executive (10/16)

The Executive Committee will assist and support all other Board committees in ensuring that all initiatives within Kiwanis International's strategic plan are resourced and implemented. (10/86) (10/17)

Authority Between Board Meetings: Between meetings of the Board of Trustees, if the need arises, the administrative authority of the Board is delegated to the Executive Committee on all matters not specifically delegated to the full Board in the Kiwanis International Bylaws (such as filling vacancies in office, etc.). The action of the Executive Committee shall have full force and effect. Any action by the Executive Committee, unless disapproved by the Board, shall be formally ratified by the Board at its next meeting. This delegation of authority shall not include the right to waive or change policy or procedure. The Board shall be informed electronically within three (3) days of any action by the Executive Committee, and such action shall be placed on the agenda of the next regular or special Board meeting for approval/disapproval by the Board. (4/86) (10/19)

102.2 – Audit and Finance

The Board Committee on Audit and Finance will work to protect and create the financial resources necessary to meet the financial goals, objectives, and strategies outlined in the organization's strategic plan. The Committee is charged with monitoring all financial matters involving Kiwanis International and any of its sponsored organizations and affiliates, including budget development and amendments to budget, travel management, retail/merchandise operations, marketing, investments, and all current and new revenue sources. The Committee is also responsible for: a) recommending to the Board the retention and termination of the independent, external auditor, b) meeting privately with the external auditor to ensure financial affairs of the organization are in order, and c) reviewing audited financial statements prior to its submission to the Board. (10/19)

102.3 – Service and Partnerships

The Board Committee on Service and Partnerships will work to ensure meaningful service, with service to children a priority, by striving to meet the strategic plan objectives associated with that goal. The Committee will work to identify and foster partnerships with the nonprofit, corporate, and business communities that support the health of the organization and the fulfillment of the Kiwanis mission. The Committee will ensure that all service programs of Kiwanis International conform to the strategic plan, support the Kiwanis brand, and reflect Kiwanis as a recognized advocate for children and community development. It will promote the concept of club signature projects. (10/18)

102.4 – Membership

The Board Committee on Membership will work to build, retain, and support a growing Kiwanis membership by striving to meet the strategic plan objectives associated with that goal. The Committee will work to develop and implement strategies for opening new clubs and assuring long-term sustainable membership strengthening. It will work to ensure that all membership initiatives within the strategic plan are resourced and implemented. (10/21)

102.5 – Leadership Development and Education

The Board Committee on Leadership Development and Education will work to develop competent, capable, caring leaders across the Kiwanis family by striving to meet the strategic plan objectives associated with that goal. The Committee will oversee the development of high-quality membership education programs that will attract and support a successive line of competent, knowledgeable, and ethical leaders. (10/19)

102.6 – Risk Management

The Board Committee on Risk Management shall be responsible for considering and advising the Board on matters related to risk and liability including but not limited to youth protection, data protection, compliance with Kiwanis International policies and procedures, trademark and copyright protection, organizational structure, general liability insurance claims and other matters. The committee shall provide quarterly reports and updates to the Board on these matters. The committee shall consist of the members of the Executive Committee. (1/20, effective retroactively to 12/31/19)

102.7 –Review of Kiwanis Family Matters by All Board Committees

All Board Committees, with the exception of Executive, are additionally charged with reviewing the Policies, Procedures, systems, programs, and services of Kiwanis International and any Kiwanis family organizations not under the authority of Kiwanis Youth Programs, which are relevant to each committee areas of concern. A Board Committee may, as a result of such review, recommend to the International Board the creation, revision, or discontinuance of such Policies, Procedures, systems, programs, or services. (4/95) (1/15)

102.8 - Special Committees

At times, special committees are required to ensure proper functioning of special events or issues and may be appointed to work on various issues or projects. (10/92) (7/05)

102.9 - Joint Committee Responsibility

If an item, study, or report is referred to more than one Board Committee, the International President shall designate which committee shall have primary responsibility, but the committees should consult with each other. (1980) (4/95)

102.10 - Past International President Counselors to International Board Committees

The International President may assign Past International Presidents to serve as counselors to International Board Committees, and their duties shall be advisory. (1980) (4/95)

102.11 - International/Ad Hoc Committee Reports (01/13)

Reports from International Committees to specific Board Committees will be distributed in the Board Books prior to each Board meeting; however, only the recommendations of International Committees, when acted upon favorably by the Board Committee, will appear in the Board Committee's report and, subsequently, in the Board Minutes. (5/93) (4/95)

103 - KIWANIS INTERNATIONAL OFFICER OR TRUSTEE ACCUSED OF CONDUCT UNBECOMING

103.1 - Allegation and Investigation

A. Allegation: If any club member or Kiwanis International officer or trustee observes or has knowledge of* behavior by a Kiwanis International officer or trustee 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 their capacity as a Kiwanis International officer or trustee, the member shall report such allegation in writing (hereinafter referred to as the "Allegation Report") immediately to the International President. (4/13) (10/22)

However, if the International President is the subject of the allegation, then, throughout the entire 'conduct unbecoming' process, whenever it is stated that the International President shall normally act, the Immediate Past International President 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 Kiwanis International. 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 International officer aware of behavior or actions by a Kiwanis International officer, in which case, such allegation shall be submitted by the club member or International officer who has been made aware of it. (4/13)

B. Allegation Process: Upon receipt of an Allegation Report, the President shall follow the steps outlined in this procedure. (4/13)

C. Investigator: Within seven (7) days of receiving the Allegation Report, the President 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 member(s) of Kiwanis club(s) (that is, those without bias on the allegations or for/against the officer personally) and shall not include any members of the Kiwanis International Board. In the event the President believes no Kiwanian has the necessary skills to adequately investigate the subject matter, the President may select a non-Kiwanian as the Investigator. If the Investigator charges a fee for their 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 Kiwanis International 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 President 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 President 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 President 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)

103.2 - Disclosure and Confidentiality

A. **During Investigation:** During the investigation, the President shall not disclose any information regarding the investigation to the public or to any other Kiwanian, including the Kiwanis International Board, until the investigation process is complete, except that the President may report to the International 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 President may disclose information regarding the investigation only to the International 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)

103.3 - 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 President, who is then obligated to report the matter to the proper authorities. If the President 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)

103.4 – Resignation

An accused officer may resign from office or may resign from club membership at any time during the conduct unbecoming process, and the Kiwanis International 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 International Board is obligated to continue the hearing, determination, and discipline processes through to completion. (4/13)

103.5 – Board Hearing

A. **Referral to Board:** After receiving the Investigation Report, the President shall refer it to the International 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 President 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 their 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 Kiwanis International Board members, the accused officer, the Investigator, any representatives or counsel for the accused officer and Kiwanis International, and Kiwanis Staff as needed. Witnesses are permitted only during their own testimony. The President shall preside; however, if the President 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, they 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 Kiwanis International, and the accused officer shall have the opportunity to present evidence in their defense. If the Investigator is a committee, any member of the committee may represent Kiwanis International at the hearing. Kiwanis International 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 on their own 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 their own choice and/or by legal counsel, at the officer's own expense. Legal counsel may be engaged by the Kiwanis International 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 Kiwanis International or the accused may be a non-Kiwanian.

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.

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 Kiwanis International Board in an executive session at the next special meeting of the Board on the subject (see next step) and retained by the Executive Director. (4/13)

103.6 –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, they 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, they shall be disciplined by the Kiwanis International Board as provided in policy. (4/13)

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 official 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. Clubs and districts shall be informed of the Board's decision(s) on the matter, but other details from the Board Report shall remain confidential. (4/13)

103.7 – 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)

103.8 – 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 President 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 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 President, 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 Kiwanis International Board member shall be excluded from the meeting. All materials and information provided to the Kiwanis International 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 President shall preside; however, if the President 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 Kiwanis International 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 Kiwanis International Board and retained as part of the official record on the matter. (4/13)

103.9 – Official Records, Notification, and Separate Disciplinary Action

A. **Official Records:** Within thirty (30) days of the conclusion of all proceedings, Kiwanis International shall compile all official records on the matter (Allegation Report, Investigation Report, Hearing Record, Board Report, and Reconsideration Record if any) to be retained in a confidential file as long as required by applicable law. This provides documentation that the Kiwanis International Board completed due diligence regarding the allegation. (4/13)

B. **Notification of Club(s):** If the Kiwanis International officer was disciplined by Kiwanis International 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)

C. **Notification of District:** If a Kiwanis International officer who was disciplined for 'conduct unbecoming' is also a district officer, Kiwanis International shall send a copy of the official records to the district governor and the district may take separate disciplinary action against the member as it deems appropriate. (4/13)

103.10 – 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)

104 – Vacant (1/13)

105 - COUNSELORS TO KEY CLUB AND CIRCLE K INTERNATIONAL BOARDS

105.1 - Appointments

Annually, the International President-Elect shall appoint two (2) members of the Kiwanis International Board to the positions of Counselor to the Key Club International Board and Circle K International Board, respectively. These appointments shall be announced no later than the annual April/May Meeting of the Kiwanis International Board. (1/93) (4/97)

105.2 - Terms

The International Board Counselors shall each serve a term congruent with the term of the respective youth board. (1/93)

105.3 - Duties and Responsibilities

The Counselors to the Key Club International Board and Circle K International Board shall be the designated representatives of the Kiwanis International Board to the respective youth boards. They shall act as liaisons between the two boards, facilitating communication and understanding between each. Specific duties shall be, but are not limited to, the following: (1/93)

A. **Attendance:** Attend and participate in the various meetings of the respective youth organization as assigned by the Kiwanis International President. At each meeting, the Counselor shall report to the youth leadership on the activities of the Kiwanis International Board as they relate to the youth organization. (1/93) (4/03)

B. Communication: Communicate regularly with staff and members of the respective youth board concerning goal attainment and activities of the organization. (1/93)

C. Reports: Report at each meeting of the Kiwanis International Board on the accomplishments, goals, direction, needs, and challenges of the respective youth organization. (1/93)

106 - PRESIDENTIAL TRAVEL (1/15)

A schedule for travel by the President and President-elect shall be based on the needs of the organization in alignment with the strategic plan. Travel shall be prioritized to include external audiences, appropriate government officials, Kiwanis regional and district events, and appropriate Kiwanis club events and observances. Visits to districts, regions, or clubs are determined by the President in consultation with the Executive Director, provided that each district shall be visited approximately once every five years. (1/97) (1/15)

107 - DISTRICT COUNSELING

A. Role. Kiwanis International Board Counselors are assigned to each district to act as coaches in conjunction with the President and President-elect; help districts align with and achieve the organizational goals of Kiwanis; help identify issues and concerns in the district and resolve them with a positive outcome; and connect the district with helpful resources. Board members will be provided training and orientation to successfully fulfill their counseling assignment(s). (5/93)

B. Assignments: District assignments are made by the International President-designate and Executive Director to ensure the counselor can meet the needs of the districts. (1980) (6/10)

C. Term. A Counselor's period of service shall generally correspond to the administrative year. (5/93) (6/10)

D. District Functions: As part of their counseling role, Board members are expected to attend one district function for each assigned district, which shall normally be the district convention (in compliance with K.I. Bylaws Article IX, Section 17), but may be the district conference or a board meeting, to be determined between the counselor and each assigned district. A counselor may attend additional district functions at the invitation of the district and at their expense or the expense of the district. (6/10) (7/20)

E. Reporting. Board Counselors shall provide regular status reports to the Kiwanis International Board on each assigned district. (7/07)

F. Substitutions: For good reason (such as schedule conflicts), the President may designate another current or past Kiwanis International Board Member to temporarily act as counselor to a district, including (but not limited to) attending a particular district function. (5/93) (7/20)

G. Expenses: Kiwanis International shall pay the transportation expense (lowest available airfare) for the Counselor to attend one function per district. The district should bear the cost of housing, meals, and other expenses related to the Counselor's responsibilities. Expenses for any additional visits to the same district must be borne by the Counselor. (5/93) (10/10)

H. Spouses: If invited by the district, spouses may attend district counseling assignments. Kiwanis International shall pay the transportation expense (lowest available airfare) for the spouse to attend one function per district. (2/96) (10/10)

I. **Language Interpretation:** When a Counselor visits an assigned district in which the Counselor's native tongue and/or conversational language(s) are not widely understood, professional interpretation support will be arranged by the Executive Director or designee at the expense of Kiwanis International. (1/90) (10/10)

108 - OFFICE EXPENSES FOR INTERNATIONAL BOARD MEMBERS (1/13)

The International President and President-elect may each be reimbursed by Kiwanis International for administrative expenses such as telephone, postage, and supplies incidental to the operation of an office, up to the amount budgeted annually. The Immediate Past President may be reimbursed up to US$2,000 annually for such administrative expenses. Reimbursement shall be made after receipt of an itemized statement of such expenses. (1980) (1/13)

The International Vice-President and each Trustee shall be provided an annual allowance of US$350 for administrative expenses, which shall be paid to them on an annual or semiannual basis, as requested individually. (10/90) (1/13)

109 - CONTINGENCY FUNDS FOR INTERNATIONAL BOARD MEMBERS

109.1 - International President and President-Elect
In each annual budget, a total fund of US$5,500 shall be allowed the International President and a total fund of US$1,500 shall be allowed the International President-Elect to cover their personal expenses which they may incur in the administration of their offices beyond regular travel allowance. (8/86)

109.2 - Executive Director
In each annual budget, a maximum total fund of US$3,600 shall be budgeted for the Executive Director to cover personal expenses incurred in excess of regular travel allowances and other expenses. (10/90) (4/95)

109.3 - Method of Reimbursement (Form 1099)
At the beginning of each year, staff shall inquire of the International President, President-Elect and Executive Director if each prefers to receive the authorized contingency expenses as a payment in gross or as reimbursement for actual expenses up to the amount authorized. If the officers elect payment in gross, a Form 1099 shall be filed with the Internal Revenue Service. If the officers elect reimbursement for actual expenses, receipts for such expenses must be submitted. (5/85) (10/94)

110-119 – Vacant

INTERNATIONAL COMMITTEES

120 - INTERNATIONAL COMMITTEES GENERAL INFORMATION (1/13)

120.1 - International Board Approval
The International President-Elect shall appoint the International Committee Chairmen by the January/February International Board Meeting and the International Committee Members by the April/May Board Meeting and shall secure Board approval of these appointments at the respective Board meetings. (5/93) (10/96)

120.2 - Announcement of Appointments
Following the International Board meeting at which appointments to International Committees are approved, they may be announced. (1980) (10/96)

120.3 - Programs and Projects
The International Board must approve any project or program requiring Kiwanis International funds. (10/96)

120.4 - Contests and/or Awards
The International Board must approve any contest or award proposed by an International Committee or Committee member. (1980) (10/96)

120.5 - Surveys
The Executive Director and the International President must approve any survey of clubs requested by the International Committee. (1980) (10/96)

120.6 - Reports
Each committee shall submit reports, including a final report of its year's activities, to the International Board as requested by the Board. (5/93) (1/13)

120.7 - Chairmen Appointments
For appointment as International Committee Chairmen, the International President-Elect should consider persons who have served as members of respective committees for at least one year prior to appointment to the Chair. (5/93)

121 - RELATIONSHIP BETWEEN INTERNATIONAL COMMITTEES AND STAFF LIAISONS

121.1 - Committee Responsibility
An International Committee's basic responsibility is to promote the subject matter related to the Committee area as well as to perform functions assigned by the International President and/or which may be contained in the International Bylaws. (1980) (10/96)

121.2 - Staff Responsibility
Staff shall provide materials available from the International Office which may be helpful to the Committee. (1980) (10/96)

121.3 - Specific Policies and Procedures
Staff will provide specific Kiwanis International Policies and Procedures (if any) relating to any area of the Committee's activities. (1980) (10/96)

121.4 - Exhibit at International Convention
The Committee has the responsibility to plan, operate, and oversee the appropriate exhibit (if any) at the International Convention. Staff will provide materials for the exhibit and mail sign-up forms to district committee chairmen. (1980) (10/96)

121.5 - Communications and Studies
Although the committee is responsible for any studies among district leadership, staff must be consulted before any such studies are finalized to assure that Policies, Procedures, and practices of Kiwanis International are followed. (1980) (1/13)

121.6 - Bulletin Materials
If the International Board has approved funding and if the Committee provides the materials in a camera-ready format, staff may mail a periodic newsletter to district governors and related

district chairmen. (1980) (10/96)

121.7 - Proposed Programs

Any proposed program must first be sent to the Committee's staff liaison for evaluation and presentation to the appropriate International Board Committee. The Board must approve the program in order for implementation. (1980) (10/96)

121.8 - Additional Requests of Staff

Any additional request of staff's effort or time must first be approved by the Executive Director. (1980) (10/96)

122 - PAST INTERNATIONAL PRESIDENTS

122.1 - Meetings of the Committee

The Committee of Past International Presidents shall meet at the annual International Convention and shall report its recommendations to the Board of Trustees. The agenda for meetings shall be prepared by the Committee Chairperson. (1980) (7/07)

122.2 - Selection of the Chairperson

The Past International President who served as International President three years previously shall be the Chairperson of the Committee of Past International Presidents. If the appropriate Past International President cannot serve or chooses not to serve, the Past International Presidents shall select a member of the committee to serve as chairperson. (1980) (10/96)

123 - RESOLUTIONS COMMITTEE (1/13)

123.1 - Membership

Committee membership should include at least one (1) Kiwanian from North American and at least one (1) Kiwanian from Europe, Asia-Pacific, or Latin America to assure international representation. If translation or interpretation is necessary, it shall be arranged by the Executive Director or designee. (1980) (10/19)

123.2 - Types of Resolutions

Resolutions shall relate to matters of broad concern to Kiwanis International. There shall be no resolutions on partisan political matters and resolutions shall not be used to amend the bylaws. There shall be no resolutions commending living individuals other than the traditional resolutions of appreciation for hospitality provided or resolutions of a like nature. Memorial resolutions shall be limited to Kiwanians who, at the time of death, were members of the International Council. Only the International Board may propose memorial resolutions for Kiwanians who are not members of the International Council at time of death. (1980) (1/13)

123.3 – Proposed Bylaw Amendments

A. The Resolutions and Bylaws Committee shall have the following responsibilities and authority regarding proposed amendments to the Kiwanis International Bylaws: (1/08) (10/19)

1. To complete any specific actions requested by the Board, such as drafting amendments for stated purposes and/or reviewing amendments drafted by the Board. (1/08)

2. To provide technical opinions on amendments submitted by a club, district, or the Board, such as whether the amendment is properly submitted and whether the wording meets its stated purpose. This includes advising a club, district, or the Board how it might revise the wording of its proposal to meet its stated purpose. (1/08)

B. The Committee may draft and offer additional amendments only if they are germane to an amendment already submitted by the Kiwanis International Board and deemed necessary to correctly carry out the full intent of the Board's stated purpose. (1/08)

C. The Committee may also have other duties as specified by the Kiwanis International Board. (1/08)

123.4 - Submitting Body

A club or district that proposes a resolution or bylaw amendment according to the provisions in the bylaws shall be listed as the official proposer of the resolution or amendment. In the case of more than one club and/or district proposing the same resolution or amendment, the official proposer shall the club or district that submits the proposal to Kiwanis International first. There shall not be more than one official proposer for each resolution or amendment. (1/23)

123.5 - Word Limit for Rationale Statements

A club or district that proposes a bylaw amendment shall have a limit of up to 125 words to state its reasons for advocating adoption of its proposal. Rationale statements are subject to editing by Kiwanis International for clarity, accuracy, and succinctness. (4/24)

124 – GOVERNANCE COMMITTEE

There shall be a standing Committee on Governance to be composed of six (6) qualified persons appointed by the President, subject to approval by the International Board. Members shall include one (1) from the Asia-Pacific Pacific Region and one (1) from the Europe Region. Initial appointments will include one-year, two-year, and three-year terms; thereafter, all members shall be requested to serve for a three-year term, with each new President-elect adding two new members to the committee. The committee's duties shall be to review all matters related to governance and structure requested by the Board, the President, or the Executive Director. The committee shall report promptly to the Kiwanis International Board on all matters it considers. (1/19)

125 - KIWANIS INTERNATIONAL REPRESENTATIVE(S) TO THE UNITED NATIONS (1/13)

Subject to the approval of the Board of Trustees, the President-elect shall appoint annually a current or former member of the Board of Trustees to serve as Kiwanis International's Representative to the United Nations (New York) and U.N. related organizations and entities. (4/07) (1/13)

This person shall serve at the pleasure of the Board of Trustees, as a volunteer, without compensations but with appropriate position-related expenses reimbursed, up to the amount budgeted annually. (4/07) (1/13)

The President-elect may also appoint, subject a Kiwanian to serve as Kiwanis International's Representative to any non-North American center(s) of the U.N. upon the same terms and conditions as stated above. (4/07) (1/13)

126 – Vacant

127 – APPEALS COMMITTEE (10/23)

A standing Appeals Committee shall be appointed by the International President, subject to approval by the Kiwanis International Board, to be composed of three (3) persons, none of whom may be a current Kiwanis International Board Member or Governor and one (1) of whom shall be from outside of the United States. All members shall serve for a three-year term, with each new President adding one (1) new member to the committee. The committee's duties shall be to review the action taken as a result of a criminal history background check or the removal of a Service Leadership Program District Administrator by Kiwanis International, if such action is disputed and appealed by the person in question. (6/12) (10/23)

128-129 - Vacant

INTERNATIONAL CONVENTIONS

130 - CONVENTION SITE SELECTION (1/13)

130.1 - Primary Criteria

For a city to be considered as the site of a future Kiwanis International Convention, the following primary criteria must be met: (2/94)

A. Meeting Space: (1/13)

1. **Exhibit Hall:** The Exhibit Hall must measure at least 50,000 gross square feet. (2/94)(10/26)

2. **Breakout Space:** The facility or facilities must have at least 15 individual meeting rooms with the ability to hold meetings ranging in size from 50 to 1,000 attendees located adjacent to or near the Exhibit Hall. (2/94) (10/26)

3. **General Sessions:** The facility must be capable of seating 6,000 persons. The facility must be located within walking distance of the Exhibit Hall. (1/13) (10/26)

B. Hotels: At least 2,000-2500 sleeping rooms must be within close proximity of the proposed meeting facilities with accessibility considerations. (1/13) (10/26)

C. Confirmation of Available Dates: The convention and visitor's bureau of the city shall receive the bid specifications from Kiwanis International and shall be responsible for submitting the proposal to Kiwanis International. The proposal must include a guarantee of first-option space to Kiwanis International in order for the city to receive further consideration. (2/94) (1/97)

A list of cities that have submitted a proposal and meet the primary criteria will be submitted by staff to the International Board and/or appropriate International Board Committee each year at the October Board Meeting for consideration. (2/94) (1/13)

130.2 - Secondary Criteria

In addition to the primary criteria, cities wishing to host a Kiwanis International Convention shall also be judged on certain secondary criteria, which shall include but not be limited to: (2/94) (1/97)

A. The ability to host the Convention on the Kiwanis International preferred dates, which are generally the third or fourth weeks in June. (1/13) (10/26)

B. The average per room night costs for hotel rooms, distance of hotels from the main venue, convention shuttle (where applicable), meeting facility rental, labor rates, air transportation options and distances for attendees and inclusions offered. (2/94) (10/26)

C. Key selling points (pros and cons) for each city, marketability. (2/94) (10/26)

D. Financial incentives and other factors offered by hotels, the convention and visitors bureau, and the convention center which would lower the cost of conducting the Convention in a given city. (2/94)

E. Last time a convention was held in the city, district or region. (10/26)

F. Proximity to local members within 4-6 hours driving distance or flight times. (10/26)

131 – REGISTRATION FEES

All active members of Kiwanis clubs will be required to register at the established member fee. Only those persons not holding membership in a Kiwanis club may register at the non-member/guest fee. (4/98) (10/26)

For more information on registration fees, see also: (4/98)

- 134.4F - Registration Fees for Exhibitors
- 138.1 - [Registration for] Families of International President and President-Elect
- 138.2 - [Registration for] Spouses, Partners, and Guests of Kiwanians
- 157 - Voting by Staff

132 – Vacant (1/13)

133 - HOUSE OF DELEGATES (1/13)

133.1 - Convention Parliamentarian

The Executive Director shall engage the services of a parliamentarian who is certified by the National Association of Parliamentarians or by the American Institute of Parliamentarians as a Certified Professional Parliamentarian (CPP). (5/90) (1/13)

133.2 – Delegate-at-Large Status

A delegate-at-large must surrender at-large status to represent a specific club, or a delegate representing a specific club must surrender that status to become a delegate-at-large. (9/99)

133.3 –Only One Delegate Status

In any case, a Kiwanian shall be entitled to only one delegate status (delegate-at-large or delegate) and one vote. (9/99)

133.4 - Delinquent Clubs at Convention

Prior to the International Convention, each club that is financially delinquent to Kiwanis International will be informed that its official delegates cannot vote unless such delinquency is paid. (1/13) (10/26)

133.5 - Standing Rules for the House of Delegates at Convention

Rule 1 - The official language of this Convention shall be English. Simultaneous interpretations may be made available if registered attendance criteria is met, as designated in the official program. (4/08) (10/26)

Rule 2 - Only delegates may present or speak on motions and vote. (1980) (10/19)

Rule 3 - Only delegates may be seated in the area designated for delegates. (1980)

Rule 4 - The House of Delegates shall allow delegates to leave and re-enter; however, ballots (written or electronic) shall not leave the House. Delegates leaving the House early must surrender their ballots to an Elections Committee volunteer at the pass-out door; their ballots will be returned to delegates upon re-entry to the House. In no case will a delegate be allowed to cast a ballot for any votes conducted in their absence. (1980) (10/19)

Rule 5 - Any main motion or amendment shall be written in English, signed by the maker and seconder, and presented to the Executive Director or designee before it is moved. (1980)

Rule 6 - No delegate may speak in debate more than two (2) minutes at a time unless allowed to do so by a majority vote of the delegates. (1980) (10/19)

Rule 7 - No delegate may address the assembly a second time on the same question until all other delegates who desire to speak on the topic have spoken. (1980) (4/08)

Rule 8 - The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate. (1980)

Rule 9 - Microphones shall be designated by number. Speakers for the main motion shall use the odd-numbered microphones, and speakers against the main motion shall use the even-numbered microphones. Debate on each issue will begin at microphone one, and the chair will then recognize each microphone in sequence. (1980) (10/19)

Rule 10 - A delegate shall not speak for or against a motion and move to close debate on the same recognition. (1980)

Rule 11 - An assistant Sergeant at Arms shall be positioned at each microphone to relay to the chair priority motions, such as a point of order, a point of information, etc. Any microphone may be used to make priority or secondary motions. (1980) (4/08)

Rule 12 – Debate on main motions (i.e., any resolution or proposed amendment to the Bylaws) shall be limited to 15 minutes, at which time the vote shall be taken on the resolution or amendment, unless the House, by a majority vote, orders debate to be extended. Debate on debatable secondary motions from the floor, such as amendments or motions to refer, shall be limited to five (5) minutes, which shall not apply to the 15-minute limit on debate on the main motion. Debate may be closed by a two-thirds (2/3) vote on any immediately pending motion or series of motions at any time. (1980) (4/07)

Rule 13 – If the submitting body wishes to withdraw a motion after it has been moved and seconded, the House, by a majority vote, may grant permission for withdrawal. (4/07)

Rule 14 – Subject to the discretion of the chair, no proposed amendment to the Bylaws shall be introduced later than 15 minutes before the scheduled adjournment of any session.

(1980) (10/19)

Rule 15 - Candidates for the offices of Kiwanis International President and President-Elect may have one (1) nominating speech not to exceed three (3) minutes. (1980) (1/13)

Rule 16 - Candidates for the office of Kiwanis International Vice-President shall have a nomination not to exceed one (1) minute, and each candidate shall have up to five (5) minutes to personally address the House of Delegates. In the event of a run-off election, each of the candidates involved shall return to the stage before the second ballot to present remarks not to exceed two (2) minutes. (1980) (4/08)

Rule 17 – Candidates for the office of Kiwanis International Trustee shall have a nomination, the content of which shall include only:

a. The nominator's name and club;
b. The name of the candidate and the office the candidate is seeking.

Each candidate shall have up to three (3) minutes to personally address the House of Delegates. (1980) (4/08)

Rule 18 - Candidates whose remarks require interpretation shall be allowed no more than twice the normal time limit for the presentation of their remarks and interpretation combined. Candidates must provide their own interpreter. (2/96) (4/08)

Rule 19 - In any election where the number of candidates is equal to the number of seats to be elected, the election may be held by voice vote. (1/88) (10/19)

Rule 20 - Any of the above rules may be suspended by a two-thirds (2/3) vote. (1980) (1/02)

Rule 21 – The most recent edition of *Roberts Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws of Kiwanis International and these standing rules. (1980) (1/02)

Rule 22 - The Kiwanis International Board and Staff are authorized to make nonsubstantive corrections that may be necessary as a result of adopting Bylaw amendments that cause unintentional conflicts or inconsistencies in terminology, grammar, numbering, cross-references, etc. (4/10) (10/19)

134 – EXHIBITS (1/13)

134.1 – Categories (1/13)

A. **Nonprofit or Not-for-profit organization:** An outside organization seeking support from Kiwanians and/or Kiwanis clubs to further develop its goals and objectives. (10/02)

B. **For-profit (commercial) Kiwanis licensees:** Kiwanis licensed and in-good-standing for-profit business offering merchandise, programs, products, or services that may be of interest to Kiwanians and/or Kiwanis clubs. (10/02)

C. **For-profit commercial business, companies, corporations, or organizations:** A for-profit business offering merchandise, programs, products, or services that may be of interest to Kiwanians and/or Kiwanis clubs. (10/02)

134.2 – Permitted Activities (1/13)

A. The distribution and display of pre-approved literature and/or product samples from within the assigned booth space, as allowed by the venue guidelines. (10/02) (10/26)

B. The utilization of audio/visual equipment, so long as the volume does not disturb surrounding exhibitors. (1980) (10/02)

C. Taking orders for and/or the sale of pre-approved merchandise, products, goods, or services. (10/94) (10/02)

D. Conducting a drawing or other giveaway from within the assigned booth space as long as it does not involve the exchange of money, as in the purchasing of a chance or raffle ticket. (10/02)

134.3 – Prohibited Activities (1/13)

A. The sale, display, or distribution of merchandise, products, goods or services outside the assigned booth space. (10/02)

B. Conducting a drawing or any other contest of chance or skill that involves the exchange of money, as in the purchasing of chance or raffle ticket. (6/92) (10/02)

C. Presenting gifts to employees of Kiwanis International. (1980)

D. Using any sound amplification or lighting equipment or any other technique that is distracting to surrounding exhibitors. (5/90) (1/97)

E. The sale, display, or distribution of merchandise, products, goods or services not approved in advance by Kiwanis International. (10/02)

F. The sale of any merchandise, product, goods or services offered by Kiwanis International, The Kiwanis Family Store, or Kiwanis International's subcontracted vendors. (10/02)

134.4 – Registration Fee for Exhibitors (1/13)
Any Kiwanis member or spouse who is an exhibitor or an assistant to an exhibitor is required to pay the appropriate registration fee. Any nonmember exhibitor or an assistant to an exhibitor is not required to pay a registration fee. (5/90) (1/97)

135-137 - Vacant

138 - REGISTRATION

138.1 - Families of International President and President-Elect
Registration fees shall be waived for the families of the International President and President-Elect, except when those family members are Kiwanians designated as official voting delegates. All voting delegates must pay the appropriate member registration fee. (5/91) (1/97)

138.2 - Spouses, Partners, and Guests of Kiwanians
No spouse, partner, or guest of any Kiwanian may attend any session, forum, or other activities at the Kiwanis International Convention unless such person has paid the appropriate registration fee. (1/97)

139 – DISTRIBUTION OF LITERATURE OR ITEMS

The distribution of literature or items which have not been approved by the Executive Director or designee shall be prohibited during International Conventions inside any convention meeting space, venue or hotel contracted by Kiwanis International. (4/00) (10/26)

140-144 - Vacant

INTERNATIONAL COUNCIL

145 - INVITATION TO FIRST MEETING OF COUNCIL

145.1 - Invited Guests

In addition to members of Council as specified in the International Bylaws, invitations to attend the first meeting of the International Council shall be limited to the following (with spouses, if applicable): Governors of Provisional and Designated Districts, International Committee Chairmen, Host Chairperson of the next International Convention, Circle K International President, Key Club International President, District Secretaries, the Kiwanis International Foundation Board, and individuals and widows of individuals who have been granted emeritus status by the Kiwanis International Board and the Kiwanis International Foundation Board. (6/90) (1/13)

Invitations to attend the first meeting of Council may be extended to other individuals upon approval of the International Board, with reimbursement to be determined on an individual basis. (1/00)

145.2 - Absence of a District Secretary

In case any district secretary cannot be present at a meeting of Council, the district secretary may, with the approval of the district board of trustees, appoint the district administrative secretary to attend as a replacement. (5/94)

146 - EXPENSE REIMBURSEMENT FOR COUNCIL

See Procedure 179 regarding Council expenses reimbursed by Kiwanis International. (10/90)

147 – STANDING RULES FOR THE COUNCIL

Rule 1. The official language of the council shall be English. Interpreters shall be provided for those who need them. (1/93) (6/20)

Rule 2. All members of the council shall be delegates-at-large with voting rights, except that the Governors/Chairs of provisional districts shall be invited to attend council meetings with the right to participate in debate but not to make motions or vote. No persons may have voting rights other than the council members. Only members of the council may present motions and vote. (1/93) (6/20)

Rule 3. Any main motion or amendment shall be written in English and presented to the Executive Director before it is moved. (1/93) (6/20)

Rule 4. No delegate may speak more than two (2) minutes at a time unless allowed to do so by a majority vote of the delegates. (1/93) (6/20)

Rule 5. No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken. (1/93)

Rule 6. The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate. (1/93)

Rule 7. Delegates attending remotely, if any, shall be provided with a means of seeking recognition to speak in favor or against motions and to make priority and secondary motions. (1/93) (6/20)

Rule 8. A delegate shall not speak for or against a motion and move to close debate on the same recognition. (1/93)

Rule 9. Debate on any proposed resolutions or bylaws amendment, including any amendments thereto, shall be limited to 10 minutes, at which time the vote shall be taken on the resolution or amendment, unless the delegates, by a majority vote, orders debate to be extended. Debate on debatable secondary motions from the floor, such as amendments or motions to refer, shall be limited to five (5) minutes, which shall not apply to the 10-minute limit on debate on the main motion. Debate may be closed by a two-thirds (2/3) vote on any immediately pending motion or series of motions at any time. (1/93) (6/20)

Rule 10. If the proposer of an amendment or resolution wishes to withdraw such motion after it has been moved and seconded, the delegates, by a majority vote, may grant permission for withdrawal. (6/20)

Rule 11. Any rule herein provided may be suspended by a two-thirds (2/3) vote. (1/93) (6/20)

Rule 12. The most recent edition of *Roberts Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws of Kiwanis International and these standing rules. (1/93) (6/20)

Rule 13. The Kiwanis International Board and Staff are authorized to make nonsubstantive corrections that may be necessary as a result of adopting Bylaw amendments that cause unintentional conflicts or inconsistencies in terminology, grammar, numbering, cross-references, etc. (6/20)

Rule 14. Candidates for the offices of Kiwanis International President and President-Elect may have one (1) nominating speech not to exceed three (3) minutes. (6/20)

Rule 15. Candidates for the office of Kiwanis International Vice-President shall have a nomination not to exceed one (1) minute, and each candidate shall have up to five (5) minutes to personally address the delegates. In the event of a run-off election, each of the candidates involved shall be allowed to present second remarks not to exceed two (2) minutes. (6/20)

Rule 16. Candidates for the office of Kiwanis International Trustee shall have a nomination, the content of which shall include only:

a. The nominator's name and club;
b. The name of the candidate and the office the candidate is seeking.

(6/20)

Each candidate shall have up to three (3) minutes to personally address the delegates. (6/20)

Rule 17. All nominators for candidates must be members of the council. (6/20)

Rule 18. Candidates whose remarks require language interpretation shall be allowed no more than twice the normal time limit for the presentation of their remarks and interpretation combined. Candidates must provide their own interpreter. (6/20)

Rule 19. In any election where the number of candidates is equal to the number of seats to be elected and without objection, the unanimous ballot of the delegate body may be cast at the direction of the presiding officer. (6/20)

Rule 20. In the absence of any special rules specifically addressing a matter, the election process utilized by the council shall refer to Article XVIII – Nomination and Election of Officers of the Kiwanis International Bylaws for guidance. Should any question arise regarding the process to be utilized, the Kiwanis International President and Executive Director, conferring together, shall determine the matter. (6/20)

148-149 – Vacant

INTERNATIONAL OFFICE

150 - EXECUTIVE DIRECTOR'S RESPONSIBILITIES

The International Board fully recognizes the administrative responsibility of the Executive Director for the departments of the International Office as the active managing officer of all departments. The authority and responsibilities of the Executive Director are broad, and specifically include, but are not limited to, the following management actions: (10/92) (7/98)

150.1 - Employee Administration (1/13)

A. Personnel: The Executive Director shall employ qualified personnel, terminate the employment of employees, assign employees to positions, and transfer employees to other positions. The International Board shall be informed of the hiring, termination, promotion, and demotion of all management level employees (director, administrator, or above). (6/22) (10/26)

The Executive Director shall be responsible for the staffing of Kiwanis International within the budget allocations for staff positions. The Executive Director will establish the specific duties, responsibilities, authority, qualifications, and accountability for each position. (10/92) (7/98)

The Executive Director shall strive to maintain harmonious and effective operations within the International Office. (10/92) (7/98)

B. Employee Programs: The Executive Director shall establish and administer the programs of employee evaluation, counseling, training development, and discipline within the framework of the policies established by the International Board, and shall include a summary of these activities in reports to the Board. (10/92) (7/98)

C. **Employment Contracts:** The Executive Director shall execute written employment contracts with employees holding positions that the International Board deems require such contracts. This procedure shall not preclude the reduction to writing of the conditions of employment and compensation for other employees. (See also Procedure 151 - Employment Contract for Executive Director.) (10/92) (1/13)

D. **Salary Administration:** Within the budgetary limits and salary administration policies established by the International Board, the Executive Director shall administer the salaries of all employees except the salary of the Executive Director, which is administered by the Board. Such administration shall include the fixing of starting salaries, and minimum, midpoint, and maximum salaries for all employee positions. Any proposed salary adjustment for an employee which may exceed the maximum salary for a specific position shall be submitted to the Executive Committee for approval in advance of implementation. (10/90) (7/98)

150.2 - Budget and Planning

A. **Long Range Planning:** The Executive Director shall have the basic responsibility for activities to implement the long-range plan, including the development of new ideas for program content and new administrative techniques to increase the efficiency of the total organization. (10/92) (7/98)

B. **Budget:** The Executive Director has the primary responsibility for budget development and control, subject to the review, advice, and final approval of the International Board Committee on Audit and Finance and International Board. (1980) (7/98)

C. **Internal Controls:** The Executive Director shall be responsible for proper internal controls over all receipts and disbursements. (1980) (7/98)

D. **Emergency Financial Safeguards:** In emergency situations, the Executive Director, after prior consultation with the International President, International Treasurer, or the chairperson of the International Board Committee on Audit and Finance, may take whatever actions appear necessary to safeguard the funds, investments, other assets, or the financial obligations of Kiwanis International. (6/85) (7/98)

150.3 - Travel Supervision

A. **Administration:** The Executive Director shall establish and administer all arrangements and travel management procedures within the framework of the Policies and Procedures established by the International Board, and shall include a summary of these activities in reports to the Board. (5/91) (7/98)

B. **Travel:** Travel of members of staff shall be under the direction of the Executive Director or designee. Travel of the Executive Director shall be under the direction of the International President. Travel of the Executive Director and staff shall be subject to budget limitations and shall be approved in advance. Payment of such travel shall be calculated and made only on actual expenses incurred. (10/90) (7/98)

C. **Staff Meal Reimbursement for High Cost Cities/Countries:** The Executive Director shall annually investigate and identify cities and/or countries that would be considered as having high meal costs, and is authorized to approve a daily meal allowance reimbursement. (10/93) (1/13)

150.4 - Legal Matters

A. **Contracts and Agreements:** The Executive Director or designee shall have the authority to enter into any written contract authorized by the existing budget at the time of the contract or authorized by the International Board. Prior to execution, contracts entered into by Kiwanis International or Circle K International may be reviewed and approved as to form by legal counsel. (10/90) (1/15)

B. **Legal Counsel:** Within the limitations of the budget, the Executive Director may employ the services of a legal counsel admitted to practice law in the state of Indiana, who shall serve at the direction of the Executive Director. The Executive Director shall employ other such legal counsel as they, after consulting with the International President, may deem necessary. (10/90) (7/98)

150.5 - Other

A. **International Convention:** The Executive Director, with the advice and approval of the International Board Committee responsible for conventions, shall be responsible for the program and management of the convention. (10/90) (7/98)

B. **Bids for Materials, Products, and Services:** Whenever goods or services are to be purchased and it is deemed advisable, the Executive Director shall secure bids from qualified sources as available. (10/87) (1/13)

C. **Public Relations:** The Executive Director has the responsibility to develop an effective public relations program which will build the image of Kiwanis throughout the world, and develop and maintain contacts between Kiwanis International and other organizations. (10/92) (7/98)

D. **General Authority:** In addition to these specific responsibilities, the Executive Director shall have the authority to do, or to have done, such actions or functions as are normally incumbent upon the managing officer of any business office or operation. (10/92) (7/98)

NOTE: Other responsibilities of the Executive Director, too numerous to list in one place, are located throughout the International Bylaws, Policies, and these Procedures.

151 - EMPLOYMENT CONTRACT FOR THE EXECUTIVE DIRECTOR

Kiwanis International shall enter into an employment contract or agreement with the Executive Director for a period of time to be determined by the International Board. No later than six (6) months prior to the end of the contract, the Board may enter into negotiations regarding the new contract. Any renewal must be submitted to the Board for approval. (10/90) (1/13)

(152 – vacant)

153 - PERFORMANCE APPRAISAL AND OVERSIGHT OF THE EXECUTIVE DIRECTOR

153.1 - Performance Review Committee

The Performance Review Committee for the Executive Director shall consist of the President, Immediate Past President, President-elect and Vice President of Kiwanis International, the President and Immediate Past President of the Kiwanis International Foundation (Kiwanis Children's Fund), and the Chair and Immediate Past Chair of Kiwanis Youth Programs, with the Immediate Past President of Kiwanis International acting as Chairperson. (10/90) (10/21)

153.2 - Goals and Objectives

A. **Discussion**: Each year, no later than May 30, the Executive Director shall discuss with the Performance Review Committee possible goals and objectives for the Executive Director for the coming administrative year. These goals and objectives shall be compatible with the goals and objectives of the International Board. (10/90) (7/98)

B. **Preliminary**: No later than August 1, the Executive Director shall present a list of preliminary goals and objectives for the coming administrative year to the Performance Review Committee. These plans shall be consistent and compatible with the goals and objectives of the International Board. (10/90) (7/98)

C. **Finalization**: At the beginning of the administrative year, the Performance Review Committee shall meet with the Executive Director to review, delete, and/or add to the preliminary goals and objectives and finalize them. (10/90) (7/98)

   No later than the end of the September/October International Board meeting, the Performance Review Committee will present to the Board the Executive Director's finalized goals and objectives for approval. (10/90) (7/98)

153.3 - Review Process

A. **Quarterly:** No later than the end of the April/May International Board meeting, the Performance Review Committee will conduct an informal performance review with the Executive Director. This review will include the Committee's appraisal of the performance of the Executive Director as it relates to the goals agreed upon the previous October. At this time, in discussion with the Executive Director, the goals and objectives may be modified. If necessary, the appraisal may be written. The Performance Review Committee will provide a written summary of the quarterly meeting to the Kiwanis International and Kiwanis International Foundation Boards as well as the Executive Director. (10/90) (4/10)

B. **Annual:** Immediately prior to the September/October International Board meeting, the Performance Review Committee will conduct a formal performance review with the Executive Director. This review will include the Committee's written appraisal of the performance of the Executive Director as it relates to the goals agreed upon the previous October. The appraisal, along with a recommendation for any compensation adjustment, shall be presented by the Performance Review Committee to the Board for approval at an Executive Session at the September/October Board Meeting. A summary of key points will be shared with the Kiwanis International Foundation Board and the Kiwanis Youth Programs Board. (10/90) (10/21)

C. **File:** Each written appraisal will be placed in the Executive Director's personnel file maintained in the Human Resources Office. (10/90) (7/98)

153.4 - Compensation

The annual appraisal shall be one of the factors considered in determining compensation adjustment, if any. The appraisal and compensation adjustment shall be identified in writing and be placed in the Executive Director's personnel file maintained in the Human Resources Office. (10/90) (7/98)

153.5 - Other Discussions

The foregoing does not prohibit the International President or the Performance Review Committee from discussing with the Executive Director at any time during the administrative year the Executive Director's performance. (10/90) (7/98)

153.6 - Responsibility

If the Performance Review Committee should fail to conduct the appraisals, as outlined above, it is the Executive Director's responsibility to request that the appraisal be conducted and document such initiative. (10/90) (7/98)

153.7 – Semiannual Expense Review

On a semiannual basis, the Executive Director shall submit a report of expenses to the Kiwanis International Board Committee on Audit and Finance for review. This report and review shall include expenses for all items and activities in which the Executive Director is a direct participant. (1/08)

154 - RELATIONSHIP OF THE EXECUTIVE DIRECTOR TO INTERNATIONAL BOARD

154.1 - International President

When deficiencies or inefficiencies in the operation of the International Office or improved techniques come to the International President's attention, the President may counsel with the Executive Director and suggest plans to remedy the deficiencies or shortcomings and/or incorporate improvements. However, the day-to-day operation of the International Office shall remain the responsibility of the Executive Director, who is accountable to the entire International Board for the management of the International Office. (10/92) (1/08)

154.2 - International Board Committees

A. Authority: International Board Committees shall be advisory to the Board, assisting the Board in the performance of its responsibility, and are not designed to be supervisory to the departments of the International Office. (10/90) (7/98)

International Board Committees may recommend, but not require action; only a majority vote of the International Board can bind the Executive Director and staff to a recommendation. All International Board Committee recommendations relating to any International Office department should first be submitted to the Board for its consideration and action. (10/90) (7/98)

International Board Committees may request that the Executive Director and staff look into matters to assist the Board Committee in making a future recommendation to the Board. (10/90) (1/08)

B. Responsibility: It shall be the duty of the International Board Committees, on the occasion of every Board meeting, to bring before the Board such matters that would enhance efficiencies and services provided by the International Office, after consulting with the Executive Director. (10/90) (1/08)

C. Consultation: It is the Executive Director's responsibility to seek input from the appropriate International Board Committee on matters that will (or may) affect the subject areas for which they have policy-making responsibility. (10/90) (7/98)

154.3 – Staff Concerns

If any Board member has a problem or concern with staff, the problem or concern shall be brought to the attention of the Executive Director for whatever action the Executive Director may deem appropriate. The Executive Director would report any action taken to the President and Board Member bringing the concern. (10/90) (1/08)

155 - SMOKING PROHIBITED IN THE INTERNATIONAL OFFICE

Smoking inside the International Office building is prohibited. (5/93)

156 - EMERITUS DESIGNATION FOR FORMER STAFF

The International Board may designate former staff members of Kiwanis International as "emeritus," with benefits and privileges as specified individually by Board action. (6/90) (10/98)

Note: As of January 2023, the Kiwanis International Board granted emeritus status to Stanton D. "Stan" Soderstrom. Stan and his partner are invited to attend Kiwanis International conventions and council meetings, with transportation, housing, and meals paid on the same basis as those given to Kiwanis International Past Presidents any given year. These benefits are subject to compliance with Kiwanis International travel management policies and procedures and are effective during such time that Stan is a member of a Kiwanis club. Stan will not have voting rights at the convention unless he is properly credentialed as a delegate. (1/24)

157 - VOTING BY STAFF

A Kiwanis International Office staff person shall not vote at Kiwanis International Conventions, district conventions, division conferences, or other events above the club level unless they have been certified by their club as a club delegate and has paid the appropriate registration fee for the event.

(6/89) (6/12)

158 - ADMINISTRATION

158.1 - Records in the International Office

A. **Various:** Kiwanis International shall keep correct and complete books and records of account; correct and complete records of all transactions of Kiwanis International; and complete and correct minutes of the proceedings of the International Board and International Board Committees. It shall also keep records of its clubs, stating the names and addresses of all clubs. Financial or accounting records may be kept in written form or in any other form capable of being converted to written form within a reasonable time. (1980) (1/13)

B. **Contracts and Agreements:** Standard contracts and licensing agreements shall be kept in files at the International Office and be available upon request to International Board members and proper staff personnel. (5/88)

C. **Governance:** Kiwanis International shall provide, through the Kiwanis International web site, governance of the organization. This shall include the on-line posting of the International Bylaws, and all International Board Policies and Procedures, and shall be kept current with any and all revisions. (4/04)

158.2 - Request to Examine Records

A. **Inspection by International Board Members:** The books and records of Kiwanis International and Circle K International shall be open for inspection by any member of the Kiwanis International Board. (6/85) (1/15)

B. **Inspection by Clubs:** Any club, upon written demand stating the purpose therefore, shall have the right to examine in person or by agent or attorney, at any reasonable time or times for the parties, for any proper purpose, all of Kiwanis International's books, papers, records of account, minutes, and records of clubs, and shall have the right to make copies thereof or extracts there from at the club's expense.

C. **Litigation and Personnel Records:** Documents involved in litigation and personnel records shall not be subject to examination by a club or its agent or attorney in the absence of an order of a court of competent jurisdiction. (6/89)

158.3 - Tours of the International Office

The staff of the International Office shall extend normal courtesies to incoming tour groups from any part of the world, including a tour of the International Office. (5/93) (1/13)

159 – Vacant

OFFICIAL PUBLICATIONS

160 - OFFICIAL PUBLICATIONS

160.1 - Nature of Published Material

Articles, advertisements, or other matter published in official publications should reflect fairly

on institutions, businesses, professions, religions, customs, and organizations, and be consistent with the Objects, objectives, current resolutions or current programs of service of Kiwanis International or clearly defined policy of Kiwanis International. (1980) (4/99)

160.2 - Articles and Editorials

A. Selection: Articles and editorials shall be chosen to interpret, amplify, and extend Kiwanis' Objects, objectives, programs of service, current resolutions, and ideals, both in specific topics and in general application. (1980) (4/99)

B. Policies and Positions: There shall be published several times each year editorials by the Editor, or by an officer of Kiwanis, or by a competent writer with Kiwanis background and experience, which shall state the policy or position of Kiwanis International on matters embraced in the Objects, objectives, current resolutions, and current programs of service of Kiwanis International. (1980) (4/99)

C. Approval: All editorials shall be approved for publication by the Editor. (5/93)

161 - ADVERTISING (1/13)

Any official publication will make every effort not to accept advertising: (1980) (4/99)

A. That is fraudulent or misleading. (1980) (1/97)

B. That is vulgar, suggestive, repulsive, or offensive. (1980) (1/97)

C. Which constitute attacks of a personal character or that contain uncalled-for reflection on other advertisers. (1980) (1/97)

D. Of products containing habit-forming or dangerous drugs; offers of free medical treatment; or offers that claim to cure. (1980) (1/97)

E. That are considered "bait and switch" advertisements. (1980) (4/99)

F. Of alcoholic beverages. (1980) (1/97)

G. Of products that contain tobacco. (1/97)

H. Which attack the ethics and standard practices of the professions and other classifications in our membership. (1980) (1/97)

162 - CRITERIA FOR PUBLICATION OF CLUB ACTIVITIES

Space limitations prevent publication of routine club activities such as news of club meetings, anniversaries, speakers, and presentations. Reports selected shall be limited to successfully completed or established service or fund-raising projects. Priority will be given to projects of an unusual or innovative character. (1980) (4/99)

163 – KIWANIS MAGAZINE SUBSCRIPTIONS (10/19)

163.1 - Bulk Orders

KIWANIS magazine is available in bulk orders at the cost of the current annual subscription price per number of copies ordered, plus annual mailing costs to the point of destination.

(1/93) (10/94)

164-169 - Vacant

INSURANCE

170 - INSURANCE POLICIES

170.1 - Comprehensive Fidelity Policy for Employees

An overall fidelity policy amounting to US$200,000 shall be carried covering each employee. All employees shall be included in the coverage. (6/82)

170.2 - Travel Accident Policy for International Board

The Executive Director shall contract for travel accident insurance for the International Board and selected Kiwanis employees, who through the nature of their position, are required to travel extensively. (6/82)

170.3 - Property Insurance

The Executive Director shall contract for necessary property insurance to secure the property and other assets of Kiwanis International. (6/82)

170.4 - Officers and Directors Liability Insurance

Officers and directors liability insurance shall be purchased for the protection of the members of the International Board. (6/82)

171 - ADMINISTRATIVE FEE FOR RISK MANAGEMENT PROGRAM

An administrative fee shall be budgeted and charged to the risk management program. (5/93) (4/26)

172 – Vacant (1/13)

173 – ALCOHOL GUIDELINES FOR KIWANIS CLUBS AND OTHER KIWANIS ENTITIES

When providing alcohol at a Kiwanis event, Kiwanis clubs and other Kiwanis entities should adhere to the following guidelines. (1/13)

The preferred method is to transfer the risk by hiring a licensed entity to provide the alcohol. A certificate should be requested from the entity naming your club and Kiwanis International as an additional insured on its alcohol liability policy. When it is not possible or practical to hire a professional entity, the following steps should be taken to reduce the chance of an occurrence:

- Prevent underage service; check identification on all patrons 40 and younger. (1/13)
- Alcohol consumption must remain on the premises, with prominently displayed signs that inform attendees of this requirement.
- Entrance to the facility or event must be staffed by club members.
- Control consumption and avoid over-serving.
- Food should be readily available at the event.
- Minors at event limited to areas without alcohol.
- Enlist volunteer support in watching over the grounds.
- Consider the presence of local police.

- Be sure to check with the local municipality, state or province whether a license is required for your event. If a license is required and one is not obtained, there will be no coverage for an injury attributable to alcohol. Coverage will not be provided without a valid license.

(1/13)

The Kiwanis alcohol liability insurance coverage offered to clubs in the U.S., Canada, and the Caribbean is intended to protect the majority of those clubs that sell alcohol at an event under the following circumstances: (1/13)

- There are up to 500 participants at the event.
- The event is a one-day event.
- Alcohol receipts are less than 50 percent of the total receipts.

(1/13)

Clubs that conduct events that are outside of the above circumstances are requested to purchase primary alcohol liability for the event, with limits of at least US$1,000,000 per occurrence. The Kiwanis insurance policy would be in excess of the event coverage. (1/13)

Coverage under Kiwanis International's alcohol liability insurance is intended to protect Kiwanis from third-party liability. No coverage is provided to club members, volunteers, or employees for their injury. (1/13)

174 – Vacant

KIWANIS MARKS

175 - KIWANIS MARKS

175.1 - Purpose

The purpose of the Kiwanis name, emblem, and insignia is to identify with Kiwanis International an individual, a group of individuals, a piece of printed matter, an object, or an article. Permission to use the Kiwanis name or emblem in any manner shall be granted only if the permitted use is appropriate to the Objects, purposes, and objectives of Kiwanis International. (1980)

175.2 - Permitted Uses (1/13)

A. General: Except as provided in Procedures 260.2 - District Foundations-Name and Procedure 380.2 - Club Foundations-Names, no corporation or unincorporated association shall use the words "Kiwanis" or "Kiwanis International" in its name, nor shall it use in any way the registered service marks or collective membership marks owned by Kiwanis International including, but not limited to the following, hereinafter referred to as Kiwanis Marks, unless the express written consent of the International Board is first obtained: (1980) (4/97)

- "KIWANIS"
- "K IN CIRCLE"
- "CIRCLE K"
- "K (INTERNATIONAL) IN CIRCLE"
- "KIWANIS INTERNATIONAL"
- "K IN GLOBE (KIWANIS INTERNATIONAL)"
- "KEY CLUB AND K IN CIRCLE"

B. Trade or Business: Unless approved by the International Board, consent shall not be given where the proposed use of the Kiwanis Marks would be by a corporation or unincorporated association which regularly carries on a trade or business including, but not limited to, nursing homes, retirement homes, and hospitals. (5/91)

The name, emblem, or insignia of Kiwanis International may be used on an article or object as noted below, if first approved by the International Board, on an individual case basis: (10/96)

1. As part of a business promotion, or (1980) (10/96)
2. In conjunction or association with the name or trademark of a commercial enterprise. (1980) (10/96)

C. Endorsement: No corporation or unincorporated association shall represent or hold out to the public that it is endorsed or supported by Kiwanis International or any of its districts or federations or by any chartered club, without the express written consent of the Executive Director upon approval by the International Board. (1980) (10/96)

D. Licensing: No licensing agreement for the use of Kiwanis Marks shall be entered into on behalf of Kiwanis International without the express written consent of the Executive Director, using the appropriate standard licensing agreement. (1980) (1/13)

E. Tours: The name of Kiwanis International shall not, without specific International Board authorization, be used in any way to indicate Kiwanis International sponsorship of any group tour. (5/93)

F. Past Office Holders: A Kiwanian who has been elected to an office and who has actually served any portion of the term of such office shall be entitled to the insignia and other recognition as a past holder of such office. (1980) (1/13)

G. Club Use: Nothing in this procedure shall be construed as forbidding the incorporation or reincorporation of a chartered club "in good standing." (5/85)

175.3 - Use With Collective Reference to Sponsored Programs

When a collective reference is made to the sponsored programs of Kiwanis International, the names and logos of all sponsored programs are to be included on the materials. (10/90)

175.4 - Prohibited Cases

In considering requests for permission to use the name or emblem of Kiwanis International, the name, emblem, or insignia shall not be used on an article or object: (1980) (4/97)

A. Which is in poor taste, or (1980)
B. Which is of inferior quality or poor workmanship, or (1980)
C. On which the name, emblem, or insignia is inaccurately or inartistically reproduced, or (1980)
D. In the normal use of which the name, emblem, or insignia would be defaced or distorted, or (1980)
E. Which is to be offered for sale to the general public other than as a fund-raising project of a Kiwanis club, or (1980)
F. Which contains alcoholic beverages, or (1980)
G. Which contains tobacco, or (10/96)
H. Which contains habit-forming or dangerous substances, or (10/96)
I. Which may be used for gambling purposes, or (1980)
J. Which will substantially compete with similar items listed in the official Kiwanis Store.

(1980) (1/13)

(See also Procedure 745 - Licensing.)

176-177 - Vacant

TRAVEL MANAGEMENT

178 - TRAVEL MANAGEMENT

178.1 - Philosophy

A. **Responsibility:** Travel is a necessary part of doing business, but it should be undertaken with careful consideration. Effective and sensible control of expenses is a very important part of business and significantly contributes to sound fiscal policies. It is the responsibility of Kiwanis International, both members and staff, to control expenses where possible. (10/11)

Kiwanis International also recognizes that the comfort and convenience of its leaders, who donate their time and talents to the organization, should be respected as a cost efficient travel policy is deployed. (10/11)

B. **Reasonable Costs:** When travel and other business expenses are necessary, it is the responsibility of each person to incur expenses that are reasonable and justifiable in relation to the business being conducted. (10/89) (10/05)

C. **International Board Members Traveling Together:** In keeping with the best interest of Kiwanis International, no more than three Kiwanis International Board members should travel together on the same flight. (10/11)

178.2 - Exceptions

All exceptions to travel management procedures must have prior approval by the Executive Director or designee. (4/03) (4/06)

178.3 - Applicability

These procedures apply to persons traveling at the expense of Kiwanis International on travel pre-approved by the Executive Director or designee or President and within the approved budget of the organization. Travel guidelines for employees should be stated in employee travel policies and should follow these same rules except as stipulated by law or other government regulation and as provided for in Procedure 150.3 - Travel Supervision. (10/89) (10/11)

178.4 - Airline Reservations

A. **Designated Travel Provider:** All air travel must be arranged through the Kiwanis International designated travel provider, except as approved by the Executive Director or their designee. (10/89) (4/18)

B. **Flight Parameters:** Flight transportation shall be limited to a reasonable price range based upon the lowest applicable economy fares at the time of purchase, including additional fees (i.e., baggage fees). (See also Procedures 178.5 and 178.6, regarding restrictions and exceptions.) (10/95) (7/20)

C. **Cancellations:** If a traveler finds it necessary to cancel or reschedule a scheduled flight, it is the responsibility of the traveler to notify the designated travel provider immediately. (10/89) (7/20)

D. **Unused Tickets:** Unused airline tickets purchased by Kiwanis International must be reused by the traveler for later Kiwanis travel in accordance with airline rules. (10/89) (7/20)

E. **Confirmation:** Without exception, it is the traveler's responsibility to check for errors after receiving their ticket and immediately inform the travel provider if there is an error or change in the reservation or ticket. (10/89) (7/20)

F. **Frequent Flyer Programs:** All travelers are encouraged to register for and participate in frequent flyer programs that may reduce the cost of travel for Kiwanis International and increase the convenience and comfort for the traveler. (10/11)

178.5 - Air Fare and Associated Travel Costs, Payment, and Reimbursement (10/11)

A. **Payment and Reimbursement:** Airline transportation will be billed by the designated travel provider directly to Kiwanis International. All other costs (lodging, car rental, etc.) must be paid by the traveler. Kiwanis International will reimburse all eligible costs directly to the traveler upon submission of receipts and invoices utilizing the correct reimbursement process. (See Procedure 179.) (10/89) (10/11)

B. **Extension of Business Travel for Personal Reasons:** The extension of a Kiwanis International business trip for personal reasons is permissible when all auto, hotel, meal, and additional airfare attributable to the personal trip are paid by the individual. (See also Procedure 178.6.G - Extension of Travel to Obtain Cost Savings.) (10/89) (10/11)

C. **Other Fees:** Kiwanis International will reimburse other qualified expenses, including but not limited to fees for luggage and booking. The organization will not provide reimbursement for additional insurance, in-flight food or drink, or lost luggage. (10/11)

178.6 - Class of Service for Air Flights (10/11)

A. **Authorized Class of Service:** The authorized class of service for Kiwanis International business is any class that meets the fare parameters set forth in Procedure 178.4.B. For any intercontinental flight segment that is scheduled to be longer than seven (7) hours of non-stop flying time, a premium economy fare (or the equivalent) or an upgradeable economy class may be authorized, with the traveler using their own resources, including frequent flyer miles, to pay for any upgrade to first or business class. (10/89) (7/20)

However, the President and their spouse/partner, the President-elect and their spouse/partner, and other officers upon approval by the Executive Director or President may fly business class for any intercontinental flight segment of non-stop flying scheduled to be seven (7) hours or longer. (4/18) (7/20)

B. **Acceptable Reasons for Refusal:** From time to time, a traveler may refuse the fare that meets the parameters set forth in Procedure 178.4B due to the following acceptable reasons: (1980) (7/20)

- Scheduled times of meetings/events do not coincide with flight times.

- Layover time exceeds three hours or is less than one hour.
- Type of aircraft.
- Personal health reasons (requires prior approval)

(1980) (10/11)

C. **Day of Rest:** For intercontinental travel via the lowest available fare, Kiwanis International Board members are permitted one (1) day of rest upon arrival in the destination city. Lodging and per diem for the day of rest shall be paid by Kiwanis International. (1/08) (6/08)

D. **Extension of Travel to Obtain Cost Savings**: A trip must not be extended to take advantage of a lower fare unless the savings would total more than the cost of added hotel and meal expenses. (10/89) (4/06)

178.7 - Hotel Accommodations

A. **Selection of Hotel:** Selection of hotels should be based upon cost and convenience. Travelers are encouraged to contact the designated travel provider for rates and reservations. Hotel reservations made with the travel provider must be guaranteed with the traveler's credit card. (10/89) (10/11)

B. **Cancellations:** A reserved room which will not be used must be canceled. A cancellation number must be requested and recorded as proof of cancellation. Travelers failing to cancel a reservation or failing to advise the designated travel provider to do so could be held personally responsible for any no-show charges incurred. (10/89) (10/11)

C. **Reimbursement for Lodging:** Kiwanis International will reimburse actual room costs supported by the hotel bill for each day that lodging away from home is required for Kiwanis business reasons. The daily cost of lodging includes only the single occupancy room rate and applicable taxes, except when the accompanying partner is an authorized traveler. Standard and/or moderately priced accommodations are considered the norm. (10/89) (4/06)

D. **Rate Differences for Accompanying Partner/Family:** If accommodations are to be shared with a partner or other person(s) who are not on Kiwanis business, the traveler is responsible for payment of any rate differences between single and double/twin rate. This amount is due upon receipt of the expense report. (10/89) (4/06)

178.8 - Auto Travel

A. **Arrangements:** Rental car arrangements may be made through the designated travel provider. (10/89) (10/11)

B. **Reimbursement Qualifications:** The cost of rental cars is reimbursable when the nature of the trip is such that the use of public transportation (trains, buses, subways, and taxis) is not practical or is more expensive. (10/89) (4/06)

C. **Insurance Coverage:** Each traveler who drives his or her own automobile or other non-rented travel vehicle will be protected by adequate insurance, including public liability, property damage, and other types of losses. Therefore, Kiwanis International will not be responsible for or reimburse auto insurance premiums paid or for losses sustained. (10/90) (10/11)

Securing insurance coverage for rental cars is not necessary when traveling on Kiwanis International business; therefore, the purchase of optional insurance will not be reimbursed. (10/89) (10/96)

178.9 - Railroad Travel

Train travel should be considered for short distances. (10/89) (4/06)

179 - TRAVEL REIMBURSEMENT BY KIWANIS INTERNATIONAL (1/13)

179.1 - General Information Pertaining to All Travelers (7/20)

A. **Reimbursable Expense:** A reimbursable expense is an actual cost that requires an itemized statement or receipt that is reimbursable up to the lesser of actual cost or the amount permitted in the budget. (10/90)

B. **Air Travel:** Transportation reimbursement to assigned meetings shall be limited to the actual fare paid, but no more than the lowest round trip fare by the most direct route, as quoted by Kiwanis' designated travel provider, plus portal-to-portal expenses such as taxi, tips, etc. (1980) (10/11)

C. **Auto Travel Reimbursement:** When official travel is authorized by automobile, a mileage allowance shall be reimbursed. Automobile mileage reimbursement is made for U.S. travel at a per-mile rate equal to that allowed by the U.S. Internal Revenue Service (IRS), or by others appropriate standards for other nations, not to exceed the equivalent cost of the lowest round-trip airfare that meets the parameters set forth in Procedure 178.4B, plus transportation to and from the airport, or travel by train if appropriate. (1/98) (7/20)

D. **Incidental Costs:** Kiwanis International will also reimburse travelers for reasonable incidental travel costs, such as laundry, telephone, tips, valet service, internet access, meals, and passport/visa. Such costs must be itemized on the expense report form and receipts must be attached when applicable or when the cost is greater than US$25. (10/89) (10/11)

E. **Per Diem Meal Allowance:** A per diem meal allowance is an amount given for attendance at a meeting or conference, for which no itemized statement is required for reimbursement. (4/95) (4/06)

When programmed meals are provided by Kiwanis International, the per diem paid shall be reduced by the individual meal allowance for travel. (4/95) (10/11)

Persons traveling on official Kiwanis business are permitted to a per diem meal allowance, including travel days, when away from home on official business. (1/87) (10/11)

Per diem meal allowances shall be revised annually by the Chief Financial Officer based upon an annual review of costs in various cities and within the budget approved by the Kiwanis International Board. (10/11) (7/20)

F. **Costs Paid When Incurred:** Unless direct-billing is prearranged, travel costs, except air travel, will be paid for by travelers at the time the costs are incurred and submitted with receipts on the official expense report for reimbursement. (10/89)

G. Expense Report Required: All travelers shall submit a report and provide accompanying documentation for travel and all associated expenses incurred by Kiwanis International or for which they are allowed expense reimbursement. All costs must be itemized on the expense report form and receipts must be attached when applicable. The expense report should be submitted no later than thirty (30) days following the conclusion of the travel or event to be eligible for said reimbursement. (6/86) (7/20)

H. Partners: When the Board approves travel expenses for volunteer's legal partners to attend Kiwanis International meetings, travel expenses are limited to airfare and airport transfers, shared accommodation with the volunteer and any programmed meals. (1/01) (4/06)

179.2 – Kiwanis International Board Members (10/11)

Members of the Kiwanis International Board are reimbursed for their expenses in attending Board meetings, Special Committee meetings, the Kiwanis International Convention, Council meetings (if any), assigned district conventions, and other assigned Board responsibilities. (10/90) (10/11)

A. President:

1. **Presidential Visits:** Transportation expenses for the President and spouse are paid by Kiwanis International; local transportation, including to and from the airport, should be provided by the district. The district should assume the lodging and other official visit costs for the President and spouse during their presidential visit. (10/11)

2. **Club or District Activities:** Within Kiwanis International presidential travel expense, the President is permitted to schedule district or club activities. The district or club hosting the activity must assume the cost of transportation and lodging. (5/93) (10/11)

3. **Special Events:** The President shall normally attend the annual Rose Parade activities, primarily for the purpose of a joint meeting with the leaders of other civic organizations, and such trip shall be included in the President's annual travel budget. (10/11)

4. **Presidential Travel Approval Process:** As part of the budget approval process, the President-Elect shall present to the Executive Committee a list of all proposed Presidential visits/trips for the coming administrative year, as well as anticipated Presidential travel assignments. (10/11)

   a. Each planned visit shall be listed by:
      1. location;
      2. purpose/objective and;
      3. estimated travel cost involved. (10/02)

      This list shall comprise the Presidential Travel Budget for the forthcoming year. Anticipated related costs (such as visas) shall be included in financial projections. (10/02)

   b. No Presidential Travel, except to meetings of the Kiwanis International Board, shall be charged to any accounts other than those specified for Presidential Travel. (10/02)

c. The Presidential Travel Budget shall be given to Kiwanis' official travel provider. (10/02)

d. The Board Committee on Audit and Finance should oversee the Presidential travel expenditures and review them periodically. (10/11) (7/20)

C. International Board Members to Governors-elect Meeting(s): See Procedure 187.1 - Leadership Education – Governors-elect, for reimbursement information for International Board members to attend Governors-elect meeting(s) required by Kiwanis International. (10/95) (1/00)

D. KI-E Convention and Kiwanis ASPAC Convention: The President and President-Elect and spouses may attend the Kiwanis International-Europe Convention and/or (separately) the Kiwanis Asia-Pacific Convention at the expense of Kiwanis International. (10/96) (10/03)

E. International Board Counselors to District Visits: See Procedure 107 – District Counseling, for expense reimbursement information when International Board Counselors make visits to assigned districts. (5/93) (7/07)

F. Key Club International and Circle K International Conventions: At the expense of Kiwanis International, the Kiwanis International President-designate or designee shall attend the annual conventions of Key Club International and Circle K International. (10/95) (1/15)

G. Executive Director: When traveling, the expenses of the Executive Director shall include air transportation as defined under Procedure 178.6 - Class of Service for Air Flights between the points involved plus the actual expense incurred for food (per diem), lodging, and ground transportation, except as authorized under Procedure 178. (10/90) (7/20)

Travel expenses, housing, and programmed meals shall be paid for the Executive Director attending the Kiwanis International Convention and International Council meetings (if any). (10/11)

H. Spouse Reimbursement

1. **Spouses of President and President-Elect:** Kiwanis International will pay the expenses for transportation of the spouse of the International President and/or President-Elect when accompanying the President/President-Elect on official travel. (1980) (1/00)

2. **Spouses of Other International Board Members:** Travel expenses, housing, and programmed meals shall be paid for spouses of International Board members attending the Kiwanis International Convention and the first meeting of Council (if any), according to the parameters stated in Procedure 178. (5/85) (10/11)

179.3 - Past International Presidents (1/13)

Travel expenses, housing, and meals (per diem and/or programmed meals) shall be paid for Past International Presidents to attend the Kiwanis International Convention and the first meeting of Council (if any). Additionally, the cost of programmed meal functions for Past International Presidents shall be paid by Kiwanis International at assigned meetings. (5/85) (6/15)

179.4 - International Committees

For Committee meetings authorized by the International Board, unless otherwise determined, expense reimbursement for the Chairperson and Members shall be limited to the lowest round-trip airfare by the most direct route, ground transportation, lodging, and meals during the meeting. (5/85) (1/08)

179.5 - International Convention Chairperson

A. **Host Chairperson:** To attend the preceding year's convention, the expenses of the Host Convention Chairperson will be paid for travel, housing, and programmed meals. The Chairperson's spouse will be invited to attend at the Chairperson's expense. (10/82) (4/99)

B. **Other Convention Chairperson:** Reimbursement of expenses for other convention chairs shall be as follows, upon proof they spent at least this much on travel, lodging, and meals:
- Sergeant-at-Arms: $1,500
- Up to three (3) Vice Sergeant-at-Arms: $750
- Elections and Credentials: $500 each
- Resolutions and Bylaws: $500

(1/23)(10/25)

179.6 - Circle K and Key Club International Presidents

Circle K and Key Club International Presidents will be paid transportation, housing, and the same per diem as established for International Board members, and for the meal function costs that they are required to attend at the Kiwanis International Convention and the first meeting of Council. (5/85) (10/11)

179.7 - European President and Asia-Pacific Conference Chairperson

For the first Council meeting, transportation, housing and programmed meals costs shall be paid by Kiwanis International for the President of Kiwanis International-Europe and the Kiwanis Asia-Pacific Chairperson. At the Kiwanis International Convention, each shall receive, at the expense of Kiwanis International, the same or comparable lodging accommodations as those provided to the governors for the four (4) nights corresponding with the official convention dates. (10/90) (10/04)

179.8 - Governors (10/11) (1/13)

A. **To Attend the First Meeting of Council:**
- Transportation - If by automobile, direct mileage is reimbursed as defined in Procedure 179.1.C - Auto Travel Reimbursement. If by air, lowest available airfare between the place of residence and Indianapolis is paid, provided the designated Kiwanis travel provider makes the airline arrangements, in accordance with Procedure 178 - Travel Management. (10/11)
- Lodging - Lodging is provided for the governor and spouse for three (3) nights for governors of North American districts and for four (4) nights for governors of European, Asia-Pacific, and Latin American districts. (5/93)
- Meals - Programmed meals for the governor and spouse are provided. (5/93)

Spouses - Although expenses paid by Kiwanis International for spouses are limited to housing and programmed meals, they are urged to attend and participate in this educational event. (5/93)

B. To Attend the Kiwanis International Convention

- Transportation - No transportation costs are paid by Kiwanis International. The governor's costs should be paid by the district. (5/93)
- Lodging - Lodging will be provided by Kiwanis for the governor and spouse sharing the same room at the district's assigned hotel, for the four (4) nights corresponding with the official convention dates (from the International Convention budget). (5/93) (2/04)
- Meals - Programmed meals planned specifically for governors and/or spouses are provided. This does not include "team dinners." (5/93)
- Spouses - Although expenses paid by Kiwanis International are limited, spouses of governors are urged to attend and participate in these educational events. (5/93)

C. To Attend Regional Conferences for Governors: (1/13)

- Transportation - No transportation costs are paid by Kiwanis International. The governor's costs should be paid by the district. (5/93)
- Lodging - Lodging costs for governors are reimbursed if the conference lasts more than one (1) day. (5/93)
- Meals - Programmed meals are provided. (5/93)

179.9 – District Governors-elect (10/11) (1/13)

A. To Attend Governors-elect Meeting(s) Required by Kiwanis International:

- Transportation - If by automobile, direct mileage is reimbursed as defined in Procedure 179.1.C - Auto Travel Reimbursement. If by air, lowest available airfare between the place of residence and Indianapolis are paid, provided the designated Kiwanis travel provider makes the airline arrangements, in accordance with Procedure 178 - Travel Management. (10/11)
- Lodging - Lodging costs are provided for the period of the meeting(s) for governors of North American districts, and for one additional night for governors of European, Asia-Pacific, and Latin American districts. (5/93)
- Meals - Programmed meals are provided. (5/93)

B. To Attend the Kiwanis International Convention:

- The governors-elect and spouses are encouraged to attend the International Convention and follow-up education conferences. However, Kiwanis International does not pay for transportation, lodging, meals, or other expenses for either governors-elect or their spouses. (9/99) (9/00)

179.10 – District Secretaries (1/13)

A. To Attend the First Meeting of Council:

- Transportation and Lodging - No transportation or lodging expenses are paid by Kiwanis International. (5/93)
- Meals - Programmed meals are provided. (10/95)
- Spouses are invited to attend, though no spouse expenses except programmed meals are paid by Kiwanis International. (5/93)

B. To Attend the Kiwanis International Convention: No transportation, lodging, or other expenses are paid by Kiwanis International for District Secretaries or their spouses to attend the International Convention. (5/93)

C. To Attend the District Secretaries' Conference: (1/13)

- Transportation - No transportation expense is paid by Kiwanis International. (5/93)
- Lodging - Lodging costs are provided for three (3) nights. (5/93)
- Meals - Programmed meals are provided. (5/93)

179.11 - Companion Travel Reporting

The Executive Director or designee shall comply with United States law regarding the reporting of companion travel to the Internal Revenue Service (IRS) for Kiwanis International Board members and Past Presidents residing in the U.S. For Board members and Past Presidents who reside outside the U.S., information regarding companion travel will be provided directly to those individuals for reporting to their governments if applicable. Tax liability stipends may be provided to affected individuals, at the discretion of the Kiwanis International Board. (10/14)

179.12 - Kiwanis International Staff

Staff members must adhere to Procedure 178 - Travel Management. See Employee Policies regarding reimbursement for automobile usage, business entertaining, meals, and participation in trade and professional associations. (10/95) (1/99)

(See also Procedure 156 - Emeritus Designation for Former Staff.) (1/99)

180-184 - Vacant

KIWANIS INTERNATIONAL - MISCELLANEOUS

185 - KIWANIS INTERNATIONAL REGIONAL GOVERNANCE

185.1 - Territorial Limits and Governance

The territorial limits, duties, powers, objectives, responsibilities, and relationship to Kiwanis International with each region shall be as specified in the Bylaws of Kiwanis International and the bylaws of the region. (5/92) (4/08)

185.2 - Collection of Financial Obligations

The International Board may authorize Kiwanis International or the region to collect financial obligations due to the other. Monthly transfers of amounts collected shall be made within ten (10) business days following the end of the month. (5/92) (4/08)

185.3 - Administration

The Boards of Kiwanis International and the region shall administer their respective offices (if any), budgets, and finances. (5/92) (4/08)

185.4 - Financial Independence

Any regional governance costs, including but not limited to board meetings and conventions, shall not be borne by Kiwanis International unless specifically approved by the Board of Trustees. (4/08)

186 - Vacant (1/13)

187 - LEADERSHIP EDUCATION

187.1 - General Responsibility

The International President-Elect, at the request of the International President, shall be responsible for the education of our leadership as to their Kiwanis duties and responsibilities. In carrying out this responsibility, the President-Elect will work closely with the appropriate International Board Committees as they develop the specific procedures for final approval by the International Board. (1980)

187.2 - Governors-elect

A. **Governors-elect Meeting(s) Required by Kiwanis International:** The basic leadership education of all governors-elect shall be provided by Kiwanis International at the established and announced Governors-elect meeting(s). (1980) (1/00)

The meeting(s) will be presided over by the International President-Elect. The International Vice-President shall attend to observe and/or participate at the expense of Kiwanis International. (5/90) (1/13)

B. **Travel Reimbursement:** Kiwanis International will reimburse to all governors-elect the costs of travel, lodging, and meals as outlined in Procedure 179.9. (5/90) (10/96)

C. **Substitute Prohibited:** If the governor-elect cannot attend the required Governors-elect meeting(s), they may not send a substitute to act in their stead. (1/00)

(See also Procedures 222 - [District] Leadership Education and Procedure 320.3 - [Club] Education and Training.)

188-189 - Vacant

190 - KIWANIS LAPEL BUTTONS

190.1 - Lapel Buttons for Past and Present International Board Members

The official design of the lapel buttons for past and present International Board members shall be approved by the International Board. One lapel button shall be presented to each member of the Board upon election to a new office or upon becoming a Past President. Any replacement must be purchased by the Board member or Past President at cost. (1980) (4/98)

191 - KIWANIS WORLD SERVICE MEDAL

The Kiwanis World Service Medal may be awarded to an individual or an organization or agency. No more than one recipient per annum will be honored, and no medal need be presented. (5/90) (10/10)

The medal is awarded for service that: (1) enhances the quality of life for children; and (2) benefits a significant number of children in a substantial way. The recipient's involvement in service must be actual, not merely the espousal of a position of philosophy, and should provide an inspiring example to others. The recipient may be involved in service: (1) as a volunteer; or (2) by exercising professional skills to benefit others in ways that sacrifice personal gain and exemplify outstanding dedication beyond ordinary requirements of employment or professional duty. (5/90) (9/97)

The Executive Committee of the International Board will select a recipient on or before February 15. (5/90) (10/10)

192 - Vacant

193 - KIWANIS INTERNATIONAL ELECTION CAMPAIGN STANDARDS

193.1 – Purpose and Definition

To prescribe general guidelines for acceptable campaign behavior and provide a process to make interpretations and address complaints when necessary. (10/90) (7/20)

Campaigning shall be defined as the coordinated activities of Kiwanis members attending a Kiwanis International or district convention intended to promote and elect a candidate who has met and been qualified as a candidate for Kiwanis International. (7/20)

193.2 – Candidate Agreement to Fulfill Duties and Responsibilities

Upon announcement of candidacy for the Kiwanis International Board, each candidate must enter into an agreement with Kiwanis International whereby, if successful, the candidate agrees to fulfill the duties and responsibilities of the offices of the Kiwanis International Board, as stipulated by Kiwanis International. The terms of such agreement must be fulfilled in order for the candidate to serve as a member of the Board. (10/98) (7/20)

193.3 - Contact Information

Announced candidates may request and receive one time, at no charge, an electronic file of mailing addresses and e-mail addresses for the Kiwanis International Board, Past Kiwanis International Presidents, Past Kiwanis International Board members, Kiwanis International-Europe Board, Kiwanis Asia-Pacific Board, Kiwanis International Foundation Board, governors, governors-elect, immediate past governors, district secretaries, lieutenant governors, and club presidents. (10/90) (4/24)

193.4 - Conduct

Candidates will conform to the following ethical values: honesty, trustworthiness, integrity, good character, fairness, caring, and respect. Candidates shall at all times conduct themselves and their campaigns in accordance with basic rules of ethical conduct so as to uphold the good name of Kiwanis. Acceptable ethical campaign behavior includes, but is not limited to, the following: personal contacts, telephone calls, letters, any electronic communications, and brochures. (10/90) (4/10)

Candidates, campaign committees, and supporters shall refrain from such conduct as the following: giving erroneous or misleading campaign information; making derogatory statements about any candidate; issuing any information with malicious intent; giving gifts of anything of substantial value; giving gratuities; and being involved in undignified gimmicks or practices. (10/90) (4/10)

193.5 - Distribution of Campaign Information and Materials

All campaign materials, brochures, electronic web pages, social media and other forms of marketing and /communication shall be factual and adhere to the ethical standards set forth in this procedure. (7/20)

Candidates are responsible for any photos used in campaign material to ensure that endorsement is not implied by any individual included in photos without such individual's permission. No photo of a current member of the Kiwanis International Board, Kiwanis Children's Fund Board, or Kiwanis International employee may be used. (7/20)

Social media postings promoting the qualifications or activities of an endorsed candidate shall follow the intent of all campaign standards and shall contain a statement indicating the candidate

being promoted. The candidate is responsible for postings by committees supporting their candidacy. The Kiwanis International Campaign Ethics Committee has the authority to request any candidate modify or remove any social media content it determines do not adhere to this procedure. (7/20)

A link to each candidate's web site or social media will be provided in the online version of the Biographical Sketches booklet produced by Kiwanis International if provided to Kiwanis International by the annual deadline. (4/10) (7/20)

A time frame and location shall be allocated during convention for personal interaction between the candidates and attendees. (4/10) (7/20)

The distribution of campaign materials will be restricted to a specific area(s) designated by the Executive Director and as permitted by the convention/meeting facility. The convention will provide to each candidate, at no cost, an exhibit table and two chairs for the purpose of displaying campaign items within the designated area. Candidates will assure that campaign supporters and workers at all times comply with requests and/or requirements of the Sergeant at Arms Committee. The wearing of any campaign material shall be prohibited on stage during any convention session, except during the election process; by presenters at any convention function; and when on duty on behalf of any of the following committees: Host Committees, Registration, Elections, Credentials and Sergeant at Arms. (10/92) (7/20)

193.6 – Neutrality

All members of the Kiwanis International Board are expected to maintain neutrality surrounding elections, refraining from publicly endorsing or showing preference to any candidate for office, either explicitly or implicitly. (10/20)

No resources of Kiwanis International shall be used to promote or provide preferential treatment for any candidate. This includes social media directly controlled by Kiwanis International. (10/20)

193.7 – Expense coverage

The only candidates who may have travel or other expenses paid or reimbursed by Kiwanis International are those already serving in an elected Kiwanis International Board position who are entitled to such expenses in performing the duties of office. (10/20)

193.8 – Candidates Serving in Appointed Positions

Candidates for Kiwanis International Trustee or Vice President shall not simultaneously serve as a chair of any committee or task force appointed by the Kiwanis International President or Board unless such candidate is a member of the Kiwanis International Board. (10/20)

193.9 – Opinions

Any candidate or interested party may request an opinion from the Executive Director as to whether any anticipated campaign practice is acceptable behavior. When deemed necessary or if requested, the Executive Director shall submit questions of campaign ethics to the Campaign Ethics Committee for its opinion. The Campaign Ethics Committee shall be composed of the Kiwanis International President, President-Elect, Immediate Past President, and Vice-President. No committee member shall participate in an opinion concerning a candidate for an office for which he or she is a candidate. A determination will be made by a majority of the Committee. (10/90) (7/20)

193.10 - Violations (7/20)

If it is determined that a candidate or campaign committee member has violated any standard of behavior, the candidate shall be notified by the Campaign Ethics Committee. Any candidate who intentionally commits or allows continued unacceptable behavior after receiving such notice shall be subject to censure by the Kiwanis International Board; however, prior to any censure, the candidate shall be afforded a hearing before the Board at their own expense. If the board upholds the censure after the hearing, the censure shall be made known to the House of Delegates prior to the election process and to clubs via any method by which candidate information is generally publicized. (10/90) (7/20)

(See also Policy B.19 – Social Media Guidelines.)

194-195 – Vacant

196 – CONFLICT OF INTEREST

196.1 - Definitions

A. **Organization:** "Organization" in this procedure means "Kiwanis International."

B. **Interested Person:** Any Kiwanis International officer or trustee or member of a committee with Board-delegated powers or Staff who has a direct or indirect financial interest, as defined below, is an interested person. (4/07) (10/22)

C. **Financial Interest:** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: (4/07)

1. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement; (4/07)

2. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement; or (4/07)

3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. (4/07)

Compensation includes direct and indirect remuneration, as well as gifts or favors that are substantial in nature. (4/07) (4/15)

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the International Board decides that a conflict of interest exists. (4/07) (6/10)

196.2 - Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence and nature of the financial interest and be given the opportunity to disclose all material facts to the International Board. (4/07) (4/15)

196.3 - Addressing a Potential Conflict of Interest

A. An interested person may make a presentation to the International Board at a Board meeting in writing or in person; if in person, after the presentation, they shall leave the meeting while the possible conflict of interest is discussed and voted upon. (4/07) (4/15)

B. The International Board shall determine whether a conflict of interest exists, and, if a conflict does exist, shall determine alternatives to the proposed transaction or arrangement which, with reasonable efforts, would not give rise to a conflict of interest. However, if appropriate, the Board may appoint an investigation committee composed of one or more disinterested persons to investigate the matter, which shall, after due diligence, report its findings and recommendation to the Board. (6/10)

C. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not produce a conflict of interest, the International Board shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement. (4/07) (4/15)

196.4 - Violations

A. If the International Board or investigation committee has reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, it shall inform the interested person of the basis for such belief and afford him/her an opportunity to explain the alleged failure to disclose. (4/07) (6/10)

B. If, after hearing the interested person's response and after making further investigation as warranted by the circumstances, the International Board or investigation committee determines the interested person has failed to disclose an actual or possible conflict of interest, the Board shall take appropriate disciplinary and corrective action. (4/07) (6/10)

196.5 - Records of Proceedings

The record of the International Board meeting and investigation committee meeting (if any) shall contain: (4/07) (6/10)

- The names of the interested person who disclosed or otherwise was found to have a financial interest in connection with an actual or possible conflict of interest;
- The nature of the financial interest;
- Any action taken to determine whether a conflict of interest existed;
- The names of the persons who were present for discussions and votes relating to the transaction or arrangement;
- The content of the discussion, including any alternatives to the proposed transaction or arrangement;
- Recommendation(s) of the investigation committee;
- Any votes taken in connection with the proceedings; and
- The International Board's decision as to whether a conflict of interest in fact existed and disciplinary action taken (if any).

(4/07) (6/10)

196.6 - Compensation

A. A voting member of the International Board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation. (4/07)

B. A voting member of a committee with Board-delegated responsibilities or powers whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation. (4/07) (6/10)

C. No voting member of the International Board or a committee with Board-delegated responsibilities or powers whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation. (4/07) (6/10)

196.7 - Annual Statements

Each interested person, as defined in 196.1, shall annually sign a statement that affirms such person: (4/07) (6/10)

A. Has received a copy of Kiwanis' conflict of interest policy and procedure; (4/07) (6/10)

B. Has read and understands the policy and procedure; (4/07) (6/10)

C. Has agreed to comply with the policy and procedure; (4/07) (6/10)

D. Has identified in writing any potential conflict of interest; and (4/07)

E. Understands the Organization is charitable and, in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes. (4/07)

196.8 - Periodic Review

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted, which shall include, at a minimum, include the following subjects: (4/07) (4/15)

A. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining. (4/07)

B. Whether any joint venture arrangements or other transactions involving the Foundation (including but not limited to agreements to provide or to purchase goods or services) have resulted in private inurement or impermissible private benefit. (4/07) (4/15)

196.9 - Use of Outside Experts

When conducting periodic reviews, the Organization may, but need not, use outside advisors. The use of outside experts shall not relieve the International Board of its responsibility for ensuring that periodic reviews are conducted. (4/07) (4/15)

197 - CRIMINAL HISTORY BACKGROUND CHECKS

This procedure shall apply whenever a clear criminal history background check is required to be conducted and verified by Kiwanis International. (4/10) (4/13)

197.1 - Responsibility for Costs

Each individual subject to the background check shall be responsible to pay the charges. Checks shall be conducted as inexpensively as reasonably possible to assure accurate results. (4/10) (1/11)

197.2 - Convictions that Cause Ineligibility

A criminal history background check is considered "not clear" if it indicates: a felony or misdemeanor involving moral turpitude; a felony or conviction or registration of a violent and/or sexual nature, involving any type of abuse of a child, involving threatening or intimidating behavior, or otherwise of a physical nature; or a felony related to larceny or theft. Following are examples of these types of convictions; however, this list does not constitute the full breadth of convictions: (4/10) (1/11)

A. Felonies or registrations of a physical nature

- Abuse, aggravated abuse, or neglect of an elderly person or disabled adult
- Adult abuse, neglect, or exploitation of aged persons or disabled adults
- Aggravated assault
- Aggravated battery
- Carjacking
- Child abuse, aggravated child abuse, or neglect of a child
- Contributing to the delinquency or dependency of a child
- Exploitation of an elderly person or disabled adult
- False imprisonment
- Home-invasion robbery
- Incest
- Kidnapping
- Leading, taking, enticing or removing a minor beyond the state limits or concealing the location of a minor with criminal intent pending dependency proceedings or proceedings concerning alleged abuse or neglect of a minor
- Lewdness and indecent exposure
- Luring or enticing a child
- Manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
- Homicide
- Obscenity
- Possessing an electric weapon or device, destructive device, or other weapon at a school-sponsored event or on school property
- Prostitution or solicitation of a prostitute
- Resisting arrest with violence
- Robbery
- Sexual activity with or solicitation of a child by a person in familial or custodial authority
- Sexual battery
- Sexual misconduct

- Unlawful sexual activity with minors
- Voyeurism
- Disorderly conduct
- Domestic violence

(4/10) (4/14)

B. Felonies related to larceny, theft, or moral turpitude ("contrary to community standards of justice, honesty, or good morals")

- Coordinating the commission of theft in excess of $3,000
- Dealing in stolen property
- Larceny and grand larceny
- Identity theft
- Arson
- Arrest without violence – three (3) or more incidents
- Contraband
- Driving while intoxicated – three (3) or more incidents
- Extortion
- Forgery
- Petit theft (as larceny)
- Exhibiting weapons or firearms at school events, on school property, or within 1,000 feet of a school
- Trespassing – three (3) or more incidents
- Vehicular homicide
- Welfare and unemployment fraud

(4/10) (1/11)

C. Misdemeanors

- Battery, if the victim of the offense was a minor
- Luring or enticing a child
- Drugs or paraphernalia
- Concealed weapon
- Petit theft (as a misdemeanor) – three (3) or more incidents

(4/10) (1/11)

D. Other Types of Convictions

Other types of felony convictions will be reviewed on a case-by-case basis by the Executive Director or designee. (4/10) (1/11)

E. Legally Reversed or Overturned Convictions

Any conviction legally reversed or overturned by the proper authorities shall not be considered when evaluating the background check. (4/10) (1/11)

197.3 - Discipline

Individuals with a background check determined to be not clear will be subject to the following actions: (4/10) (1/11)

A. Current specified officers will be disciplined as determined by the International Board, including but not limited to suspension or removal from office. (4/10) (1/11)

B. Candidates for a specified office will be considered disqualified as a candidate. (4/10) (1/11)

C. Adults wishing to participate in relevant youth events will not be allowed to do so. (4/10) (1/11)

D. Those wishing to be the district board-approved chairperson(s) and chair's assistant for Kiwanis-branded programs involving youth under age 18 will not be allowed to hold such positions. (4/13)

197.4 - Appeal Process

The appeals process shall be conducted as follows. (4/10) (10/23)

A. The appeal must be submitted in writing to the Executive Director within thirty (30) days from notification, stating the grounds of the appeal. The appeal may only come from the person who has been checked or removed. (4/10) (10/12)

B. The Executive Director shall refer the matter to the Appeals Committee within fifteen (15) days of receipt. (4/10) (10/23)

C. The Committee shall consider the merits of the appeal within ten (10) days to determine if a hearing is warranted. (4/10) (1/11)

D. If a hearing is warranted, the Committee shall meet within thirty (30) days to consider the grounds of the appeal and the alleged facts. The person making the appeal shall be given twenty (20) days notice of the committee meeting and shall have the right to attend at their own expense. (4/10) (1/11)

E. The appellant shall have the option to have legal counsel present, at their own expense. If the appellant has legal counsel present, Kiwanis International shall have legal counsel present. (4/12)

F. The Appeals Committee shall hear testimony and consider the evidence presented. All parties shall be allowed to ask questions of witnesses. The hearing shall be recorded. (4/12) (10/23)

G. The Committee shall report its findings and recommendations to the Kiwanis International President and Executive Director within fifteen (15) days after meeting, with such report to include all relevant information including a summary of discussion and any votes taken in connection with the proceedings. The report shall then be forwarded to the Kiwanis International Board to consider at the next scheduled Board meeting or at a special Board meeting. (4/10) (10/23)

H. After considering the Appeals Committee report, the Kiwanis International Board, shall consider a motion to uphold the appeal, which shall require a two-thirds (2/3) vote to adopt. (4/10) (10/23)

198 – COMPLIMENTARY LIFE MEMBERSHIP FOR PAST PRESIDENTS OF KEY CLUB INTERNATIONAL AND CIRCLE K INTERNATIONAL

Kiwanis International provides complimentary life membership to former presidents of Key Club International and Circle K International by waiving Kiwanis International dues when they voluntary join a Kiwanis club of their choice and for such time that they continue as Kiwanis club members. All other applicable dues and fees shall remain payable, including club dues, district dues, the magazine subscription, and the insurance premium. (Adopted 6/21, effective 10/21)

199 – Vacant

KIWANIS INTERNATIONAL PROCEDURES

SECTION 200: DISTRICTS

(This section revised per K.I. Board action as of October 2025)

DISTRICT ORGANIZATION

200-201 - Vacant

NOTE: Procedures 200-206 were revised April 2016, but not effective until October 1, 2017.

200 –ROLE AND PURPOSE OF DISTRICTS

A district shall exist primarily to provide the delivery of goods and services to clubs to accomplish the following:
a. Building new clubs and strengthening existing clubs;
b. Delivering education to clubs; and
c. Delivering service leadership programs to and through clubs.
(4/16)

The purpose of the district also shall be to promote the interests of the clubs within the district to Kiwanis International. (4/16)

201 – DISTRICTS, PROVISIONAL DISTRICTS, AND KIWANIS NATIONS

201.1 – Districts

In establishing districts and their boundaries, the following requirements shall be considered by the Kiwanis International Board: (4/16)

A. Size: The minimum size for districts should be 1000 dues-paid members in 25 clubs in good standing. The Board may elect to establish a district with a lesser number of clubs and/or dues-paid members, after consideration of the additional factors listed below, if the establishment is deemed to be in the best interests of the clubs involved and Kiwanis International. (4/16)

B. Language and Culture: Clubs that communicate with common language and share common or similar culture should be grouped together. (4/16)

C. Economics: Clubs that share common currency, banking and financial systems should be grouped together. (4/16)

D. Location: Clubs that are isolated from existing districts by distance or geographic barriers should be grouped together, as much as possible. (4/16)

E. Administrative Costs: The Board should consider the financial justification based upon the cost of delivering goods and services to the district and its clubs. (4/16)

201.2 – Provisional Districts

If an area does not have sufficient clubs or membership to be approved as a district, the area may be designated as a provisional district, for the purpose of growing into a district. A provisional district shall: 1) be composed of at least ten clubs with 200 members, 2) adopt the Standard Form for District Bylaws, modified only as approved by the Kiwanis International Board; 3) have an organized board elected by representatives of the clubs; and 4) have an approved plan to become a district. The elected leader of a provisional district has the title of chair. (4/17)

Reference: Existing Provisional Districts as of January 2026: Ecuador, Korea, and Romania. (9/22)

201.3 – Kiwanis Nations

If an area does not have sufficient clubs or membership to be approved as a district or provisional district, the area may be designated as a Kiwanis nation, for the purpose of later growing into a district. A Kiwanis nation shall be a group of fewer than ten Kiwanis clubs not otherwise part of a district or provisional district. The clubs in a Kiwanis nation may operate informally as a group (similar to a district division) via a coordinating committee chaired by a national coordinator. The committee and chair shall be under the supervision of Kiwanis International, according to any policies or provisions stipulated for all Kiwanis nations or for that specific nation. The national coordinator shall be appointed by the Kiwanis International Executive Director. Each Kiwanis nation may have a sponsoring district determined by the Kiwanis International Board to provide education and administrative support to the clubs and members of the Kiwanis nation. (4/16)

Reference: Existing Kiwanis Nations as of April 24, 2021: Albania, Cambodia, Czech Republic/Slovak Republic, Hong Kong, Hungary, Indonesia, Pakistan, Poland, Singapore, Sri Lanka, Thailand, Turkey, and United Kingdom. (4/21)

201.4 - Designation

The Kiwanis International Board shall determine whether a group of clubs is designated as a district, provisional district, or Kiwanis nation.

A. The Kiwanis International Board shall designate a group of clubs to be a district only upon the confirmation of 1000 dues-paid members for two consecutive dues cycles (and 200 dues-paid members for a provisional district) (4/16) (10/25)

201.5 - Notification

The Executive Director, or designee, on behalf of the Kiwanis International Board, shall notify each Kiwanis nation, provisional district, or district when it attains each major goal toward a new status, when it reaches a new status, or when it is in danger of reverting to a lower status. (4/17) (10/25)

The Executive Director, or designee, shall contact any district whose membership falls below 1,000 to offer support and/or resources to assist the district with growth in alignment with the following conditions:

A. When membership of a district falls below 1,000, notification shall be sent of "automatic" relegation to "Provisional District Status" if membership falls below 750. (10/25)

B. Where membership of a district has fallen below 750 members;
- That district has two (2) years to grow to 750 members or shall be reclassified to Provisional District Status after such two-year period. (10/25)

C. Where a Provisional District membership has fallen below 200;
- That district has one (1) year to grow to 200 members or shall be reclassified to Kiwanis Nation. (10/25)

Additionally, The Executive Director shall notify affected districts by approximately July 31 and then provide a status update by approximately October 31. A copy of this procedure shall be included with notification. (4/17) (10/25)

201.6 - Organizing Convention

Each provisional district or district, upon being so approved as such by the Kiwanis International Board, shall hold an organizing convention open to all members of clubs in the district. At the organizing convention, club delegates shall: adopt the Standard Form for District Bylaws, modified only as approved by the Kiwanis International Board; elect officers in accordance with its bylaws; and conduct any other business required by the laws of local jurisdiction. The presiding officer and recording secretary of the organizational convention shall be appointed by the Kiwanis International President. (4/16)

202 –ATTACHMENT OF REMOTE CLUBS

A new Kiwanis club organized outside the territorial limits of a Kiwanis district, provisional district or Kiwanis nation may be attached to an existing district upon approval of the Kiwanis International Board. If so attached, such club shall have all of the rights, privileges and responsibilities of other clubs in the district. Such attachment shall not be considered as changing the boundaries of the district the club is attached to. (4/16)

203 – CHANGING EXISTING DISTRICT BOUNDARIES

Prior to changing the boundaries of an existing district, the Kiwanis International Board shall follow the notice and other requirements of the Kiwanis International Bylaws. The effective date of any change in boundaries will be as determined by the Board. The Board shall not consider a request from a portion of an existing district to form a separate district unless each remaining portion is qualified to exist as a separate district under the requirements set forth in this provision. (4/16)

204 - DISTRICT STATUS

204.1 - Minimum Requirements for Good Standing

A district shall be deemed to be in good standing when the following conditions are met: (4/16)

A. The district has adopted the Standard Form for District Bylaws, modified only as approved by the Kiwanis International Board, and the district is compliant with all aspects of the Kiwanis International Bylaws and policies. (4/16)

B. The district is actively engaged in introducing Kiwanis clubs into new communities each year. (4/16)

C. The district's finances are responsibly managed, including adequate collection of dues and fees, budgetary and fiscal management by the district's board, and annual reporting to pertinent governmental entities and Kiwanis International. Districts are not required to submit audited financial reports or third-party review reports, but rather shall provide unaudited or reviewed financial reports certified by the district, district foundation, or Key Club or Circle K District as accurate and shall submit a certification signed by the Governor, District Secretary and, if applicable, the Key Club or Circle K District

Administrator that they have complied with all governmental requirements in their respective locations. (10/18) (10/23)

D. The district is current with all requirements of annual reporting to Kiwanis International including report of the district's annual convention and the most recent copy of the district's bylaws and policies. (10/18) (10/23)

E. The district has complied with Kiwanis International policies on criminal history background checks for all required district positions. (10/18)

F. The district and its clubs are actively engaged in community service projects and programs that support youth and children. (4/16)

G. The district fills the offices of Governor, Governor-elect, Vice-Governor (if any), Secretary, and Treasurer with proper elections or proper appointments to fill vacancies in accordance with their bylaws. (10/18)

The Board shall annually review the good standing status of each district in the first month of the administrative year. (4/19)

204.2 – District Not in Good Standing (10/19)

If a district does not meet the minimum requirements for good standing, the Executive Director shall notify the Board of Trustees and the district that the district is not in good standing. The district shall then have thirty (30) days to correct any matters of noncompliance or to present an acceptable plan to correct such issues within a reasonable period of time. The district shall be considered not in good standing during such interim period. (10/18)

Any district deemed to not be in good standing shall not be eligible for the following:

A. Funding through any Kiwanis International grant programs or other means of financial support
B. Funding through any Kiwanis Children's Fund grant programs
C. Ability to receive awards or recognition via Kiwanis International distinguished programs or other recognition programs or contests.

(10/18) (10/19)

204.3 – Rights and Services

Kiwanis International will provide Kiwanis nations, provisional districts, and districts with services in accordance with their respective status. The Kiwanis International Board may authorize special services to assist Kiwanis nations and provisional districts. In general, appropriate services and support will be available as delineated below: (4/16)

A. All Kiwanis Clubs: All Kiwanis clubs worldwide shall receive:

- appropriate materials in one of the languages approved by the Board;
- access to office-based staff;
- leadership education in administrative processes;
- one copy of KIWANIS magazine or approved substitute publication;
- access to purchase Kiwanis merchandise as provided through vendors or other third party arrangements;
- recognition for achievement in Kiwanis International programs; and
- services of the district or regional structure as appropriate.

(4/16)

B. Kiwanis Nations:

- Each Kiwanis nation may have a sponsoring district or region designated by Kiwanis International to provide education and administrative support to the clubs and members of the Kiwanis nation. (4/17)
- Staff may be deployed and other special services provided (such as recruitment and training) to determine the potential for creating a provisional district. (4/16)

C. Provisional Districts: In addition to the above, provisional districts will receive: (2/05)

- Invitation to the District Chair to attend the governors-elect education meeting(s) required by Kiwanis International, as well as designated meetings for growth and training provided by Kiwanis International; (4/16)
- Invitation to the District Chair or Governor to attend Kiwanis International Council meetings (if any are held) as a guest with the right to participate in debate but without the right to vote. (4/16) (6/20)
- Designation by Kiwanis International of a sponsoring district. (4/17)
- The Kiwanis Asia-Pacific Chair/Kiwanis International-European President may request additional support for provisional districts, including, where appropriate, a site visit/education workshop to be conducted with provisional district leaders. (4/17)

D. Districts: In addition to the above, districts will receive:

- Delegate-at-large status at the Kiwanis International Convention for the current governor and three (3) most recent past District Chairs or Governors prior to district status;
- Assignment of a International Board counselor;
- Invitation to the District Governor to attend Kiwanis International Council meetings (if any are held) as a voting member (in accordance with the Bylaws); and
- Such other rights and privileges as may be specified in the Bylaws, Policies, and Procedures of Kiwanis International.

(4/16)

204.4 – Restrictions

A. Amendments: Amendments to the Kiwanis International Bylaws may not be proposed by a provisional district or Kiwanis nation. (6/90) (4/16)

B. Delegate Status: Except as provided under Procedure 204.2, current or past leaders of provisional districts or Kiwanis nations, by any title, may not have the status of delegate~~s~~-at-large at the Kiwanis International Convention. Current or past lieutenant governors of provisional districts, by any title, may not represent a club other than their own club at the Kiwanis International Convention. (4/16)

205 –DISTRICT INCORPORATION

Subject to pre-approval of its articles of incorporation by Kiwanis International, a district must incorporate within one (1) year from the date on which it is officially organized, if such incorporation in the district's state, province, or nation limits the district creditors to the funds or property of the incorporated district. (4/16)

206 - DISTRICT BYLAWS

206.1 - Amendments

Prior to a district convention, the district secretary will send copies of proposed amendments to the Executive Director. If a proposed amendment appears to be in conflict with the Bylaws, Policies, or Procedures of Kiwanis International and/or the Standard Form for District Bylaws, appropriate guidance will be provided to the district officers by the Executive Director or designee. (4/16)

206.2 - Changes to the Standard Form for District Bylaws

The International Office staff, with the advice and consent of the International Board Committee responsible for Policies and Procedures, shall bring the Standard Form for District Bylaws into conformity with amendments to the Bylaws of Kiwanis International. (4/16)

If a provision of the district bylaws is in conflict with the Kiwanis International Bylaws, the International Bylaws shall prevail. (4/16)

207-219 - Vacant

DISTRICT OFFICERS AND COMMITTEES

220 - DISTRICT STANDING COMMITTEES, KEY POSITIONS, AND SLP ADMINISTRATORS

220.1 – Standing Committees (6/15)

A. Kiwanis International requires the following district standing committees, which shall be appointed by the district: (1/92) (10/22)

1. **Bylaws and Policies** shall examine the district's bylaws, policies, and procedures and shall submit any necessary or recommended revisions to the district board; shall cooperate with the board in drafting proposed amendments; and shall report on all properly proposed amendments to the district bylaws. The committee shall also cooperate with the board in interpreting the spirit of the district bylaws when necessary and in securing the proper observance of obligations, standards, and practices stated or implied. (1/92) (4/12)

2. **District Convention** shall assist the district board in implementing the official program and order of business for the conventions of the district. (1/92) (6/15)

3. **Finance** shall prepare a budget of estimated income and expenditures for submission to the district board; receive and review the annual audit; periodically review any financial reports prepared by the treasurer; and perform such other duties as may be requested by the district board. (1/92) (6/15)

4. **Human and Spiritual Values** (in districts where appropriate) shall encourage the clubs to cooperate on broad nondenominational lines to create a greater public consciousness of the importance of human and spiritual values. (1/92) (6/15)

5. **Kiwanis International Convention** shall assist in promoting attendance and participation in the annual Kiwanis International Convention. (4/12)

6. **Key Leader** (in districts where appropriate) shall recruit and train a volunteer team to market the Key Leader program throughout the district; work with Kiwanis International Staff to recommend dates and locations for successful events within the district; and appoint and support the site coordinator for each district event. Note: The Key Leader chair should have experience working with teens, as well as good communication and technology skills, and must be able to attend the annual Key Leader regional training conference organized by Kiwanis International. Key Leader chairs are asked to serve a calendar year, since most events take place in October and November. (4/12)

7. **Leadership Development and Education** shall assist the district leadership in developing meaningful educational and training experiences for all Kiwanians at district conventions and conferences, organize and/or promote operations and leadership programs for incoming district and club officers, and promote continuing Kiwanis education within each club. The committee chair shall be the Leadership Development Coordinator. (1/92) (6/15)

8. **Service** shall assist clubs in the district in rendering effective service in their communities. (1/92) (4/12)

9. **Resolutions** shall review all proposed resolutions for consideration and recommendation to the district board and shall draft any resolutions directed by the district board. The Resolutions Committee may modify, combine, edit, or not accept any club proposals. The District Board shall have final authority on resolutions to be considered at the convention. (6/15)

B. Committee Composition: A standing committee may be composed solely of a chairperson. (6/15)

C. Terms: Each standing committee shall serve for a term of one (1) year, but may serve multiple consecutive terms. Most committees, with the exception of the service leadership programs committees shall begin their terms of office on the first day of October and assume responsibilities on January 1. (1/92) (10/22)

220.2 – Service Leadership Programs Administrators

A. Districts whose clubs sponsor Service Leadership Programs (SLPs) may also have the relevant SLP Administrators with these duties. (10/22)

1. **Aktion Clubs** shall assist Kiwanis clubs and divisions in establishing Aktion Clubs in conjunction with community agencies or organizations that serve the needs of people with disabilities and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club(s). (4/00) (1/01)

2. **Builders Club** shall assist Kiwanis clubs in establishing Builders Clubs in junior high/middle schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club. (1/92)

3. **Circle K** shall be responsible for the proper carrying out of the Circle K District organization's administrative functions in accordance with the Kiwanis district board's approval. (1/92)

4. **Key Club** shall be responsible for the proper carrying out of the Key Club District organization's administrative functions in accordance with the Kiwanis district board's approval. (1/92)

5. **K-Kids** shall assist Kiwanis clubs in establishing K-Kids clubs in primary/elementary schools and shall promote the concept of continuing and effective sponsorship upon the part of the sponsoring Kiwanis club(s). The committee also shall promote the Bring Up Grades (BUG) and Terrific Kids programs to Kiwanis clubs in the district. (6/15)

B. Appointment: The district governor shall appoint each SLP district administrator, subject to approval by the district board. (10/22)

C. Terms: The SLP Administrators shall be appointed by December 1 and shall assume responsibilities for these programs on April 1. However, the terms of Key Club and Circle K Administrators shall begin at the conclusion of their respective district conventions and continue to the conclusion of their succeeding convention or until their successors shall be approved. For greater continuity and efficiency, SLP Administrators

are encouraged to serve consecutive terms, for such length of time as determined by the district. (1/92) (10/22)

D. Committee Assistance: An SLP administrator may have a committee to assist them with district operations. If so, committee members shall be reported to Kiwanis International. Any action taken by these committees shall be subject to review and the authority of the current Kiwanis district board of trustees under the bylaws and policies of the district. (1/92) (10/23)

E. Code of Ethics and Conduct: All SLP district administrators are expected to conduct themselves according to the highest ethical, professional, and moral principles. Each administrator shall annually confirm, by signature, that they have read, understand, and accept the specific standards of conduct expected by Kiwanis International. Alleged violations of these standards shall be reported to the Designated Director of Kiwanis Youth Programs, who, in their discretion may also inform the Kiwanis International Board Executive Committee. (10/23)

F. Removal: An SLP administrator may be removed by either the district governor or by Kiwanis International at its sole discretion. If a district administrator believes they were improperly removed pursuant to a decision made by Kiwanis International, they may request an appeal with the Appeals Committee as set forth elsewhere in procedures. (10/22) (10/23)

G. Annual Meeting with Key Club and Circle K Administrators: Each Key Club District Administrator and Circle K District Administrator shall hold an annual meeting, either in person or virtually, with Kiwanis International staff and the District Youth Protection Manager to discuss respective Key Club and Circle K district events and activities and the status of the respective district Key Club and Circle K programs. (10/22)

220.3 – District Key Positions (7/17)

Kiwanis International also requires and shall significantly support the following key positions in districts, which shall apply to all districts unless otherwise noted. Key positions shall be selected by the districts, upon approval by Kiwanis International. (6/15)

Appointees should have previous experience in their subject area; are requested and strongly encouraged not to simultaneously hold other Kiwanis leadership positions above the club level; and are encouraged to serve multi-year commitments of three years unless otherwise noted. (6/15)

Key positions may have a committee to assist them, if the district deems appropriate, appointed at the discretion of the district board. (6/15)

Other details regarding key positions shall be determined by Kiwanis International and stated in the respective position descriptions. (6/15)

A. Risk Manager (6/15)
Risk Managers should be appointed in all North American districts. (4/13) (6/15)

The Risk Manager will instruct clubs on how to avoid or minimize risk and communicate regularly with Kiwanis International. This person should have a background in property or casualty insurance. (4/13) (6/15)

B. Youth Protection Manager (4/13)
Youth Managers should be appointed in all districts which have Service Leadership Programs for youth. (4/13) (6/15)

The Youth Protection Manager will instruct clubs on how to help protect the youth served by Kiwanis clubs and their service leadership programs and communicate regularly with Kiwanis International. This person should have a background in youth training, education, or law enforcement. (4/13) (6/15)

C. Leadership Development Coordinator
The Leadership Development Coordinator is responsible for implementation of the education, training, and leadership development of club presidents and secretaries in the district using programs established by Kiwanis International. This person may have a role, at the district's discretion, in educating or training other leaders such as Lieutenant Governors and Trustees. (6/15)

D. Public Relations Coordinator
The Public Relations Coordinator is responsible for guiding and assisting clubs with public relations via various media and ensuring adherence by clubs and the district to the branding guidelines established by Kiwanis International. (6/15)

E. Membership and Engagement Coordinator
The Membership and Engagement Coordinator is responsible for providing direction and support for opening new clubs and encouraging membership engagement in existing clubs via guidelines established by Kiwanis International. This coordinator will work in collaboration with Area Coordinators appointed by the Kiwanis International President and with Kiwanis International Staff. (Rev. 4/18, effective 10/18)

220.4 – Kiwanis Children's Fund
Each district in the U.S. and Canada shall also have a chair for the Kiwanis Children's Fund. The duties, term, selection process, and other details related to this position shall be determined by the Kiwanis Children's Fund Board and communicated to the districts. (4/12) (4/18)

220.5 – Additional Standing Committees and/or Key Positions
Districts may have additional standing committees and/or key positions beyond those mandated by Kiwanis International, provided each is approved by the district's House of Delegates and stated in the district's bylaws. (6/15)

222 - LEADERSHIP EDUCATION

222.1 - District Education Conference
The governor-elect has the responsibility to select the faculty of and implement the District Education Conference for Incoming Lieutenant Governors. If held at the district convention, the governor shall delegate to the governor-elect the responsibility for implementation of the conference and assure that adequate time and facilities are provided. (6/91)

222.2 - Club Officers Education
The governor-elect has the responsibility to assure the implementation of all Club Officers Education. Such conferences shall be held by each lieutenant governor-designate, assisted by a Certified Kiwanis Instructor. (6/91)

222.3 - Education Programs and Forums at the District Convention

The governor shall delegate to the governor-elect the responsibility of implementing the leadership education programs and forums at the district convention, and the governor shall assure that adequate time and facilities are provided. (1980)

(See also Procedure 187.2 - Governors-elect.)

223 - RESPONSIBILITIES OF THE DISTRICT GOVERNOR-ELECT

223.1 - Agreement to Fulfill Duties of Office

Upon announcement of candidacy for governor-elect, candidates shall enter into an agreement with Kiwanis International whereby, if successful, the candidate agrees to fulfill the duties of office, as stipulated by Kiwanis International. The terms of such agreement must be fulfilled in order for the candidate to serve as governor of the district. (1/98) (10/22)

223.2 – Duties (1/13)

The governor-elect shall: (10/96) (10/22)

A. Fulfill the responsibilities of governor-elect as defined in the Bylaws, Policies, and Procedures of Kiwanis International and in the district bylaws, and support the governor. (10/90) (10/22)

B. Attend all governors-elect meeting(s) required by Kiwanis International. (10/90) (1/00)

C. Attend the International Convention and the meeting for governors-elect held at that Convention. (10/90) (10/96)

D. Organize the training of the incoming lieutenant governors and district committee chairmen and monitor those individuals through the year to assure performance of responsibilities. (10/90)

E. Be responsible for implementing the Club Officer Education programs. (5/93) (1/00)

F. Be responsible for education programs and forums at the district convention. (5/93) (10/96)

G. Develop a membership growth plan, including specific targeted sites for new club building, and provide it in writing to the International President-designate prior to the start of the administrative year. (2/95)

224 - RESPONSIBILITIES OF THE DISTRICT GOVERNOR (1/13)

The governor shall: (10/96) (10/22)

A. Fulfill the responsibilities of governor as defined in the Bylaws, Policies, and Procedures of Kiwanis International and in the district bylaws. (10/90) (10/96)

B. Develop a growth plan for the district and supervise the implementation of that plan. (10/90)

C. Actively promote the participation of clubs in the Objects, Goals, and programs of service, including Young Children: Priority One. (10/90) (10/96)

D. Attend and participate fully in the International Convention. (10/90) (10/96)

E. Promote prompt payment of district and club financial obligations to Kiwanis International, the district, and the federation (if any), and follow-up on any delinquencies. (10/90) (5/93)

F. Promote 100 percent filing of annual club reports. (10/90)

G. Actively promote the sponsored programs of Kiwanis International (where applicable) and assure proper supervision of those programs on a local, divisional, and district level. (10/90) (5/93)

H. Attend the regional conference for district governors. (10/90)

I. Encourages the promotion of the Kiwanis International Foundation by the district chair. (Applies to districts in the U.S. only.) (10/90) (1/13)

J. When applicable, plan and make arrangements for the official visit to the district by the International President. (5/93)

K. Plan and develop the program for the district convention and mid-year conference, and delegate to the governor-elect the responsibility of implementing the leadership education programs and forums at the district convention, with the governor assuring that adequate time and proper facilities are provided. (5/93)

L. Assure that the International Board is kept abreast of district developments. (10/90) (7/07)

M. At the district convention, assure that the International Board Counselor has adequate time to present the message from Kiwanis International, to discuss any problems or concerns, and to provide counseling to members in attendance. The International Board Counselor should receive the courtesies appropriate to a representative of the International President. (10/90) (5/93)

N. Promote attendance at the International Convention. (10/90) (5/93)

225 - LIEUTENANT GOVERNORS (1/13)

225.1 - Responsibilities of Lieutenant Governors (1/13)

The lieutenant governor, as a district officer, shall: (10/96)

A. Fulfill the responsibilities of lieutenant governor as defined in the Bylaws, Policies, and Procedures of Kiwanis International and in the district bylaws. (5/93) (10/96)

B. Consult with and assist clubs in the division to assure: (5/93) (10/96)

1. Their proper functioning, including their compliance and participation with the Objects, Goals, Policies, and Procedures of Kiwanis International; (5/93)
2. Their timely submission of all required reports and payment of financial obligations; and (5/93) (10/26)

C. Make the required contact visit and official visits to the club meeting and to the board` of directors. See Procedure 225.2 - Visits to Club. (5/93)

D. Submit all required reports and respond to communications in a timely manner. See Procedure 225.3 - Reports by Lieutenant Governors. (5/93)

E. Plan and make arrangements for the governor's official visit to the division. (5/93)

F. Attend the education conference for lieutenant governors, the district convention and conferences, and, if possible, the International Convention. (1/00) (10/26)

G. Promote the attendance of club officers and committee chair people at club leadership education events. (10/96) (10/26)

H. Promote the sponsored programs of Kiwanis International. (5/93) (10/26)

I. At least quarterly, hold divisional meetings. (10/96) (10/26)

J. Assist the lieutenant governors-designate before they take office by: (5/93)
1. Attending with them the club contact visits; (5/93)
2. Providing them with copies of all reports filed with the district or Kiwanis International; (5/93)
3. Providing them information on the strengths and weaknesses of the clubs in the division; and (5/93)

(See also Procedure 310 - Responsibilities of the Lieutenant Governor and Sponsoring Club(s) to a New Club)

225.2 - Visits to Club Meetings

The lieutenant governor is required to visit each club in the division. (6/91) (1/13)

225.3 - Reports by Lieutenant Governors

A lieutenant governor shall prepare and timely file any reports required by the district or Kiwanis International. (6/91) (10/26)

225.4 - Assisting Clubs in the Division

The lieutenant governor shall assist the district leadership in supporting divisional clubs in administrative matters, membership, and/or service, providing resources to clubs to assist in growth and club operations. (4/97) (10/26)

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 their 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 their 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 their 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, they 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 their own 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 on their own 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 their own 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, they 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, they 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 they are 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 (04/24)

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)

233.2 - Remotely-Located Clubs Made Part of a District

A. Basis: The International Board may approve the extension of district boundaries to make certain remotely-located clubs become part of a district. In such cases, the Board may provide a subsidy to that district to help offset the additional costs of supervision and administration. (6/91)

B. Annual Report: Annually, such district shall report to the International Board a detailed accounting of the amount of district dues received from those clubs upon which the subsidy is based, and the cost of servicing and administering the remotely-located clubs over the average cost of the same type of service and administration for other clubs in the district. (6/91)

C. Amount: The amount of the subsidy will only reimburse a portion of the district costs, and when district income from such clubs warrants, the subsidy will be reduced or discontinued. (6/91)

At the April/May meeting, the International Board Committee responsible for international extension shall review the district accounting and recommend to the International Board the amount, if any, of future subsidies. (6/91)

D. Club Obligations and Privileges: The remotely-located clubs shall pay the dues and other costs to the district and shall be entitled to the same rights and privileges as other clubs. (6/91)

234 - DISTRICT ASSISTANCE IN THE COLLECTION OF KIWANIS INTERNATIONAL DUES

Some districts in Europe, Asia-Pacific, or Latin America may be authorized to assist Kiwanis International in the collection of Kiwanis International dues, providing the following conditions are met: (1/91) (4/97)

A. The districts wishing to assist shall nominate a fiscal agent to be approved by Kiwanis International. (1/91)

B. The district officers and fiscal agent must sign an agreement setting forth their duties and responsibilities. To be effective, the agreement must be approved by the Executive Director. (1/91)

C. Those involved in the collection of dues or other monies would be required to be bonded in an appropriate amount. (1/91)

235 – KIWANIS INTERNATIONAL ASSISTANCE WITH BILLING AND COLLECTION OF DISTRICT AND REGIONAL DUES

Districts and regions that utilize the services offered by Kiwanis International to bill and collect their district or region dues or other fees must comply with any rules determined by Kiwanis International to administer such process(es). (04/21)

236-241 - Vacant

242 - EXPENSES OF DISTRICT OFFICERS REIMBURSED BY THE DISTRICT

Districts are urged to financially support some of the expenses incurred by district officers in the performance of their duties. The amount of such reimbursement shall be determined by each district, but no officer should expect to receive full reimbursement for all expenses incurred. (See also Procedure 179.8 - District Governors, 179.9 - District Governors-elect, and 179.10 - District Secretaries, regarding expenses paid by Kiwanis International.) (5/93)

243-249 - Vacant

DISTRICT CONVENTIONS AND CONFERENCES

250 - DISTRICT CONVENTIONS (1/13)

250.1 - Purpose
The district convention shall be held annually to provide fellowship, motivation, inspiration, administrative methods, and Kiwanis knowledge and objectives for club members and leaders, with special emphasis on club presidents-designate and secretaries-designate to better prepare them to fulfill the duties and responsibilities of the offices they are to assume. (6/91)

250.2 – Date (1/13)
The district convention shall not be held between the second week of April and the second week of May, so that it will not conflict with the International Board Meeting traditionally held during that time period and so that schedule conflicts with the district's Board Counselor will be avoided. (5/94) (1/13)

250.3 - Location
A district convention must be held within the boundaries of the district, unless prior approval has been secured from the International Board. (6/91)

250.4 - Joint Conventions
Unless approved in advance by the International Board, no district shall hold a joint convention with another district. (10/92)

250.5 - Convention Program (1/13)
The governor has the responsibility to plan and develop the convention program. The governor-elect has the responsibility for any education of incoming club officers and lieutenant governors and for the forums and educational sessions. (5/93)

250.6 - Club Representation
Special efforts should be made to encourage representation by all clubs, especially the incoming club officers and all members of new clubs. The convention should be held in a city that is convenient to club members. Costs should be reasonable so persons are not discouraged to attend for financial reasons. Districts may stipulate, through the district bylaws, that only clubs with fifteen (15) or more members, paid and certified by a date to be defined by the district, may be allowed to seat delegates at a district convention. (5/93) (4/19)

251 – Vacant (1/13)

252 - GUIDELINES FOR KIWANIS-FAMILY FUNCTIONS

Any individual, group of individuals, club, division, or district wishing to initiate a Kiwanis-family conference, meeting, or gathering for which attendance will be solicited of or accepted from Kiwanis-family members from outside of the originating district's boundaries must first obtain approval to solicit those members from the governors or governors-elect of the districts to be solicited, at least 60 days prior to the event. A copy of such request for approval must also be sent to the Executive Director or designee to notify Kiwanis International of the event. (10/92) (4/01)

253-259 - Vacant

DISTRICTS - MISCELLANEOUS

260 - DISTRICT FOUNDATIONS

260.1 - Incorporation

A district foundation must be incorporated. The articles must provide: (6/91)

A. A definite commitment of the organization's purpose and funds to a charitable, educational, eleemosynary, and/or scientific use. (6/91)

B. Assured control of the foundation by Kiwanians by providing that the members, officers, directors, and trustees shall be active members of clubs within the sponsoring Kiwanis district. Members of Circle K or Key Clubs may be nonvoting members of the foundation. (6/91) (10/93)

260.2 - Name

The foundation's name must include the name of the sponsoring district and shall not include the name of any living individual. (6/91)

260.3 - Responsibilities to Kiwanis International

Either the foundation’s articles of incorporation or its bylaws or a separate agreement executed by the district and the foundation with Kiwanis International must provide: (1/14)

A. That the foundation and its members will at all times abide by the Bylaws and Policies of Kiwanis International, as adopted or amended. (6/91)

B. That the foundation will comply with all conditions and requirements of Kiwanis International regarding use of the Kiwanis names and marks. (1/14)

C. That no amendments to the foundation’s articles of incorporation or bylaws shall be made without the consent of the International Board. (1/14)

D. That, in the event the foundation does not comply with these conditions and if so requested by the International Board, the foundation shall dissolve or change its form of organization so that it is no longer associated with the Kiwanis name or marks. (1/14)

261 - PAST LIEUTENANT GOVERNORS ASSOCIATION

261.1 - Bylaws

The bylaws of a past lieutenant governors association shall be approved by the district board of trustees, shall be compatible with the bylaws of the district, and must assure that the association shall not in any way interfere with the authority of the district board of trustees. (1980)

261.2 - Membership

Membership by past lieutenant governors in such associations shall be voluntary. (6/91)

262 – DISTRICT INSURANCE

All districts in North America shall have directors and officers insurance (D&O) provided via Kiwanis International, paid by the districts. Districts are also strongly encouraged to secure other appropriate insurance to protect their assets (such as crime insurance, property insurance, etc.) (10/14)

263-299 – Vacant

KIWANIS INTERNATIONAL PROCEDURES

SECTION 300: CLUBS

(This section revised per K.I. Board action as of October 2022)

CLUB ORGANIZATION

300 - Vacant

301 - BUILDING NEW CLUBS

301.1 - Club Location

New Kiwanis clubs may be built in a community which has a sufficient diversity of businesses or vocations which will ensure high standards of membership and which has the potential of additional membership resources to ensure the future stability of the club. If the new club is being built in an area with an existing Kiwanis club or clubs, such club or clubs shall be informed and their cooperation sought in building the new club. For further information, see the International Bylaws. (6/91)

301.2 - Club Territorial Area

No Kiwanis club shall have an exclusive territorial area. (6/91)

301.3 - Club Meeting Places

Each club is autonomous in determining its place of meeting. However, each member of a Kiwanis club is entitled to attend the meeting of any other Kiwanis club, and it is expected that the meeting place selected will be one where any Kiwanian worldwide can attend the club's meeting. (5/93)

301.4 - Club Name (6/21)

A. **Official Name:** To conform with the Bylaws, the official name of a Kiwanis club shall commence with the three words "Kiwanis Club of _____." The official name shall then be used for the club's articles of incorporation. The name of the club shall be lettered on the club banner as it appears in the club's bylaws. (6/91)

B. **Prohibitions:** A club's name shall not include:
- The name of an individual, living or deceased. (However, existing clubs as of April 2015 are grandfathered as exempt from this rule.)
- Any gendered language (including pronouns) or demographic descriptors.
- Any corporate or brand affiliation.
- Any wording which is incongruent with the Kiwanis Objects or which could reasonably impugn the good name of Kiwanis.

(10/90) (Revised 6/21, effective 10/21)

302 - CLUB MEMBERSHIP (4/12)

302.1 - Building New Kiwanis Clubs from Membership of Other Service Organizations

Without the consent of the International Board, a new Kiwanis club shall not be built from a club chartered by another service organization until this group has relinquished its charter and continued as an unaffiliated club for a period of six (6) months. (6/91) (10/96)

302.2 - Charter Membership

The charter membership of a club shall be considered as all club members in good standing as of the date the charter is presented to the club. The president and secretary of a new club shall certify over their signatures and send to the International Office the names of the charter members of the club. (6/91) (10/96)

302.3 – Multiple-Club Members for New Clubs (Rev. 1/17, effective 3/17)

When forming a new Kiwanis club, the Club Opener may identify members of Kiwanis who are willing to become members in the new club for the specific purpose of assisting the club to establish sound operations. These persons should be included in the initial core of the club's leadership. New clubs must be comprised of a minimum of 15 members who are not currently members in another Kiwanis club. (9/97) (1/21)

Multiple-club members in a new Kiwanis club are required to pay all financial obligations (club, district, and International dues and fees) as outlined in the International Bylaws. (4/06) (1/17)

303 - NEW CLUB PROCESSING (1/13)

Information shall be sent by the Executive Director to the sponsoring club or to individuals interested in forming a Kiwanis club. At the same time, the affected district governor(s) shall be informed of such action. The appropriate forms or information about the new club shall be properly completed and forwarded to Kiwanis International for approval. (6/91) (1/13)

304 - ORGANIZATIONAL MEETING OF A NEW CLUB

304.1 - Majority of Members Required

A majority of the members of a new Kiwanis club shall be present at the organizational meeting of that club for the meeting to be officially recognized as the club's organizational meeting. Should a majority of the members not be present, the official organizational meeting must be rescheduled. (2/81) (6/91)

304.2 - Who Shall Conduct Organizational Meeting

The official organizational meeting of a new Kiwanis club shall be conducted by a person trained and authorized by Kiwanis International for that purpose. (1980) (10/96)

304.3 - Adoption of Club Bylaws

At its organizational meeting, before admission to membership in Kiwanis International, the club must adopt the Standard Form for Club Bylaws. Any change or modification of such bylaws must be approved by the International Board. (1/92)

305 - FEES AND DUES

305.1 - Prior to Receiving Charter

A. **Membership Application and Fee:** Before a new club may be organized and the charter presented, the required number of individuals shall have completed an application for membership and the club shall have paid the new member enrollment fee per person, as defined elsewhere in procedures. (10/90) (10/19)

B. **Club Dues:** A new club must also establish annual dues of an amount necessary to meet club administrative expenses and district, federation (if any), and International dues. (See Procedure 341 - Payment of Dues, Magazine Subscription, and Insurance.) (6/91) (2/05)

305.2 - After Submission of Roster

The new member fee applies to all club members added after the submission to the International Office of the Permanent Organization Roster following the organization meeting. See also Procedure 342 – New Club Members. (6/91) (1/01)

306 - Vacant

307 - CLUB CHARTER

307.1 - Signatures on Charter

Upon the organization of the Kiwanis club and approval by the International Board, a charter signed by the International President, Executive Director, and the district governor will be issued to the club. For clubs formed within a federation, the charter may also be signed by the president and the secretary of the federation. (6/91)

307.2 - Charter Ceremony

A newly chartered Kiwanis club must hold its charter ceremony within 90 days after official notification from Kiwanis International that the chartering process, including all necessary paperwork and fees, has been completed. (10/20)

307.3 - Charter Presentation (1/13)

On behalf of Kiwanis International, the governor or the governor's representative will personally present the new charter to each club. If the governor designates a representative, this person generally should be a past district governor. The presentation of a charter to the first new club in a nondistricted area should be made by the International President or the President's representative. (6/91) (1/13)

307.4 - Language

Charters issued to clubs shall be printed in the official Kiwanis language of English. (6/91)

307.5 - Revisions to Club Bylaws

With the advice and consent of the International Board, the Executive Director shall make the necessary changes in the Standard Form for Club Bylaws to bring them into conformity with amendments to the International Bylaws, and all clubs shall be informed that such changes immediately apply to their club bylaws. (6/91) (10/91)

308 - INCORPORATION OF CLUBS

308.1 - Assistance by the International Office

Subject to pre-approval of its articles of incorporation by the International Board, a Kiwanis club must incorporate within one (1) year from the date on which it receives its charter, if such incorporation in the club's state, province, or country limits the club creditors to the funds or property of the incorporated club.

308.2 - Information to Clubs

Initial information on incorporation shall be given to a new Kiwanis club by the person conducting the organizational meeting. The Executive Director shall provide additional guidelines to assist any club incorporating. (6/91) (2/95)

309 - CLUB COMPLIANCE WITH LOCAL AND NATIONAL LAWS

Every Kiwanis club must comply with the laws of the country in which it exists and functions. Whenever local laws impose a requirement which may be inconsistent with the Bylaws or Policies of Kiwanis International, the clubs affected should present the concern to the International Board for advice and guidance. (6/91) (4/97)

310 - RESPONSIBILITIES OF THE LIEUTENANT GOVERNOR AND SPONSORING CLUB(S) TO A NEW CLUB

310.1 - Lieutenant Governor

The lieutenant governor shall assist in:

a) identifying and selecting a site to open a new club;
b) identifying club coach(es) to support the new club; and
c) identifying the sponsoring club. (1/13) (10/26)

310.2 - Sponsoring Club(s)

The sponsoring club(s), shall assist the new club for at least one year after its organization, and be responsible for:

A. Club meeting programs during the first thirteen weeks. (6/91)
B. Continued membership recruitment efforts and maintenance of active membership of not less than the number of members required to organize the club. (6/91)
C. Assistance in planning for and attendance at the club charter presentation event. (6/91)
D. Development of proper club administrative procedures and programs of community service. (1/92)

311 - OFFICIAL ORGANIZERS OF NEW CLUBS (1/13)

Kiwanis International shall authorize, train and support persons to organize new Kiwanis clubs. In North American districts, these persons shall be New Club Builders. In other districts and nondistricted areas, these persons shall be Kiwanis International Accredited Representatives (KIARs). (10/96)

311.1 - Guidelines for Selection

A. New Club Builders: New Club Builders may be appointed by the district chair for new club building and approved by the governor. Candidates for appointment to the position of New Club Builder should: (10/96)

1. Be willing to make a three-year commitment to the position, with the understanding that their continuation into the second and third years will be preceded by a review of their achievement in the current year. (10/96)

2. Understand that they are generally expected to lead the efforts to organize at least one new Kiwanis club each year, and that it is recommended that this be the only position that they hold so there is no conflict with this single focus. (10/96)

3. Participate in the training/update session conducted for New Club Builders. (10/96)

B. KIARs: A KIAR may be recommended by the district governor, is appointed by the Executive Director, and must be trained and certified by a member of the International Office staff, or other trainer designated by staff. (6/91) (10/96)

The following guidelines should be used to select Kiwanis International Accredited Representatives (KIARs). Candidates should: (1980) (10/96)

1. Be knowledgeable of the area involved. (1980) (10/96)

2. Be willing to spend the necessary time to assess thoroughly the conditions of the area involved. (1980) (10/96)

3. Be willing to explain to prospective Kiwanians the principles and ideals contained in the Objects, objectives, and policies of Kiwanis International. (1980) (10/96)

4. Be willing to spend the necessary time to give Kiwanis education and leadership training to new members and club officers. (1980) (10/96)

5. Be willing to complete the necessary club organization papers and forward them to the International Office. (1980) (10/96)

311.2 - Duties and Responsibilities

A. New Club Builders: The duties and responsibilities of New Club Builders shall be:

1. Participate in the annual training/updating session provided for New Club Builders. (10/96)

2. Work with the district chair for new club building and governor to target and properly plan for the organization of at least one new Kiwanis club each year. (10/96)

3. Follow the process and use the material provided by Kiwanis International for the proper organization of a solid new Kiwanis club. (10/96)

4. Keep the district chair informed of progress on the site(s) targeted for the year. (10/96)

B. KIARs: The duties and responsibilities of KIARs shall be: (10/96)

1. Visit the area involved and collects information as required by the International Board or Executive Director. (1980) (10/96)

2. Counsel with the proposed Kiwanis club and corresponds with the International Board or Executive Director prior to its possible approval as a club. (1980) (10/96)

3. Appraise and report factually the membership potential in the area involved. (1980) (10/96)

4. Secure assurance that prospective members will accept the Objects, objectives, and policies of Kiwanis International. (1980) (10/96)

5. Gain a thorough knowledge and understanding of the Policies and Procedures governing international extension and the current for implementation of international extension. (1980) (1/13)

6. Make specific recommendations to the Executive Director or International Board. (1980) (10/96)

312-319 - Vacant

CLUB OFFICERS

320 - CLUB OFFICERS

320.1 - Selection

The best interests of a club are served when a number of different club members serve as officers, members of the board of directors, and committee chairmen. Persons other than the secretary and treasurer should not be encouraged or expected to hold the same office or chairpersonship for more than two years. (6/91)

320.2 - Installation

Each Kiwanis club should hold a meeting at the beginning of each administrative year for the purpose of installing its new officers and should recognize that such a meeting provides opportunity for the entire club membership to renew and reaffirm their commitment to the objectives of the organization. Such meetings also provide public relations opportunities to acquaint the community with the purposes, objectives, and activities of the Kiwanis club. (6/91)

320.3 - Education and Training

The education of the new officers, members of the board of directors, and the committee chairmen in each local club shall be under the direction of the president-designate. The club president-designate shall conduct a Club President's Conference for Incoming Officers and Appointees to prepare them for their club responsibilities. (See also Procedure 222.2 - Club Officers Education.) (5/90)

321 - QUALIFICATIONS FOR THE CLUB PRESIDENT

The club president should be an active member in good standing and should: (6/91)

A. Possess the esteem and confidence of the club members and the ability to assume the leadership of the club; (6/91)

B. Have attended the previous district convention and division training conference; (6/91) (1/00)

C. Be prepared to give the time and effort necessary to lead and carry on the work and activities of the club; (6/91)

D. Have served well as a board member, club officer, or as chairperson of one or more of the major club committees; and (6/91)

E. Have a working knowledge of the Objects and objectives of Kiwanis International and the club bylaws. (6/91)

322 - RESPONSIBILITIES OF THE CLUB PRESIDENT (1/13)

The club president shall: (1/92)

A. Plan in advance and preside at club and board of directors' meetings. (1/92)

B. Lead a well-managed and interesting club meeting that opens and closes on time and has a variety of programs of interest to club members. Periodic meetings or recreational activities with spouses (or families) should also be held. (1/92) (10/96)

C. Have an aggressive year-long membership recruitment and retention program with monthly and quarterly goals. (1/92)

D. Have an effective pre-induction education program for new members, stressing membership responsibilities, benefits achieved by active involvement in service activities, and the need for regular club meeting attendance. (1/92)

E. As an ex-officio member, attend as many committee meetings as possible, monitoring the progress of each committee to make certain that goals and objectives will be achieved. (1/92)

F. Make certain that all new members are assigned to one or more committees and become actively involved in club activities. (1/92)

G. Assure that there is a proper accounting of club finances and that the club's financial records are audited annually. (1/92) (10/22)

H. Cooperate with the lieutenant governor, district governor, and district and International Offices on all Kiwanis matters and handle all correspondence and communications promptly. (1/92)

I. Make certain that all required club reports are filed with the district and Kiwanis International in a timely manner. (1/92)

J. Have a close working relationship with, and make certain that the club carries out its responsibilities to, any sponsored programs organization. If the club does not sponsor such an organization, consider sponsoring one. (1/92)

K. Determine if a nearby community or area lacks a Kiwanis club and lead or participate in the building of a new Kiwanis club. (1/92)

L. Attend the International Convention, district convention and conferences, and division council meetings. (1/92)

M. Make certain the club is well represented at the International Convention, as well as the district convention, conferences, and events. (1/92)

N. Promote interclubbing. (1/92)

O. Orient the president-designate regarding duties as the club's next Executive Director. (1/92)

P. With the president-designate, arrange a joint meeting of the incoming and outgoing boards of directors for the purpose of providing a smooth and effective change of administrations. (1/92)

Q. Ensure the club's full participation in service initiatives. (10/96) (1/13)

323 - RESPONSIBILITIES OF THE CLUB PRESIDENT-ELECT (1/13)

The club president-elect, prior to October 1, shall: (1/92)

A. Study the club president's leadership materials, make use of information available from Kiwanis International, and attend the International, district, and divisional leadership training conferences. (1/92)

B. Confer with the current president, club officers, and committee chairmen on the club programs of service and administration. (1/92)

C. Attend the International Convention, district conferences and conventions, Club Officer Education, and division council meetings. (1/92) (1/00)

D. Supervise the club's annual community analysis to determine the community needs and programs of club service to recommend for next year's implementation. (1/92) (1/13)

E. Appoint club committee chairmen and members who will carry out the club's administrative responsibilities and/or service projects. Make certain that all members of the club, and especially new members, are involved, and that members are not continually reappointed as chairperson or a member of the same committee. (1/92)

F. Be actively involved in the preparation of the annual club budget to properly plan for proposed programs of service and the necessary fund-raising activities. (1/92)

G. Set goals and objectives for the coming year and recommend their adoption. (1/92)

H. Hold the president's training conference for club officers, directors, committee chairmen, and members. (1/92)

I. Make arrangements with the lieutenant governor (and spouse) to attend and be the installing officer at the installation of club officers. (1/92)

J. With the president, arrange a joint meeting of the incoming and outgoing boards of directors.

(1/92)

K. Supervise an annual analysis of the club, including the club's ability to meet the needs of its members and community. (10/96)

324-339 - Vacant

CLUB MEMBERSHIP

340 - Vacant

341 – REFUNDS DUES, MAGAZINE SUBSCRIPTION, AND INSURANCE (4/21)
Clubs do not receive a refund from Kiwanis for dues, magazine subscription fees, or insurance costs paid for members who are dropped from club membership. (10/90) (4/21)

342 - NEW CLUB MEMBERS (1/13)

342.1 - Preinduction Education Meeting
After election to membership and before the induction of a new member, the new member should attend a pre-induction education meeting, at which members of the club membership committee should discuss the history, Objects, and objectives of Kiwanis; club service projects and fund-raising activities; and the responsibilities, costs, and benefits of club membership. The member should be made aware of the benefits of regular attendance, participation in the activities of the club, and visiting other Kiwanis and sponsored programs clubs. When practical, the spouse of the prospective member should be invited to attend this meeting. (6/91) (1/92)

342.2 –Prorated Dues (10/21)
Prorated membership dues, magazine subscription fee, and insurance fees shall be charged for each new member, including new clubs, to defray administrative costs, per the schedule below. (10/90) (Revised 10/19, effective 10/21)

Prorated dues, magazine, and insurance are waived for: Kiwanis club members who join another Kiwanis club within a six-month period during the same administrative year and for former members of a Kiwanis International Service Leadership Program. (10/90) (Revised 10/19, effective 10/21)

Month New Member Reported	Percent of Tiered Dues Amount
October	12/12 or 100%
November	11/12 or 91.7%
December	10/12 or 83.4%
January	9/12 or 75.0%
February	8/12 or 66.7%
March	7/12 or 58.4%
April	6/12 or 50.0%
May	5/12 or 41.7%
June	4/12 or 33.4%
July	3/12 or 25.0%
August	2/12 or 16.7%
September	1/12 or 8.4%

342.3 - Appointment to Committees

The president should appoint a new member to one or more committees of interest to the new member within one month of the member's induction, and the chairperson of the committee is responsible to actively involve the new member. (1/92) (10/96)

343 - LEGION OF HONOR

343.1 - Composition

The Legion of Honor shall include all persons who have been members of one or more Kiwanis clubs for twenty-five (25) years or more. Such years of membership need not be consecutive. (6/91)

343.2 - Certificate and Membership Pin

Each five-year period of membership service, beginning with twenty-five (25) years, should be recognized by presentation of an appropriate certificate and lapel pin to the Legion of Honor member. (6/91)

344 – CLUB MEMBER ACCUSED OF 'CONDUCT UNBECOMING' (10/21)

344.1 - Allegation (10/21)

A. **Allegation:** If any club member believes a member has acted in a manner that constitutes conduct unbecoming a Kiwanian, as defined in Kiwanis policy, and believes the member should be disciplined, they may submit an allegation in writing to the club president setting forth the alleged words or actions that constitutes the conduct. The allegation shall include as much detail as possible regarding the time, place, persons, actions, words, etc. (10/12) (10/21)

   However, if the president is the subject of the allegation, then, throughout the entire process, whenever it is stated that the president shall act, the immediate past president shall act instead. (10/12) (10/21)

B. **Review:** Upon receipt of an allegation, the president shall inform the club board. The club board shall then determine a fair and just way to review the allegation, including calling a hearing if necessary. (10/12) (10/21)

344.2 - Disclosure and Confidentiality

A. **During Investigation:** During the investigation, the president shall not disclose any information regarding the investigation to the public or to any other member of the club, including the club board, until the investigation process is complete, except that, the president may report to the board only that an allegation has been received and an investigation is being conducted, without disclosing the name of the accused member or any details of the investigation. (10/12) (4/13)

B. **After Investigation:** Once the investigation is complete, the president may disclose information regarding the investigation only to the board for a hearing on the matter (and to any club staff who has a need to know), but not to the public or to any other member of the club. (10/12) (4/13)

C. **If Appealed:** In the event the final determination by the board is appealed to the club membership, then information can be disclosed to those members who attend the appeal

meeting, subject to the obligation of those club members to keep the information confidential. (10/12)

D. **General:** 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. The person presiding over each step should remind all participants of the need to maintain confidentiality. (10/12)

344.3 – Membership Resignation, Suspension, Removal, and Reinstatement (10/21)

- **Resignation**: An accused member may resign at any time during the conduct unbecoming process. Upon resignation, the club board may or may not choose to continue with the conduct unbecoming process. (10/12) (10/21)

- **Suspension:** An accused member may be temporarily suspended from club membership by the club board, pending the outcome of the process. (10/12) (10/21)

- **Removal:** An accused member should not be removed from club membership until the conduct unbecoming process has been concluded and depending on the discipline determined for the conduct. (10/21)

- **Reinstatement:** If an accused member was suspended or removed from membership and if the charges against the accused member are not substantiated by the hearing, the accused may be reinstated to club membership. If the conduct unbecoming was substantiated and discipline other than membership removal is determined, then, after the discipline has been completed, the accused may be reinstated to club membership. (10/12) (10/21)

344.4 – Board Hearing (10/21)

A. **Referral to Board:** After investigation, the President shall refer the allegation and investigation results to the club board to determine whether to proceed with a hearing. A special meeting for this purpose shall be held after the matter is referred to the board, and shall be conducted in executive session (i.e., closed to non-board members). (10/12) (10/21)

B. **Notice of Hearing:** After the special board meeting, the president or designee shall send notice to the accused member 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 member shall have the option to say nothing or to admit or deny the allegation(s). If denied, the hearing shall determine if the allegation(s) are true. If admitted, the hearing shall determine the resulting discipline. A date for a hearing shall be set in consultation with the accused member, to be held as soon as reasonably possible. The date shall be set when at least a quorum (which is a majority) of the board members can be present. (10/12) (10/21)

C. **Hearing:** If the board intends to proceed with a 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 club board members, the accused member, any person(s) who assisted with the investigation, and any representatives or counsel for the accused or the club (and any club staff as needed). Witnesses are permitted only during their own testimony. The president shall preside; however, if the president 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, they shall continue to be counted as a board member 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. The hearing shall be held using principles of fairness to allow the accused, the person who brought the allegation, and any witnesses a fair opportunity to be heard. (10/12) (10/21)

344.5 –Determination and Discipline (4/13)

A. **Determination:** The board shall hold another special meeting in executive session (attendance limited to board members) to consider the charges and specifications against the accused member. 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. In each case, a majority vote* is necessary. If the accused is a member of the Board, they shall not have a vote on the matter. (10/12) (10/21)

B. **Discipline:** If the accused member is determined to have engaged in conduct unbecoming as alleged by at least one of the charges, then, by separate majority vote*, the board shall determine the appropriate disciplinary action, 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. (4/13)

   If the discipline is removal from club membership, a two-thirds (2/3) vote* is required, per the Standard Form for Club Bylaws. For all other discipline, a majority vote* is required. If the accused member is a member of the board, they shall not have a vote on the matter. (10/12)

   *Each of these votes refers to those board members present and eligible to vote. (10/12)

   Note: If the discipline is determined to be suspension, and if the member was previously suspended, then the time the accused member has already been temporarily suspended may be credited toward the discipline. (10/12)

C. **Board Report:** 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 club record on the matter. The club membership shall be informed of the board's decision(s) on the matter, but other details from the Board Report shall remain confidential unless needed during a subsequent appeal of the board's decision(s) to the membership. (10/12) (10/21)

344.6 – Appeal

A. **Request for appeal:** Within thirty (30) days of the Board Report being provided to the accused member and the investigator, either party has the right to appeal the board's decision(s) to the club membership. Such appeal must be made in writing to the president (or secretary, if the president is accused) and must state the specific reason(s) for the appeal. Either party may appeal either the board's finding that 'conduct unbecoming' did or did not occur or the resulting disciplinary action. (10/12)

   An appeal may **not** be used to "re-try" the allegations against the accused member, and no new facts that were reasonably accessible at the time of the hearing will be allowed. An appeal will be allowed only if some part of the process or facts used to determine the board's decision(s) or the board's 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. (10/12) (10/21)

B. Appeal Process: If a written notice of appeal is received by the club president (or secretary, if the president is accused), the board shall call a special appeal meeting of the club membership to consider the appeal within thirty (30) days, provided at least fourteen (14) days advance notice of the meeting is given to the club membership. Any person who is not a current club member in good standing shall be excluded from the meeting. The accused member, investigator, and counsel for either side shall be excluded from the meeting, even if they are club members. All materials and information provided to the club membership shall remain confidential among those attending. At least a quorum of the membership (which is one-third) must be present at the appeal meeting. The president shall preside; however, if the president is the subject of the allegation or wishes to decline, the board shall determine who presides. The materials to be considered for the appeal shall be the Board Report and the appellant's basis for appeal. Members may ask only questions that are relevant to the appeal, and relevancy shall be determined by the presiding officer at the appeal. (10/12) (10/21)

C. Permitted Motions: Only two separate and specific types of motions may be made during the appeal meeting by a club member in attendance, as follows: (4/13)

1. Regarding the board's original determination of 'conduct unbecoming': move **either** to uphold the original decision; **or** they may move to overturn the original decision. Other motions are out of order.
2. Regarding the resulting disciplinary action, if any was given and if any is still in order: move **either** to uphold the board's original discipline; **or** they may move to overturn the board's original discipline and change it to some other disciplinary measure(s) which must be specified as part of the motion. Other motions are out of order.

Any motion shall require a majority vote of those present and eligible to vote to adopt. (10/12)

D. Final Authority: The decision of the club membership on the matter shall be final. (10/12)

E. Appeal Record: A written record of the appeal meeting of the club membership (hereinafter referred to as the "the Appeal Record") shall be made and shall be reviewed and approved by the club board and retained by the club secretary. (10/12) (10/21)

344.7 – Official Records, Notification, and Separate Disciplinary Action (10/21)

A. 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 retain in a confidential file. This provides documentation that the club completed due diligence regarding the allegation, as well as a safeguard against club records being lost or destroyed at a later date. (10/12) (4/13)

If the member was disciplined by the club in any way for 'conduct unbecoming' and if they are also a Kiwanis International officer, Kiwanis International may take separate disciplinary action against the member as it deems appropriate. (4/13)

The record of any former member who has been removed from a Kiwanis club for conduct unbecoming will be notated by Kiwanis International in the membership database. If another Kiwanis club attempts to add a member who appears in the database

as being removed from a previous club for conduct unbecoming, Kiwanis International will notify the new club, prior to addition, of the previous removal. After acknowledging such notification, the new club will have the option to add the member if it still wishes to do so. (10/20)

B. Notification of District: If an accused member is removed from the club for 'conduct unbecoming', the club shall so notify the district governor. (10/12) (4/13)

If the member was disciplined by the club in any way for 'conduct unbecoming' and if they are also a district officer, Kiwanis International shall send a copy of the official records on the matter to the district governor, and the district may take separate disciplinary action against the member as it deems appropriate. (4/13)

C. Notification of Other Clubs: If the member was disciplined by the club in any way for 'conduct unbecoming' and they also belong to another Kiwanis club(s), Kiwanis International shall send a copy of the official records on the matter to the president(s) of the member's other club(s) and each club may take separate disciplinary action against the member as it deems appropriate. (4/13)

344.8 – 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 appeal (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. A failure to properly follow Robert's Rules of Order does not invalidate any action taken by the Board of a club. (10/12) (10/21)

345 – GRACE PERIOD FOR MEMBERSHIP DELETIONS

A club may make deletions to its official September 30 membership roster up to 10 days after the end of the administrative year. Deletions made by October 10 will be counted toward the previous administrative year's membership total. (10/13)

CLUB MEETINGS

346 – INTERCLUB MEETINGS (1/13)

An interclub meeting is one which is held by two or more Kiwanis clubs (including clubs "in formation") or by a Kiwanis club and any Builders Club, Circle K club, Key Club, Aktion Club, and K-Kids club. (10/85) (1/12)

A. For clubs having a membership of twenty (20) or less members, a minimum of two (2) members in attendance will be required to constitute an interclub meeting. (4/04)

B. For clubs with a membership of twenty-one (21) to thirty (30) members, a minimum of three (3) members in attendance will be required to constitute an interclub meeting. (4/04)

C. For clubs with a membership of thirty-one (31) or more members, a minimum of four (4) members in attendance will be required to constitute an interclub meeting. (4/04)

347 - CLUB MEETING ATTENDANCE AND PARTICIPATION RULES (1/13)

347.1 – Perfect Attendance Make-up Credit Opportunities (1/13)

If a club wishes to encourage or acknowledge perfect attendance among club members, it is suggested that members who miss a club meeting be given make-up credit by the club when the member attends any of the following activities instead. Each club may adjust this list of suggest make-up credit opportunities at its discretion. (6/91) (1/13)

A. A regular or special meeting of any Kiwanis club. (6/91) (1/13)

B. A regular meeting of the member's club board of directors. (6/91) (4/99)

C. A meeting of a committee of the member's club. (4/99) (1/13)

D. Participation in a club approved service project. (6/91) (1/13)

E. Attendance at an International, district, or division convention, conference, or formally scheduled meeting. (6/91) (1/13)

F. Attendance at an International or district board meeting. (6/91) (1/13)

G. Absence from a regular club meeting as a result of travel to or from the International or district convention or conference. (6/91) (1/13)

H. Attendance at any club function for Kiwanians and their families designed to improve health, welfare, morale, and espirit de corps (club dinners, picnics, birthday parties, outings, etc.) (6/91) (1/13)

I. Attendance at any regular meeting, board meeting, or service project of a service leadership program sponsored by the member's Kiwanis club. (4/99) (1/13)

J. A visit to the Kiwanis International Office or a district office. (6/91) (1/13)

K. Credit for each regular meeting missed as a result of performing jury duty. (6/91) (1/13)

347.2 - Leave of Absence

A. Dues Requirement: A leave of absence excuses a member from attendance requirements but does not eliminate the dues required for membership. (6/91)

B. Conditions: Upon formal request and by a vote of two-thirds (2/3) of the entire board of directors, a member may be granted a leave of absence for a period of not less than thirty (30) days but not exceeding six (6) months for conditions as follows:

1. When confining illness will prevent attendance; (90)
2. When special and/or temporary business conditions, professional assignments, or travel will prevent regular attendance; (1980)
3. When military service removes a member beyond their own club area. (1980)

Such leaves of absence may be renewed for additional six-month periods during the time that such conditions exist. (6/91)

C. Member Moving: Upon formal request, and by a vote of two-thirds (2/3) of the entire

board of directors, a leave of absence may be granted when members move their residence and/or community interests beyond the club area. This leave of absence provides the member an opportunity to become affiliated with another Kiwanis club in the new location while retaining membership in the present club. Kiwanis clubs are urged to use such leaves of absence to retain members in Kiwanis. Such leaves of absence terminate when the member affiliates with another club or at the end of a one-year period from the time the leave of absence is granted, whichever is earlier. (6/91)

D. **Member Serving in a Legislative Capacity:** Kiwanians serving in a state, provincial, national, or comparable legislative capacity, while attending legislative sessions or meetings, shall not be subject to the attendance requirements of active members and shall remain in the good standing of their club while rendering such legislative services. No attendance credit shall be given to the member serving in such capacity, and for club attendance reporting purposes as provided in this procedure, the member shall be considered as having a leave of absence. (6/91)

347.3 - Perfect Attendance Tabs

Attendance tabs denote years of perfect attendance rather than consecutive years of perfect attendance.

Upon completion of any twelve consecutive months of perfect attendance, an appropriate attendance tab should be presented by the club to its member. (6/91)

For perfect attendance tab purposes, the member has the opportunity of making up the number of leave of absence meetings either before such leave takes effect or upon resumption of attendance at club meetings for a period equal to the leave of absence. Otherwise, perfect attendance tabulations resume at the end of the leave of absence without loss of weeks already accumulated. (6/91) (4/01)

347.4 - Certificate of Attendance

A visiting Kiwanis member should be given a certificate of attendance, signed by the club secretary. To receive an attendance credit for visiting another Kiwanis club, the Kiwanis member should present to the member's club secretary a signed certificate or other proof of attendance. The responsibility for obtaining such a certificate rests with the visiting club members themselves. (6/91)

348-349 – Vacant

CLUB FINANCIAL MATTERS

350 - CLUB FUNDS

Kiwanis clubs must handle their funds in a business-like manner. Persons handling club funds should be bonded. (5/93) (10/22)

351 – Vacant (1/13)

352 - FUND-RAISING ACTIVITIES

For information about:

- Fund-raising area, see Policy D.

- Drawings at club meetings, see Interpretations of the International Bylaws regarding "Raffles and Drawings." (10/13)

353 – Vacant (1/13)

354 - CLUB PAYMENTS TO KIWANIS INTERNATIONAL

354.1 - Bank Accounts

All clubs shall make every effort to submit payment to Kiwanis International directly. In countries where monetary policies do not permit direct payments to Kiwanis International, the Executive Director may open a bank account in the name and ownership of Kiwanis International for the collection and transmittal of dues and other funds, and the responsibility shall be assumed by the following: (1980)

A. In districted areas, unless a fiscal agent is appointed by the Executive Director, the district governor. (4/86)

B. In nondistricted areas, the ranking officer appointed by the Executive Director. (1980)

354.2 - Fiscal Agent

Fiscal agents must submit financial reports to Kiwanis International by the fifteenth day of the following month. (6/85) (4/97)

355 - CURRENCIES

Payment of amounts due to Kiwanis International shall be made in United States currency, or in other currencies approved by the International Board. For the amount payable in other currencies, see Procedure 781 - Currency Exchange Rates for Payment of Accounts. (10/90)

Approved currencies are the United States dollar, the Canadian dollar, and the European euro. (7/98)

Clubs located in restricted currency countries shall deposit funds payable to Kiwanis International with the approved fiscal agent or directly in the Kiwanis bank account. (10/90)

356-359 - Vacant

CLUB STATUS

360 - CLUB STATUS (1/13)

360.1 - Requirements for "In Good Standing" Status

In addition to the criteria stated in the Kiwanis International Bylaws to be "in good standing," a Kiwanis club must: (1980) (4/19)

A. Comply with all the provisions of the Bylaws, Policies, and Procedures of Kiwanis International, its district, and its federation (if any). (1/00)

B. Comply with a current Standard Form for Club Bylaws, modified as approved by the International Board of Trustees. (1/00)

360.2 – Clubs Not Current With Financial Obligations

A. Charter Suspension: When a club fails to pay its international, district, or federation

financial obligations exceeding US$150 billed by and payable to Kiwanis International within ninety (90) days after such amounts are due, the club shall be considered not current with its financial obligations and placed on charter suspended status. (1980) (10/04)

B. **Club Delegate Representation Prohibited:** A club not current with its financial obligations or having outstanding dues obligations is not entitled to be represented by delegates at any district, federation (if any), or International conference or convention. (1980) (4/98)

C. **Written Notice and Status Report:** A notice of and reasons for not being current with its financial obligations will be sent no later than one hundred and twenty (120) days after the indebtedness is due to the last reported president and secretary of the club by the Executive Director or designee, and copies shall be sent to the district. (1980) (10/04)

D. **Charter Revocation:** When a club fails to pay its international, district, or federation financial obligations billed by and payable to Kiwanis International within eight (8) months after such amounts are due, under the International Bylaws, the club charter shall be revoked at the next Kiwanis International Board meeting. Whenever the International Board shall direct revocation of a club charter for nonpayment of financial obligations, the club's last reported president and secretary shall be notified immediately of such action by the Executive Director or designee, and copies shall be sent to the district. The club's last reported president and secretary and the district shall be informed of the pending charter revocation two (2) months prior to the charter revocation date. (1980) (10/04)

E. **Return to "In Good Standing" Status:** If, at any point in this process prior to charter revocation, the club pays its full indebtedness, the club shall then be returned to "in good standing" status and shall be so notified by the Executive Director or designee. (1/99) (1/00)

360.3 - Clubs At Risk for Low Membership

A. **Conditions and Notice:** Within thirty (30) days after the September 30 certified membership is released, the Executive Director or designee will notify each district of the clubs in their district whose September 30 certified membership is below fifteen (15). Such clubs will be considered to be at risk. (5/94) (1/00)

B. **Assistance:** During the period a club is deemed to be at risk, Kiwanis International and/or the district will provide membership development programs to assist the club in the process of increasing its membership to a level wherein the club can function fully and fulfill its responsibilities of a club as required in the Essential Actions. (5/94) (1/99)

360.4 – Clubs That Fail to Discipline for 'Conduct Unbecoming'

As stated in the International Bylaws, 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 accepted standards for Kiwanis clubs and may have its charter suspended or revoked. (10/12)

360.5 - Notice to Clubs

A copy of Procedure 360 - Club Status shall be included in the annual club and district officer's guidebooks and/or manuals. (1980) (10/98)

361 - CLUB MERGER OR RESIGNATION

361.1 - Merger of Clubs

For Kiwanis clubs to merge, both clubs must be free of indebtedness to Kiwanis International and the district. New officers must be elected. The club must determine the day, time, and place of club meetings, which charter will be retired, and which key number will be retained. The club must also resolve the transfer of funds and the sponsorship of sponsored programs clubs. The club that is retiring its charter must dissolve its corporate status. (10/96)

When all administrative details are satisfied, the other club charter may be retired by action of the Executive Director. (6/91) (10/96)

No new member fee will be charged for members of the club whose charter is being retired. (6/91) (1/01)

361.2 - Resignation of Club Charter

The necessary steps for resignation of the charter of a club are found in the International Bylaws. (10/91)

See also Procedure 363.2 - Club Charter Reinstatement, after a club has resigned its charter (or had its charter revoked). (1/99)

362 - CHARTER SUSPENSION (1/13)

When a club charter has been suspended by the International Board, all of the club's rights and privileges as a Kiwanis club cease during such period of suspension. The Board will revoke the charter of a club that has had its charter suspended for more than eight (8) months per Procedure 360.3.D. Upon written request of the district board of trustees, charter revocation will be considered within the six-month period. (6/91) (10/04)

363 - CHARTER REVOCATION

363.1 - Charter Revocation

When a club charter has been revoked by the International Board (in accordance with International Bylaws, Article IV, Section 2), all of the club's rights and privileges as a Kiwanis club are terminated and the club ceases to exist at that time and has no status at any administrative level. The club continues in this status during any appeal as prescribed in the International Bylaws. Upon the revocation of a club charter, the charter shall be sent to the Executive Director. (6/91) (1/99)

363.2- Club Charter Reinstatement

The International Board may authorize reinstatement of a club which has resigned or had its charter revoked, providing that: (1980)

A. The reinstatement charter fee of US$100 (as defined in the International Bylaws) has been submitted. (6/91) (5/93)

B. A reorganization meeting has been conducted in conformity with the procedures set forth for the organization of a new Kiwanis club. (1980)

C. The required forms have been completed and submitted to the International Office. (1980)

D. All other financial obligations have been satisfied. (6/91)

Such club shall be reinstated to “in good standing” status. (1/99)

364-369 – Vacant

INTERNATIONAL EXTENSION

370 - PRIMARY THRUST OF INTERNATIONAL EXTENSION

The primary thrust of Kiwanis in international extension shall be to build new clubs in approved areas and to strengthen existing clubs. (7/88)

371 - WHERE CLUBS SHALL BE PERMITTED TO EXIST

Clubs shall be permitted to exist only in nations or geographic areas which permit individuals the freedom of assembly, expression, and action necessary for a Kiwanis club to function in accordance with the Bylaws, Policies, and Procedures of Kiwanis International. (7/88)

Until such time as an authorized nation, part of a nation, or group of nations becomes a district in formation, the Executive Director shall approve each prospective site prior to new club building in that area. This approval shall be based upon a reasonable expectation for the political, social, and economic stability that would be required for compliance with this Procedure. (6/92)

(See also Procedure 376 - Nations Authorized for New Club Building.)

372 - GUIDELINES FOR ORGANIZING THE FIRST CLUB IN A NEW COUNTRY OR AREA

372.1 - All Areas

The following guidelines are to be used when consideration is given to establishing Kiwanis in a new country or area. Individual circumstances may require some variances. These guidelines are to be used to implement the long-range extension plan as approved by the International Board. (7/88)

A. Assessment: A comprehensive assessment shall be completed by staff on any prospective Kiwanis nation or area prior to final International Board review, including determination of the following: growth potential, political climate, monetary policy, economic factors, geographic location, language, cultural factors, proximity to existing Kiwanis clubs, communications and education factors, presence of other service clubs, availability of qualified new club building representatives, and ability of Kiwanis International and/or a district to service the club. (7/88) (1/98)

B. Compliance: There must be compliance with all new club building requirements as set forth elsewhere in these Procedures. (6/91)

C. Currency: The currency situation in any new country or area must be such that dues and other funds can be forwarded to the International Office without undue difficulty, or, if this is not possible, that: (1) Kiwanis can maintain a bank account in its own name in that country or area controlled by a fiscal agent as provided in Procedure 374.3 - Club Payments; and (2) a plan has been prepared by staff showing how the deposited funds can be utilized by Kiwanis International. (See also Procedure 374.2 - Deposit of Funds.) (5/83) (7/88)

D. Economy: Kiwanis clubs shall be organized only in those countries or areas in which the economy provides enough income to afford membership in a service club and a sufficient number of business and professional persons to support the five Kiwanis clubs

specified in Procedure 372.2.B. (5/83)

(See also Procedure 373 - New Club Building in International Extension Areas.)

372.2 - Special Criteria for Nondistricted Areas

A. **Visitation:** A prospective Kiwanis nation or area should be visited by a member of the International Board or staff prior to Board authorization of extension. During this visit, a meeting should be held with prospective members of the first club(s) to verify information previously gathered on the prospective nation or area and to ensure that the responsibilities of Kiwanis membership are fully understood. (7/88)

B. **Growth Potential:** There should be at least five (5) communities of sufficient size for additional clubs to be organized in the general area or vicinity in which the first club in a new Kiwanis country or area is to be organized. (5/83) (7/88)

373 – Vacant (1/13)

374 - FINANCIAL MATTERS IN INTERNATIONAL EXTENSION AREAS

374.1 - Bank Accounts for New Clubs in New Nations

A. **Responsibility:** When a new club is built in a new Kiwanis nation, it shall be the responsibility of the sponsoring club or clubs to assure payment of financial obligations to Kiwanis International until such time as proper banking arrangements are made. It shall also be the responsibility of the sponsoring club to assist Kiwanis International in opening a bank account in the name of Kiwanis International in the city in which the club is located. This account shall be the designated account into which the club shall make all payments to Kiwanis International. (10/91) (10/96)

B. **Currency Restrictions:** In the event the new club is in a country that has currency restrictions, the sponsoring club or clubs shall also be responsible for assisting Kiwanis International with opening a bank account in United States dollars (euros in Europe). (10/91) (9/99)

If a bank account cannot be opened in US dollars or European euros, an account should be opened in currency of the country involved. (10/91) (9/99)

374.2 - Deposit of Funds

All funds paid by each club shall be deposited in the name and to the credit of Kiwanis International, or its designated agent, as approved by the Executive Director. (1980) (10/96)

374.3 - Club Payments

Club payments to Kiwanis International shall be made in an approved currency on the basis of the United States dollar exchange rate. Where the monies cannot be transferred to a United States depository, they shall be collected by a fiscal agent selected and approved by the Executive Director and deposited in the country of origin in an approved depository. (1980) (10/96)

375 - LEADERSHIP EDUCATION IN INTERNATIONAL EXTENSION AREAS

375.1 - Program Content

Leadership education programs shall encompass both administration and Kiwanis principles

and objectives. (1980)

375.2 - Nondistricted Areas

In nondistricted areas, the leadership education of the officers and members of a club shall be the responsibility of the International Board or its designated representative. (1980)

(continued on next page)

376 - NATIONS AUTHORIZED FOR NEW CLUB BUILDING (1/13)

Nations in which Kiwanis clubs may exist shall be designated by the Executive Director or designee. This includes nations where Kiwanis has active clubs or where Kiwanis is conducting new club building or planning new club building efforts in the foreseeable future. The current list is shown below. (1/14)

1. Albania
2. Antigua and Barbuda
3. Argentina
4. Aruba
5. Australia
6. Austria
7. Bahamas
8. Bangladesh
9. Barbados
10. Belgium
11. Belize
12. Benin (4/19)
13. Bermuda
14. Bolivia (8/17)
15. Brazil
16. Cambodia
17. Cameroon (5/14)
18. Canada
19. Cayman Islands
20. Central African Republic (2/21)
21. Colombia
22. Congo, Republic of*
23. Congo, Democratic Republic of*
24. Costa Rica
25. Cote D'Ivoire (8/17)
26. Curaçao (8/17)
27. Czech Republic
28. Denmark
29. Dominica
30. Dominican Republic
31. Ecuador
32. El Salvador
33. Estonia
34. Faroe Islands
35. Fiji (6/15)
36. Finland
37. France
38. French Guiana
39. French Polynesia
40. Germany
41. Ghana
42. Greece
43. Grenada (8/17)
44. Guadeloupe
45. Guam
46. Guatemala
47. Guyana (11/14)
48. Haiti
49. Honduras
50. Hong Kong
51. Hungary
52. Iceland
53. India
54. Indonesia
55. Ireland
56. Israel (2/18)
57. Italy
58. Jamaica
59. Japan
60. Kenya
61. Korea, Republic of (South Korea)
62. Latvia
63. Liechtenstein
64. Lithuania
65. Luxemburg
66. Madagascar (10/16)
67. Malaysia
68. Mali (8/17)
69. Malta (8/17)
70. Martinique
71. Mexico
72. Moldova
73. Monaco
74. Mongolia (12/17)
75. Morocco
76. Nepal
77. Netherlands
78. Netherlands Antilles
79. New Caledonia
80. New Zealand
81. Nicaragua
82. Nigeria
83. Norway
84. Palau (1/25)
85. Pakistan
86. Panama
87. Papua New Guinea
88. Paraguay
89. People's Republic of China
90. Philippines
91. Poland
92. Portugal
93. Puerto Rico
94. Taiwan
95. Romania
96. Russia
97. Rwanda (2/21)
98. St. Kitts & Nevis
99. St. Lucia
100. St. Marten (8/17)
101. St. Vincent and the Grenadines (8/17)
102. San Marino
103. Senegal (8/17)
104. Sierra Leone (8/17)
105. Singapore
106. Slovakia
107. Spain
108. Sri Lanka
109. Suriname
110. Sweden
111. Switzerland
112. Thailand
113. Trinidad and Tobago
114. Turkey
115. Turks and Caicos Islands
116. Uganda (2/15)
117. Ukraine
118. United Arab Emirates
119. United Kingdom
120. United States
121. Vanuatu
122. Venezuela

(List updated 12/25)

*These are separate nations.

377-379 - Vacant

CLUBS - MISCELLANEOUS

380 - CLUB FOUNDATIONS

380.1 - Incorporation

The establishment of a club foundation is subject to the approval of the International Board. (6/91)

The foundation must be incorporated, and its articles must provide a definite commitment of its funds for charitable, educational, eleemosynary, and/or scientific use. (6/91)

The articles of incorporation shall provide that the members, officers, directors, and trustees of the foundation shall be active members of the sponsoring Kiwanis club. (6/91)

380.2 - Name

The foundation name must include the name of the sponsoring Kiwanis club. (6/91) (9/00)

380.3 - Agreement

Either the articles of incorporation or an agreement executed between the foundation and Kiwanis International must provide that: (6/91)

A. The foundation and its members will at all times be governed by the Bylaws, Policies, and Procedures of Kiwanis International as adopted or amended. (6/91)

B. The foundation will comply with all such conditions and requirements that Kiwanis International may prescribe. (6/91)

C. No amendments to the articles or any bylaws of the foundation shall be made without the consent of the International Board. (6/91)

D. Foundations sponsored by Kiwanis groups shall sign agreements similar to those signed by clubs, providing that, whenever requested by the International Board, the corporation shall dissolve or change its form of organization, and they shall not be required to include such provision in the Articles of Incorporation. (1980)

381 - CLUB ANNIVERSARIES

381.1 - Date

The club shall use the date of its organization as its annual anniversary date. (6/91)

381.2 - Observance

Clubs shall be urged to celebrate each of the anniversaries of their formation, and special preparations should be made for the observance of anniversaries divisible by five (5). Advantage should be taken of these occasions to give proper publicity on television, radio, and in the local press to the contributions of the clubs to the community. (1980)

381.3 - Recognition

A letter over the signature of the International President shall be sent to clubs celebrating their first and fifth anniversaries and every fifth anniversary thereafter. Clubs celebrating their twenty-fifth anniversary and every fifth anniversary thereafter shall be given

appropriate recognition on the Kiwanis International Web site. (1980) (4/03)

382 – Vacant (1/13)

383 - CLUB ITEMS LOST IN A CATASTROPHE

383.1 - Replacement Items at No Charge

Upon notification of a loss in a fire, flood, or other catastrophe, the International Office will offer the club free of charge: (1980) (1/13)

A. Charter replacement - one per club (1980)
B. Club Banner - one per club (1980)
C. Gong - one per club (1980)
D. Gavel and gavel band - one per club (1980)

383.2 - Discount of Other Replacement Items

Upon notification of such a loss, the International Office will allow a club a 25 percent discount on all replacement items not listed above and purchased within six months of such occurrence. (1980) (10/96)

383.3 - Club Status

To receive the replacement items and discount listed above, a club must be current on its financial obligations. (See Procedure 360 - Club Status). (1980)

384-399 – Vacant (10/13)

KIWANIS INTERNATIONAL PROCEDURES

SECTION 400: SERVICE

(This section revised per K.I. Board action as of October 2023)

SERVICE PROJECTS

400 - DEFINITION OF A SERVICE PROJECT

A service project is an activity consistent with the Objects, objectives, and Policies of Kiwanis International, devised or planned by a Kiwanis club or a club committee, and performed by club members for the benefit of others. (1980) (10/96)

401 - COMMUNITY SERVICE ACTIVITY

401.1 - Guidelines for Community Service Activities (1/13)

A. Endorsements: A Kiwanis club should not make a practice of endorsing projects, no matter how meritorious, unless the club is willing and prepared to assume its full share of the responsibility for the accomplishment of that which it endorses. (5/93)

B. Nature: Community service activities requiring Kiwanis members' time and effort are more in accord with Kiwanis service ideals than activities requiring only that the club make a monetary contribution. (1980) (10/96)

401.2 - Service Projects That Take More Than One Year to Complete

The current club board of directors cannot bind future boards. If a club wishes to undertake a project that will continue beyond one administrative year, an affirmative vote of the club membership commits the entire club, including succeeding boards of directors, to continue the project until it is completed, or until the club membership reverses its original action. (5/93) (1/13)

401.3 - Annual Service Goals and Objectives

The development of worldwide understanding, friendship, peace and goodwill, and the betterment of mankind are specific objectives of Kiwanis service. Clubs will investigate the needs of their communities and develop appropriate service projects to meet those needs. Any identified need merits consideration; however, clubs will give first consideration to three service areas: sponsored programs, Young Children: Priority One, and services to youth. (5/93) (4/97)

402 - SUPPORT FROM KIWANIS INTERNATIONAL FOR CLUB SERVICE ACTIVITIES (1/13)

Kiwanis International has a responsibility to encourage and guide its clubs in developing effective service projects. Its primary responsibility is to provide clubs with methods and materials for identifying the greatest needs within their communities and responding with projects that address those needs. (5/96)

To assist clubs in developing projects that address common needs, Kiwanis International provides lists of project ideas, success stories from clubs, sources of additional information, and contact

information on other organizations. The project ideas offered in these forms come from clubs, other organizations, and staff research. Staff provides this ongoing support, consulting with International Committees when possible. (5/96)

403-409 - Vacant

WORKING WITH OTHER ORGANIZATIONS

410 – CORPORATE PARTNERSHIPS

410.1 – Corporate Partnership Agreements

Kiwanis International will document all partnerships that include marketing benefits in an agreement. Kiwanis International will generate partnership agreements and create a master document with detailed and consistent language that protects Kiwanis' best interests and prevents discrepancies among Corporate Partners. (4/12)

Partnership agreements shall specify all rights, benefits, terms and conditions of each corporate partnership, as outlined in Kiwanis International's Corporate Marketing Packaging Strategy and Policies. (4/12)

Partnership agreements shall include: (4/12)

A. Property Definition. Define the property with which the corporate partner is affiliating, whether it is a specific event, program, campaign or initiative. (4/12)

B. Level of Acknowledgment. Specify the level of recognition a corporate partner receives, ensuring that recognition of the corporate partner is proportionate to fees paid. Higher paying partners will receive more recognition as well as benefits not available to lower-paying corporate partners. (4/12)

C. Kiwanis International's Role. Kiwanis International will commit its resources to maximize the success of the specific event, program or initiative for both Kiwanis and its corporate partners. However, under no circumstances will Kiwanis be obligated to exert any influence to advance a corporate partner's other corporate interests as part of the partnership, either written or implied. (4/12)

D. Mark/Logo Use. Kiwanis International will retain total control of its marks/logos and corporate partner use of those marks/logos. Marks, logos and designations, such as "Vision Partner" or "Service Leadership Program Co-Sponsor," that partners can use in their packaging, advertising and/or promotions around their sponsored program or initiative will be approved by Kiwanis International. (4/12)

E. Promotional Parameters. Kiwanis International will specify the geographic territory (nationwide or within a specific market); scope (internal to employees only or external to general public or both); and time frame (year-round or multi-year) for which the partner can promote its affiliation with Kiwanis. (4/12)

F. Ownership/Control. Kiwanis International retains ownership and total control of all Kiwanis-themed promotions and materials. The policies, properties and integrity of Kiwanis International must remain entirely unaffected by any partnership. (4/12)

All materials produced by Kiwanis International for a corporate partnership program are under the sole ownership of Kiwanis. Any use of these materials by the corporate partner outside of the expressed terms of the partnership agreement requires written permission from Kiwanis International. (4/12)

G. Resource Commitments. Kiwanis International's marketing partners' financial commitments will be unrestricted and are to be used at Kiwanis' discretion, with the exception of pre-approved, budget-relieving, in-kind products or services (e.g., airline tickets) or added-value products or services (e.g., media commitment). Payments will be detailed to ensure full value is delivered. All companies that receive approved marketing benefits must compensate Kiwanis International for the marketing rights in the form of a rights fee (cash or budget-relieving in-kind) or promotional guarantee. (4/12)

Kiwanis International will determine in advance the method for valuing in-kind products or services (e.g., in-kind airline tickets should be valued at the rate Kiwanis would customarily pay for these tickets). Kiwanis International must be allowed to use in-kind products or services for its own purposes or for corporate partner promotions. (4/12)

H. Expenses. Each corporate partner must pay all expenses for implementing its own promotions (e.g., product/literature distribution, direct mail, etc.). Kiwanis International will pay to deliver benefits outlined in its partnership proposal/agreement to the partner (e.g., signage and hospitality). (4/12)

I. Category Exclusivity. Kiwanis International will specify there is either no category exclusivity or define the extent of exclusivity to the specified package. (4/12)

J. Logo Approval Process. Kiwanis International and its partners have the right to use each other's marks and logos with pre-approval. Each corporate partner will be provided a style guide that depicts the designated Kiwanis and/or specific event, program or initiative marks/logo/designations/tag lines and guidelines for usage in packaging, advertising and promotions. (4/12)

K. Promotional Approvals. Kiwanis International shall have complete editorial control over all partner-created marketing materials. In every case, all materials in print, broadcast or electronic media prepared by the corporate partner, including promotional pieces, ad copy and artwork, must be submitted to Kiwanis for pre-approval in writing prior to release. (4/12)

Kiwanis and its partners shall disclose the nature of their marketing relationship at/in all events/activities, materials and promotions when applicable. Proprietary or confidential information of the corporation is not disclosed. (4/12)

If any solicitation by the corporate partner in conjunction with the sale of the corporate partner's goods or services states or implies that a portion of the sales price will benefit Kiwanis International or specific event(s), program(s) or initiative(s), such solicitation shall include: (4/12)

- The Kiwanis International logo (which may be in conjunction with a specific program or initiative name, when applicable). (4/12)
- Language that states that proceeds to Kiwanis International will be used to support Kiwanis International activities and/or activities related to a specified event, program or initiative. (4/12)

- Details on the amount or percentage of funds to be donated by the corporate partner, minimum guarantee, and if there is a donation cap.

L. Assignment/Third-Party Promotions. Corporate partners are not allowed to assign rights or conduct third-party promotions without Kiwanis International's approval. Terms permitted will be detailed in writing. (4/12)

M. Renewal Option. For partners who receive category exclusivity, an exclusive negotiating period of 30 days will be offered with a deadline ending six months prior to the end of a one-year contract and 16 months prior on multi-year deals. No right of first refusal will be offered. (4/12)

N. Fulfillment Obligations. The responsibilities and obligations of Kiwanis International, including personnel and materials, must be within the organization's capacity to fulfill. (4/12)

O. Designated Liaisons. A primary contact for Kiwanis International and the corporate partner will be defined for the process of approval, reporting and notification. For the corporate partner liaison, a primary contact will be identified for the purpose of serving as the central contact for all partnership matters. (4/12)

P. Termination. If a partner's reputation or integrity is called into question by Kiwanis International and/or the public, or through changes in business practices it becomes ineligible, Kiwanis International has the right to terminate the partnership. If the business practices of the corporate partner in any way reflect negatively upon Kiwanis, then Kiwanis International has the option to terminate the relationship. Below is a sample Morality Clause to be included in partnership agreements: (4/12)

"If (Company) is charged with or accused of the commission of any act which is an offense involving moral turpitude under any Federal, State, Provincial or local law, or any act which casts an unfavorable light upon the other party or such party's association with Kiwanis International, or (Company) performs or commits, or is accused of performing or committing any act which would unreasonably and objectively bring Kiwanis or events, programs, or services of Kiwanis into disrepute, contempt, scandal or ridicule at any time before, during or after the term of this Agreement, Kiwanis shall be entitled to terminate this Agreement upon ten (10) days written notice to the other specifying the reason, within which period (Company) may cure such offense, if curable. The determination of whether and to what extent the offense is cured or curable shall be made by Kiwanis International at its sole and absolute discretion." (4/12)

Q. Database Building. Partners will provide to Kiwanis International the names, addresses, telephone numbers and e-mail addresses gained as a result of its sponsorship promotions. (4/12)

R. Reporting. Partners must have sound and transparent income reporting and auditing processes in place to assure that Kiwanis International receives all benefits outlined in the agreement. Likewise, Kiwanis commits to providing fulfillment reports to partners outlining sponsorship benefits promised and delivered. (4/12)

410.2 – Corporate Partnership Guidelines for Social Media Usage

Kiwanis will not guarantee any social media inclusions (e.g., sponsored post on Twitter) for its partners. Kiwanis will, however, use its social networks to promote (e.g., link to)

newsworthy and beneficial information from or about partners, including but not limited to: (4/12)

- Organizational announcements, e.g., press releases
- Promotional announcements, e.g., launch of discount program for members
- Pre-event communications, e.g., highlights of planned events
- Post-event communications, e.g., recaps
- Relevant content, e.g., white paper
- Congratulatory or celebratory messages from partner to Kiwanis, Kiwanis member(s) or the like, e.g., award winners

(4/12)

All content, including partner content, should be customized and highly relevant to the Kiwanis social network audience to whom it is directed. (4/12)

Kiwanis will also help its partners maximize their presence on social networks by assisting them in crafting relevant, channel-appropriate communications (e.g., how to engage with LinkedIn vs. Twitter) as each medium is unique and not all are suited for certain types of messaging. (4/12)

411-429 – Vacant (1/13)

SPONSORED PROGRAMS

(ALSO, SEE SEPARATE SECTIONS ON CIRCLE K AND KEY CLUB.)

430 - DISTRICT SPONSORSHIP AND SUPPORT OF A SPONSORED PROGRAM

430.1 – Sponsorship and Support

Prior to introducing a sponsored program for sponsorship by Kiwanis clubs, a district or district-in-formation should agree to provide the following support for the program: (10/01)

A. Appointment of a district administrator, and committee as appropriate; (10/01)
B. Adequate support for the administrator and committee to facilitate communication, promotion, education, and travel; (10/01)
C. Adequate promotion and education through district communications and training resources; and (10/01)
D. Assistance in new club building efforts. (10/01)

430.2 – Registration of Marks

Whenever the Kiwanis International Board shall give approval to the establishment of district sponsorship of a youth organization other than Circle K and Key Club, the Kiwanis International Board shall secure the registration of the name and insignia of said organization. (1980) (10/01)

430.3 – Circle K or Key Club District Organization (1/13)

A Kiwanis district may organize a sponsored district organization for Circle K and/or Key Club in accordance with the following requirements: (1/02)

A. For districts in the regions of U.S. and Pacific Canada and Canada and Caribbean, petition and approval for the formation of a Circle K or Key Club district must be consistent with the requirements set forth in the Circle K International Bylaws and these

Policies and Procedures (see Section 500) for Circle K, and the Key Club International Bylaws and these Policies and Procedures (see Section 600) for Key Club. (1/02)

B. For districts in other areas, petition and approval for the formation of a Circle K or Key Club district shall include the following: (1/02)

1. Petition of organization from the Kiwanis district board of trustees to the Kiwanis International Board shall include the proposed Circle K or Key Club district bylaws, dues and fees, and any changes to Kiwanis district board policies; (1/02)
2. Approval by the Kiwanis International Board. (1/02)

Operations for activities of the sponsored district shall be governed by the Kiwanis district board of trustees, and the sponsored district bylaws. The maintenance of all district records and finances shall be under the supervision of the Kiwanis district board of trustees. (1/02)

431 – Vacant (1/13)

432 – YOUTH PROTECTION GUIDELINES (1/13) (10/23)

All adults working with youth under the age of 18 at any Kiwanis event are expected to read/understand, agree to, and abide by these guidelines. (1/07) (1/13)

432.1 – Education

Every Kiwanis club is expected to inform and educate its members on these guidelines, best practices, and what individuals must do when aware of youth in potentially harmful situations. This education must occur annually, including providing a copy of these guidelines to each club member. (1/07) (1/13)

Every Kiwanis district is expected to provide an educational forum or workshop at every district-produced convention and conference on guidelines and best practices for adults working with youth, using materials provided by Kiwanis International. (1/13)

432.2 – Chaperones

A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is *in loco parentis*, twenty-one (21) year of age or older, who has been approved by the school or agency and registered with the school or agency to accompany the youth members at the specific event. (1/07) (1/13)

A. Single-Day Events. A minimum of one adult per 50 students must be serving as chaperones during the entirety of a single day event. (10/21) (10/23)

B. Overnight Stays. While attending a Kiwanis event that requires overnight stay in a hotel or camp/conference setting, adequate adult chaperoning is expected and must include no fewer than one adult male for each ten or part of ten youth males, and one adult female for each ten or part of ten youth females. All district administrators and chaperones must stay in the same hotel as the youth attendees. Except for a parent sharing a sleeping room or other sleep quarters (e.g., tent) with their own child, no adult should share a hotel or dormitory sleeping room or other sleeping quarters with a youth. In the event that sleeping quarters consist of multiple beds, such as a bunkhouse or camp cabin, adults may share the sleeping quarter with youth members of the same gender, provided that two or more adults are present. (1/07) (10/23)

C. **Background Checks.** Criminal history background checks shall be required for all chaperones, conducted as stated in Kiwanis International policies. (4/12) (10/23)

D. **Other Requirements.** Additionally, chaperones must follow all applicable policies and procedures. (10/23)

432.3 – Transportation

When transporting youth, the best practice is the "rule of threes," with at least three people in the vehicle at all times along with documented approval from a parent or guardian for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and school policies. (1/07) (Rev. 4/16, effective 6/16)

432.4 – Use of Alcoholic Beverages, Tobacco, Marijuana, and Other Substances

While attending any Kiwanis event that is produced primarily by or for the benefit of youth, adults are expected to refrain from using or being under the influence of alcoholic beverages, tobacco, and/or marijuana products, even if prescribed for medicinal use. In addition, the use and/or possession of illegal drugs or the improper/illegal use of legal drugs is prohibited. (1/07) (6/16)

432.5 – Medications

The possession of prescription and non-prescription medications by youth at a Kiwanis event should be permitted only by the written permission of the parent/guardian. (1/07) (1/13)

432.6 – Reporting

If a Kiwanian observes troubling behavior involving a youth at a Kiwanis event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a Kiwanis event, they must immediately contact the appropriate personnel at the event as well as provide notification to law enforcement personnel as appropriate. All local, state, provisional, and federal laws regarding reporting must be followed. If the Kiwanian becomes aware of the troubling behavior after the event, they must contact leaders of the event and provide notification to law enforcement personnel as appropriate. Kiwanis International maintains a 24-hour confidential helpline which can be used if someone thinks a youth has been harmed or their safety and well-being are at risk: 1-866-607-SAFE. (1/13) (10/23)

432.7 - Personal Information

All documents bearing personal information of any youth attending a Kiwanis event, including registration forms, medical information forms, permission to treat forms, etc. should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained a minimum of three years or longer as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations. (1/07) (1/13)

432.8 - Youth and Social Media

For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), adults should never initiate such connections with youth. If a youth requests such a connection from a Kiwanian, the Kiwanian should use their best judgment in responding. Adults should treat their interaction with youth on social networking sites as though the interaction were occurring in public, in front of other adults and young people. In other words, if it would not be appropriate to say something to a young

person in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be seen as excessive (such as constantly "liking" or commenting on a person's posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents for minors) that appear in that media; it could be illegal to do otherwise. (4/12) (1/13)

See Kiwanis International Policy B for complete social media guidelines. (4/12)

432.9 – Behavioral or Health Issues

Kiwanians are often seen by a young person as an adult to trust with personal and/or sensitive information. Kiwanians should refrain from counseling youth and should instead find, or assist the young person in finding, appropriate expert assistance. (4/12) (1/13)

432.10 - Conflicts with Other Rules

Whenever these guidelines conflict with local school policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail. (1/07) (1/13)

433 – KIWANIS YOUTH PROTECTION WEEK (1/13)

Kiwanis International designates a week each year to be Kiwanis Youth Protection Week, with a twofold purpose: (1) Encouraging clubs to use the club meeting that week (or the next scheduled meeting) to educate all club members on Kiwanis Youth Protection Guidelines, best practices, and individual responsibilities; and (2) Building public awareness of Kiwanis's commitment to youth protection. Educational materials will be provided by Kiwanis International for use by clubs when participating in this observance. (1/13)

434 - GUIDELINES FOR STUDENT ACCOMMODATIONS AT EVENTS

When planning events, and especially those with overnight lodging, Kiwanis organizers should be inclusive and make reasonable accommodations for the unique needs of each student participant. (7/17)

A. If the standard situation for an overnight event is shared rooms by gender, students must be allowed to access housing consistent with their self-determined gender identity. However, a student shall be assigned a room by biological sex if the student, or parent, or legal guardian so requests. A student or parent or legal guardian may suggest an alternative sleeping arrangement, such as single-occupancy room, which should be honored whenever possible. However, students cannot be required to stay in single-occupancy accommodations nor should those arrangements be made without the consent of the student or parent or legal guardian. (7/17)

B. Roommate disagreements should be addressed and resolved with the best interests of all parties in mind. If a disagreement cannot be reconciled, no student should be forced to reside with another student. (7/17)

C. All students must be allowed access to restroom facilities consistent with their self-determined gender identity. (7/17)

D. Event organizers should choose facilities that can be adapted to accommodate requests in accordance with these guidelines. If a facility is unwilling to accept these guidelines for any reason, a different location should be considered. (7/17)

E. Volunteers have an obligation to maintain student privacy and cannot disclose or require disclosure of a student's sexual orientation, transgender or gender nonconforming identity, biological sex, religion, disability, medical condition, or other personal information to anyone, including other students or their parents, without the consent of the student. (7/17)

435 – CIRCLE K

Circle K is a service club for university students. The program's purpose is to provide personal growth in its members through community service, leadership development, and fellowship activities. Each Circle K club shall adopt and adhere to the approved form for club bylaws for Circle K, and shall elect officers, hold regular meetings, and adhere to a club committee structure. Membership in a Circle K club shall cease at any time the member shall become a member of a Kiwanis club. (10/01) (4/04)

Each Circle K club outside of the regions of U.S. and Pacific Canada and Canada and Caribbean shall be chartered in accordance with guidelines set at the time of approval of district sponsorship and support. Kiwanis International collects charter fees for these clubs and provides charter supplies and initial member materials. Districts in these regions are responsible for any further dues assessment as well as providing continued club support and membership materials. (1/02) (1/13)

Each Circle K club outside of the regions of U.S. and Pacific Canada and Canada and Caribbean that is not a member of a district or region organization shall be an affiliate of Circle K International and as such shall have the right to use the name, logo, emblem, and other trademarks of Circle K International as long as it shall abide by the policies and procedures of Kiwanis International. (1/02)

See Procedures 500 – 599 for more information on Circle K. (10/01)

436-438 – Vacant (1/15)

439 – AKTION CLUBS (1/13)

Aktion Club is a service club for adults who live with a disability. The program's purpose is to assimilate club members into the mainstream of society through community service, leadership development, and fellowship activities. Each Aktion Club shall adopt and adhere to the standard form for club bylaws for Aktion Clubs, and shall elect officers and hold regular meetings. A co-sponsoring community agency or other organization, which serves the needs of adults with disabilities should be identified to provide necessary expertise to support the Aktion Club. An Aktion Club may be organized with or without a sponsoring Kiwanis club. (10/01) (4/13)

Aktion Clubs or potential Aktion Clubs may submit requests to the Kiwanis International Executive Director or designee for an exception to include minors (persons who are not yet considered legally to be adults) in the club. Requests will be subject to the following process: (4/17)

A. Staff will gather all information from the appropriate parties and obtain information and reasoning behind the request. (4/17)

B. Staff will research and determine if there are other viable options for the minor, such as participating instead in one of the Service Leadership Programs for youth, including K-Kids, Builders Club, and Key Club. (4/17)

C. The decision to approve or not approve the request will be based upon the individual situation. (4/17)

439.1 – Chartering

Upon acceptance of a Petition for Charter and charter fee, the sponsoring Kiwanis club shall receive the charter certificate, a sponsoring insignia, and club membership materials for the number of members listed on the Petition for Charter. No membership fees shall be required of members for the administrative year in which the club is chartered. (4/00) (1/13)

In the event no sponsoring Kiwanis club is available, an Aktion Club may be organized provided the following conditions are met:

D. The proper agency personnel requests the new Aktion Club in writing;
E. The Kiwanis district certifies that no Kiwanis club is available or interested to provide sponsorship;
F. The proper agency personnel agrees to abide by the terms of sponsorship as set forth by Kiwanis International.
(4/13)

439.2 - Dates of Charter
An Aktion Club is to be considered chartered during the administrative year if the properly completed Petition for Charter is mailed to the International Office and postmarked no later than midnight, September 30, of that year. (4/00) (1/01)

439.3 - Number of Kiwanis Clubs Sponsoring an Aktion Club
An Aktion Club may be officially sponsored by one or more Kiwanis clubs. An Aktion Club may be cosponsored with a Kiwanis club by either a Circle K or Key Club. (4/00) (1/01)

439.4 - Primary Responsibilities of a Sponsoring Kiwanis Club
The Kiwanis club must comply with the following "Requirements of Sponsorship" and a statement providing evidence of such should be approved by each sponsoring Kiwanis club's board of directors and signed by the Kiwanis club president at the time of petitioning for charter or at any time when a Kiwanis club assumes partial or full sponsorship of an Aktion Club: (4/00) (1/01)

A. Appoint a Kiwanis Advisor to the Aktion Club and ensure the Advisor receives adequate orientation/training; (4/00)
B. Ensure Kiwanis members attend designated meetings; (4/00)
C. Maintain an expense line item in the Kiwanis club's service account to support the activities of the Aktion Club; (4/00)
D. Meet with a representative of the community service agency or organization annually; (4/00)
E. Ensure that all dues and fees are paid; (4/00) (1/13)
F. Ensure that Aktion Club officers receive proper training following election, and support and assistance in meetings and activities throughout their term of office; (4/00)
G. Ensure that a planning session involving the leadership of the sponsoring Kiwanis club(s) and the Aktion Club is held annually; and (4/00)
H. Host or participate in two joint activities involving the membership of the sponsoring Kiwanis club(s) and the Aktion Club. (4/00)

439.5 - Aktion Club Structure
There shall be no structure beyond the club level (division, zone, region, or district) for Aktion Club members or clubs. (4/00) (1/01)

439.6 - Club Administrative Expenses
Costs of Aktion Club administrative expenses shall be paid only from club membership fees collected from members, specific administrative fund-raising activities, and support from the sponsoring Kiwanis club. Funds raised for community service projects shall not be used to pay for club administrative expenses. (4/00) (1/01)

439.7 - Membership Fee
An annual membership fee shall be paid by each member of Aktion Club. The fee shall be payable October 1 and considered past due December 1. The amount and payment date shall be set by the nation and/or district, and shall be approved by the Kiwanis International Board. (4/00) (1/13)

439.8 - Membership Records (Aktion Club)

Each Aktion Club shall annually report the name, address, and other pertinent membership information for each member of the club, unless otherwise prohibited by law. The list of members, in whole or in part, may not be released, transferred, sold, rented, or otherwise distributed in any manner to any other party for any use other than the management of membership records for Kiwanis International or its sponsored organizations and programs. (4/00) (1/01)

439.9 - Guidelines for Working with Aktion Club Members (4/13)

A. **Purpose:** Aktion Club members have a wide variety of ability levels. It's what makes Aktion Club a unique, diverse, and vibrant program. Kiwanians are being entrusted as valuable adult mentors in the lives of these individuals, and thus need to be concerned with the safety and protection of its members. The following guidelines should be read, understood, and put into practice when working with Aktion Club members. (4/13)

B. **Use of Alcoholic Beverages and Tobacco:** While attending any Kiwanis event, Aktion Club members will follow guidelines set forth by the conference center/camp/hotel and/or their chaperone regarding alcoholic beverages and tobacco use. (4/13) (4/17)

C. **Reporting:** If a Kiwanian, chaperone, or anyone observes troubling behavior involving a member at an event or becomes aware of a situation that is illegal or potentially unsafe, they must immediately contact the appropriate personnel at the event and chaperone as well as provide notification to law enforcement personnel as appropriate. All local, state, provincial, and federal laws regarding reporting must be followed. If the Kiwanian becomes aware of the troubling behavior after the event, they must contact leaders of the event and chaperone as well as provide notification to law enforcement personnel as appropriate. (4/13) (4/17)

D. **Overnight Stays:** If planning or attending an Aktion Club event that requires overnight stay in a hotel or camp/conference setting, consult with the agency and the members' legal guardians for their expectations for chaperoning and room sharing. (4/13) (4/17)

E. **Chaperone:** A chaperone is defined as a Kiwanis member, agency member, parent, or legal guardian, twenty-one (21) years of age or older, that has been approved by the agency or Kiwanis Club and is registered with the agency or Kiwanis Club to accompany the members at the specific event. (4/13)

F. **Transportation:** When transporting an Aktion Club member, the best practice is the "rule of three", with at least three people in the vehicle at all times along with documented approval from a parent or guardian (if applicable) for the transportation arrangements. When both of these conditions cannot be met, one of them should be. All transportation decisions should be made in accordance with local laws and agency policies. (4/13) (4/16)

G. **Medications:** The possession of prescription and non-prescription medications at a Kiwanis event should be permitted and handled by a member's caregiver and chaperone when necessary.

H. **Criminal History Background Checks:** Criminal history background checks shall be required and conducted as stated in Kiwanis International policies. (10/13) (4/15)

I. **Conflicts with Other Rules:** Whenever these guidelines conflict with agency policies or rules, or local state/provincial, or national laws or regulations, the highest applicable standards for conduct shall prevail. (4/13)

J. **Personal Information:** All documents bearing personal information of any Aktion Club member attending a Kiwanis event, including registration forms, medical information forms, permission to treat forms, etc. should be treated as confidential. Processes that protect this information must be created, including minimizing the number of people who have access to any such documents. The documents shall be maintained a minimum of three years or longer as may be required by applicable state/provincial laws and regulations. After the maintenance period has expired, the documents shall be destroyed in a way that maintains confidentiality, such as shredding. The disposal and destruction of all confidential information shall conform to applicable state/provincial laws and regulations. (4/13)

K. **Social Media:** For any social networking site that involves requesting a connection (such as inviting someone to be a friend on Facebook), Kiwanis members should never initiate such connections with Aktion Club members. If an Aktion Club member requests such a connection from a Kiwanian, the Kiwanian should use their best judgment in responding. Adults should treat their interaction with members on social networking sites as though the interaction were occurring in public, in front of other adults and members. In other words, if it would not be appropriate to say something to a member in public, it should not be said as a comment on a social networking site either. Kiwanians should refrain from interactions that can be seen as excessive (such as constantly "liking" or commenting on a person's posts on Facebook). Prior to posting any media online, such as photographs, obtain permission from any and all individuals (or parents or guardians) that appear in that media; it could be illegal to do otherwise. (See Kiwanis International Policy B for complete social media guidelines.) (4/13)

L. **Behavioral or Health Issues:** Kiwanians are often seen by an Aktion Club member as someone to trust with personal and/or sensitive information. Kiwanians should refrain from counseling members and should instead find, or assist the member in finding, appropriate expert assistance. (4/13)

M. **Education:** Every Kiwanis club that sponsors an Aktion Club is expected to inform and educate its members on these guidelines, best practices, and what individuals must do when aware of Aktion Club members in potentially harmful situations. This education must occur annually, including providing a copy of these guidelines to each club member. (4/13)

Every Kiwanis district is expected to provide an educational forum or workshop at every district event on guidelines and best practices for interactions with Aktion Club members, using materials provided by Kiwanis International. (4/13)

440-442 – Vacant (1/15)

442 – KEY CLUB AND CIRCLE K ALUMNI GROUPS (6/13)

The following statement of position for the alumni groups will be used by others when working with these alumni groups. (6/13)

Statement of position: To identify and retain former Key Club and Circle K members and engage them in the continuing work of Kiwanis International. This engagement could include any or all of the following: (6/13)

a. Be encouraged to embrace service leadership and continue to live the objects of Key Club and/or Circle K in their daily lives.
b. Sustain and expand Kiwanis Service Leadership Programs through advocacy, advising, and/or new club building.
c. Take the next step in their service club journey by joining or forming a Kiwanis Club.
d. Support Service Leadership Programs and their causes financially by donating to Kiwanis International and its foundation.

(6/13)

441-499 – Vacant (1/15)

KIWANIS INTERNATIONAL PROCEDURES

SECTION 500: CIRCLE K INTERNATIONAL

(This section revised per K.I. Board action as of October 2013)

Note: These procedures have been adopted by the Kiwanis International Board for the governance of Circle K. However, please be aware that Circle K International has adopted additional Policy Codes, under the approval of the Kiwanis International Board, which provide further governance of Circle K. These are available (as well as the Circle K International Bylaws) upon request from the Circle K Department at the International Office.

CIRCLE K INTERNATIONAL

Note: Kiwanis International Board Policies generally covering Circle K can be found in Policy Section E.1 - Sponsored Organizations, Circle K. (5/93)

500 - Vacant

501 - RESPONSIBILITIES OF KIWANIS INTERNATIONAL

The Kiwanis International Board is responsible for Circle K International and shall exercise final authority over all Circle K International, district, and club activities. The Kiwanis International Executive Director has administrative and management responsibilities and accountability for Circle K, similar to the responsibilities and accountability for Kiwanis. (5/93) (1/13)

502 - CIRCLE K AND SPONSORED PROGRAMS DEPARTMENTS OF THE INTERNATIONAL OFFICE (1/13)

The Circle K and Sponsored Organizations and Programs Departments of the Kiwanis International Office will be responsible to: (5/93)

A. Promote and coordinate the activities of Circle K International in compliance with its Constitution and with the Bylaws, Policies, and Procedures of Kiwanis International; (5/93)

B. Produce educational materials on membership in and activities of Circle K for Kiwanians and Circle K members; (5/93)

C. Distribute new club and other Circle K information to all interested Kiwanis and Circle K members; (5/93)

D. Charter new Circle K clubs; (5/93)

E. Collect and process International club fees and district dues from Circle K clubs for all members, other than honorary; (5/93) (1/13)

F. Issue Circle K International membership cards to all members reported to the International Office; (5/93)

G. Establish and maintain Circle K International records; (5/93)

H. Produce, edit, and publish the official magazine for Circle K members; (5/93)

I. Prepare for and supervise the Circle K International Board meetings and training conferences; (5/93)

J. Prepare and supervise the annual Circle K International Convention; (5/93)

K. Train the Circle K International President, International Board members, and district governors; (5/93)

L. Develop increased cooperation among Kiwanis and the entire Kiwanis family concerning activities of mutual interest. (5/93) (1/13)

503 - KIWANIS INTERNATIONAL COUNSELOR TO CIRCLE K INTERNATIONAL BOARD

See Procedure 105 - Counselors to the Key Club and Circle K International Boards for complete information regarding appointment, term, and responsibilities.

504-505 - Vacant

506 - POLITICAL INFLUENCE BY NONMEMBERS OF CIRCLE K FORBIDDEN

Any attempt to exercise political influence over the selection of officers of Circle K by nonmembers of Circle K International present at any election at any level is forbidden. (5/93) (1/13)

507 - CIRCLE K INTERNATIONAL BOARD OF TRUSTEES AND OFFICERS

507.1 - Responsibilities of Circle K International Officers

Subject to control and regulation by the Kiwanis International Board, Circle K International officers have the duties and responsibilities as defined in the Circle K International Bylaws, including conducting the business of the organization; initiating, developing, and coordinating programs for implementation at various levels of the organization; and suggesting methods and procedures for building and strengthening Circle K International, districts, and clubs. (5/93)

507.2 - Meetings of Circle K International Board

The Circle K International Board shall meet at least three times annually. With the approval of the Board and the Director of Circle K International, the Board shall hold one or two such meetings during the International Convention and/or the Board Training Conference. (5/93)

508-509 - Vacant

510 - CODE OF CONDUCT AT CIRCLE K INTERNATIONAL ACTIVITIES

510.1 - Application of Code of Conduct

The Circle K International Board shall adopt and enforce a Code of Conduct for all International conventions, conferences, meetings, and other events, which shall be a part of

the Circle K International Policy Code. (5/93)

510.2 - Persons Responsible

A. **International Conventions and Events:** For Circle K International conventions and events, except the International Experiential Leadership Institute, the Circle K district administrators shall have authority over the persons in attendance from their respective district. In the event a club or district has been the source of Code of Conduct or other discipline violations at previous district or International conventions, the International Administrator may also require a minimum ratio of chaperones to accompany Circle K members in attendance from that club or district. A chaperone for Circle K shall be defined as a Kiwanis member or school faculty or staff member who has been approved by the overseeing college or university activities administrator and Kiwanis district governor to accompany members to the convention or event and ensure their compliance to the Code of Conduct and convention rules. (5/93) (9/99)

B. **Experiential Leadership Institute:** For the Circle K International Experiential Leadership Institute, the Circle K International Director shall be responsible for the persons in attendance. (5/92) (10/96)

C. **International Board Meetings or Events:** For Circle K International Board meetings or events, the Circle K International Director or designee shall be responsible for the conduct of all Board members. (5/93)

511 - CIRCLE K MEMBERSHIP RECORDS

The Circle K Department shall cause to be maintained a database of member records to include name, address, and other pertinent membership information. The list of members, in whole or in part, may not be released, transferred, sold, rented, or otherwise distributed in any manner to any other party for any use other than the management of membership records for Kiwanis International or Circle K International, or the offering of member benefit programs under guidelines approved in advance by the Boards of Trustees of Kiwanis International and Circle K International. (4/99)

512 - KIWANIS FINANCE PROCEDURES APPLICABLE TO CIRCLE K

See Procedures 770-779 for Kiwanis International Board Procedures on Finance that apply to Circle K. (5/93)

513 - ALTERNATE FUNDING (1/13)

Circle K may, upon following the approved procedures, raise additional funds to be deposited with the Kiwanis International Foundation. All fund-raising efforts must comply with these procedures, and no member club, district, or person may initiate an alternate fund-raising effort on behalf of Circle K International. The purpose of raising alternate funds for Circle K International is to raise monies for leadership development training and scholarships. These funds shall be considered designated funds for Circle K International grants from the Foundation. (5/89)

513.1 - The Tomorrow Fund

An account for designated funds for Circle K International may be created by the Kiwanis International Foundation for individual and/or corporate gifts. (5/89)

513.2 - Fund-Raising Guidelines

The following guidelines shall be met in order to conduct alternate fund-raising efforts:

A. **Coordination:** All fund-raising efforts will be coordinated by the Kiwanis International Executive Director who may consult with the Executive Director of the Kiwanis International Foundation. (1980)

B. **Conformity:** All fund-raising campaigns shall follow the Policies and Procedures of Kiwanis International, the Kiwanis International Foundation, and Circle K International. (1980)

C. **Expenditures:** Expenditures from this account will follow Kiwanis International Procedures on Finance. (5/93)

D. **Primary Support:** Funds raised from corporations shall be in addition to funds received from the Kiwanis International Foundation and Kiwanis International. In all cases, Kiwanis International and the Kiwanis International Foundation shall be viewed as the primary support of Circle K International. No contribution from any corporation shall infringe upon the relationship between Circle K and Kiwanis International. (5/93)

E. **Good Name of Kiwanis:** Funds shall not be sought from corporations or foundations whose products, services, or activities may in any way cast a shadow of suspicion upon or impugn the good name of Kiwanis or Circle K. (5/93)

F. **Solicitation:** Funds shall not be solicited or accepted from the alcohol or tobacco industries. (1980)

G. **Purpose:** Funds sought must be for the development and implementation of scholarships or leadership development programs or projects and cannot be used for administrative purposes, including staff personnel. (5/93)

H. **Alternate Fund-Raising:** No member club, district, or person may initiate an alternate fund-raising campaign on behalf of Circle K International. Contacts must be made by the staff of Kiwanis International and/or the Kiwanis International Foundation. (5/89) (5/93)

I. **Contracts:** All contracts must be signed by the Kiwanis Executive Director or designee. (5/93)

514 - SOLICITATION OF FUNDS BY CIRCLE K INTERNATIONAL BOARD MEMBERS

Members of the Circle K International Board shall not solicit funds from any Kiwanis/Circle K district or Kiwanis/Circle K club to assist in the execution of their duties. (5/93) (10/93)

515 - TRAVEL BY CIRCLE K INTERNATIONAL BOARD MEMBERS (1/13)

515.1 – Definition and Purpose of Travel

Official travel by members of the Circle K International Board is defined as travel as part of conducting the business of Circle K International and/or for the purpose of promoting the work and betterment of Circle K International. (4/03)

All official travel by a member of the Circle K International Board to a destination outside the boundaries of their home district is directed by these policies. Travel should be planned in order to minimize the number of academic days missed due to travel. (4/03)

515.2 - Expenses Reimbursed

Within the limits of the approved budget, Circle K International will pay the necessary travel expenses of members of the Circle K International Board at approved Board meetings and the Circle K International Convention and other authorized travel expenses. All travel expenses or requests for reimbursement must be approved by the Director of Circle K International. (5/84) (4/03)

515.3 – Rules for Travel

In all cases, the Circle K International Board member shall abide by a the Circle K International Code of Conduct. All travel must be approved in advance by the Director of Circle K International. (4/03)

515.4 - Travel by Circle K International President

A. **Customary Travel:** Customary travel by the Circle K International President includes: (5/92) (4/03)
   1. Regularly prescribed meetings of the Circle K International Board and Board Training Conference; (5/93) (10/93)
   2. Circle K International Convention; (5/93)
   3. Key Club International Convention; (5/84) (5/93)
   4. Kiwanis International Convention and International Council (if any); (5/93)
   5. Selected Circle K district functions. (4/03)

B. **Other Travel:** To avoid excessive Presidential travel, except for customary travel per Procedure 515.5.A, advance approval is required from the Director of Circle K International. The request for approval shall detail the need, purpose, and financial arrangements for the travel. (5/92) (4/03)

C. **Submission and Approval of Travel Expenses:** Approved travel by the President shall be paid by Circle K International, with the exception that travel listed in Procedure 515.5.A.4, above, shall be paid by Kiwanis International. Appropriate expense reports shall be submitted to the Director of Circle K International for approval. (5/92) (4/03)

D. **Suspension of Travel Privileges:** Failure by the Circle K International President to perform the duties of office as outlined in the Circle K International Officer Service Agreement, to adhere to travel procedures, or to meet proper academic standards, at the discretion of the Director of Circle K International, may result in the suspension of travel privileges. (5/92) (4/03)

515.5 - Travel by Circle K International Vice-President and Trustees

A. **Customary Travel:** Customary travel by the Circle K International Vice-President and Trustees includes: (4/03)
   1. Regularly prescribed meetings of the Circle K International Board and Board Training Conference; (5/93) (10/93)
   2. Circle K International Convention; and (5/93)
   3. Visits to each of the districts counseled by that International Board member. (5/92) (4/03)

B. **Other Travel:** To avoid excessive International Board member travel, except for customary travel per Procedure 515.5.A, advance approval is required from the Director of Circle K International. The request for approval shall detail the need, purpose, and financial arrangements for the travel. (5/92) (4/03)

C. **Submission and Approval of Travel Expenses:** Approved travel by the Vice-President and Trustees shall be paid by Circle K International. Appropriate expense reports shall be submitted to the Director of Circle K International for approval. (5/92) (4/03)

D. **Suspension of Travel Privileges:** Failure by Circle K International Board members to perform the duties of office, as outlined in the Circle K International Officer Service Agreement, to adhere to travel procedures, or to meet proper academic standards, at the discretion of the Director of Circle K International, may result in the suspension of travel privileges. (5/92) (4/03)

516-526 - Vacant

527 - ATTENDANCE OF KIWANIS INTERNATIONAL OFFICERS AT THE CIRCLE K INTERNATIONAL CONVENTION

527.1 - Kiwanis International President-designate

The Kiwanis International President-elect or President-designate shall attend the annual convention of Circle K International at the expense of Kiwanis International. (5/93) (1/13)

527.2 - Kiwanis International Board Counselor

The member of the Kiwanis International Board appointed by the International President, at the expense of Kiwanis International, shall be the official Kiwanis International Board representative at the annual convention of Circle K International. (5/93)

528-529 - Vacant

CIRCLE K DISTRICTS

530 - DISTRICT ADMINISTRATION

530.1 - Operations

Operations for Circle K activities on the district level shall be governed by the Kiwanis district board of trustees, the Bylaws of Circle K International, and the Circle K district bylaws. The maintenance of all Circle K district records and finances shall be under the supervision of the Kiwanis district board of trustees. (5/93) (10/93)

530.2 - District Administrator

The Circle K district administrator, appointed by the governor-elect (subject to approval by the Kiwanis district board of trustees), shall be directly responsible to the Kiwanis district board for the proper conduct and direction of administrative functioning within the Circle K district, and the coordination of Circle K clubs with sponsoring Kiwanis clubs. The district administrator or an approved representative of the Kiwanis district board shall give guidance to all meetings of the Circle K district board of officers, the annual Circle K district convention, and all other authorized district functions. (5/93) (10/93)

530.3 - Obligations to Circle K International

The Circle K district's obligations to Circle K International shall be the responsibility of the Circle K district board and a concern of its sponsoring Kiwanis district board of trustees and the district Circle K administrator. (5/93)

530.4 - Circle K Division

The Circle K division is an administrative unit of the Circle K district. Each division shall be administered by a Circle K lieutenant governor who, by virtue of such office, shall be a Circle K district officer. Districts not using divisions as administrative units may employ a council of presidents. (5/93) (1/13)

530.5 - Minimum Standards for District Financial Operations (1/13

A. Financial Counselor: The Kiwanis district board of trustees shall appoint a Kiwanian to serve as the financial counselor to the Circle K district. The financial counselor shall be an official representative of, and shall be responsible to, the Kiwanis district board. The Circle K district administrator may also serve as financial counselor. (5/93)

B. Budget: Each Circle K district shall work within an established budget of revenues and expenses for operations, conventions, and conferences, which must be approved by the Circle K and Kiwanis district boards. Such budgets shall be prepared with the guidance of the Circle K district administrator and/or financial counselor. Approval by the district boards shall be prior to the administrative year for operations and not less than ninety (90) days prior to the date of any conference or convention. (5/93)

C. Collections and Disbursements: Kiwanis International shall collect district dues and distribute them to the district. The disbursement of district funds shall be the responsibility of the Circle K district board and shall be supervised by the Kiwanis district board of trustees through the Circle K district administrator and/or financial counselor. Two signatures – an approved Circle K district officer and the district administrator or financial counselor -- shall be required for Circle K disbursements. (5/93) (1/13)

D. Accounting: On a continuing basis, a complete and standardized system of financial and accounting records shall be maintained for the Circle K district by the Kiwanis district board of trustees. The financial counselor and/or Circle K district administrator shall submit periodic financial reports of the Circle K district to the Kiwanis district board. (5/93)

E. District Convention: In order to assist the Circle K district administrator and/or financial counselor, the Kiwanis district board may appoint a Kiwanian in the host city of the Circle K district convention to act as a financial counselor to the Circle K district convention. Such financial counselor shall be responsible to: (5/93)

1. Supervise the deposit, disbursement, and recording of convention receipts and expenses; (5/93) (10/93)
2. Supervise the preparation of timely financial reports and submit them to the Kiwanis district board of trustees within sixty (60) days after the close of said convention; and (5/93)
3. Report immediately to the Kiwanis district board of trustees and the Circle K district administrator the knowledge or belief that expenditures will exceed or receipts will be less than the amounts budgeted. (5/93)

G. Annual Review: A minimum of an annual financial review of the books of accounts of the Circle K district shall be made by an independent accountant selected by the Kiwanis district board of trustees. (5/93) (10/96)

531 - Vacant

532 - CIRCLE K DISTRICT BOARD OF TRUSTEES

532.1 - Responsibilities

Under the supervision of the Kiwanis district board of trustees, the Circle K district board shall be responsible for the administration of the Circle K district. The board also shall study and suggest methods to build and strengthen the district administration and its Circle K clubs and to secure active participation in sponsorship by Kiwanis clubs and members. Worthwhile local Circle K club activity and administrative suggestions should be disseminated in written form to all Circle K clubs and sponsoring Kiwanis clubs in the district. The development, distribution, and control of a Circle K district directory, if one is produced, shall be the responsibility of the Circle K district board, and should be economically produced. (5/93)

532.2 - Meetings

The Circle K district board shall hold no more than three (3) meetings annually (excluding meetings held in conjunction with the district convention). Such meetings shall be approved by the district administrator. Any additional meetings must be approved by the district administrator and Kiwanis district board of trustees. (5/93) (4/03)

532.3 - Travel and Other Expenses

A. Definition and Purpose of Travel: Official travel by Circle K district officers is defined as travel as part of conducting the business of the Circle K district and/or for the purpose of promoting the work and betterment of Circle K International. (4/03)

All official travel by a member of the Circle K district officers to a destination outside the boundaries of their home division is directed by these policies. Travel should be planned in order to minimize the number of academic days missed due to travel. (4/03)

B. Budgeted Expenses: Within the limits of the approved Circle K district budget, travel and other expenses may be paid to district officers to carry out their office responsibilities; to attend district board meetings, conventions, and training conferences; and to visit counseled clubs. All requests for the payment of travel and other expenses shall be approved by the Circle K district administrator. (5/93)

C. Customary Travel for District Governor: Within the limits of the approved district budget, and upon approval of the district administrator, customary travel for the district governor should be limited to and not exceed: (4/03)

1. Circle K district board meetings and training conferences; (5/93)
2. Circle K district convention; (5/93)
3. Circle K International Convention; (5/93)
4. If invited:
   - Clubs within the governor's district; (5/93)
   - Kiwanis district convention; (5/93)
   - Key Club district convention; and (5/93)

D. Customary Travel for the District Secretary, Treasurer, and Lieutenant Governors: Within the limits of the approved district budget, and upon approval of the district administrator, customary travel for the district secretary, treasurer, and lieutenant governors should be limited to and not exceed: (4/03)

1. Circle K district board meetings and training conferences; (5/93)
2. Circle K district convention; (5/93)

3. Circle K International Convention; and (5/93)
4. Visits to regular meetings and to board of directors meetings of clubs in their Circle K division (lieutenant governors only). (5/93) (10/93)

E. Additional Travel: Excessive travel by district officers must be limited. Except for customary travel authorized by this Procedure, additional travel by district officers requires advance approval by the district administrator. (5/93) (4/03)

F. Suspension of Travel Privileges: Failure by Circle K district board members to adhere to travel procedures or to meet proper academic standards, at the discretion of the district Circle K administrator, may result in the suspension of travel privileges. (5/93)

533-534 - Vacant

535 - CIRCLE K DISTRICT ACTIVITIES

535.1 - Code of Conduct at Circle K District Activities

Each Circle K district shall adopt a code of conduct for their conventions and events consistent with the Circle K International Code of Conduct. Districts without a code of conduct shall be bound by the Circle K International Code of Conduct. Additionally, each Circle K district shall be bound by the Circle K International Alcohol Policy for their conventions and events. (5/92) (5/93)

535.2 - Circle K Club Officers Training Conference

A Circle K club officers training conference may be scheduled on a weekend or during a vacation period. Prior approval of the Kiwanis district board or the Circle K district administrator shall be obtained before scheduling such conference. (5/93)

536-539 - Vacant

CIRCLE K CLUBS

540 - ORGANIZATION OF CIRCLE K CLUBS

540.1 - Limited to Collegiate Educational Institutions

Circle K clubs shall be organized only at standard degree- granting colleges, universities, and junior colleges, and vocational technical schools that have been certified by the appropriate national, state, or provincial board of education. A Circle K club may be established and maintained in such school, provided a Kiwanis club agrees to sponsor the club and it has the support of the school administration. (5/93)

540.2 - Petition for Charter

A petition for charter shall be made on a standard form provided by the Director of Circle K International. Upon acceptance of a Petition for Charter and charter fee, the Circle K club shall receive the charter certificate, a sponsoring insignia, and club membership materials for the number of members listed on the Petition for Charter. The charter fee shall be set annually according to Region by the Kiwanis International Board. No membership fees, Circle K International fees or dues or district dues shall be required of members for the administrative year in which the club is chartered. (5/93) (1/13)

540.3 - Date of Charter

In order for a new Circle K club to be considered chartered during a specific Kiwanis administrative year, the charter application, dues, and sponsorship fee payment must be mailed to the International Office, postmarked no later than midnight, September 30, of that year. (5/91) (5/93)

540.4 - Number of Sponsoring Clubs

A Circle K club may be officially sponsored by no more than two (2) Kiwanis clubs.

Note: The Kiwanis International Board further resolved, effective October 1, 1994, that this procedure be waived for existing Circle K clubs that currently have more than two (2) sponsors, according to the International Office records, until such time as natural attrition or change in sponsorship brings them into compliance with this procedure. (10/94)

541 - RESPONSIBILITIES OF CIRCLE K CLUB AND SPONSORING KIWANIS CLUB

541.1 - Primary Responsibilities of a Circle K Club

A. **Club Obligations:** The Circle K club's obligations to its district and International organization shall be as outlined in the Circle K International Bylaws and shall be the responsibility of the Circle K club officers and a concern of its sponsoring Kiwanis club. (10/93)

B. **Club Operations:** The administration, club program, and activities of the Circle K club are the responsibility of the Circle K club officers, functioning under the regulations and policies the school has established for student organizations, and under the counsel of the sponsoring Kiwanis club. (5/93)

C. **List of Circle K Club Members:** A complete list of Circle K club members, including name, address, and other pertinent membership information, shall accompany the payment of the Circle K International club fee and district dues. (5/93) (1/13)

541.2 - Primary Responsibilities of a Sponsoring Kiwanis Club

A. **Requirements of Sponsorship:** The Kiwanis club must comply with the following "Requirements of Sponsorship" and a statement providing evidence of such should be approved by the Kiwanis club's board of directors and signed by the Kiwanis club president at the time of petitioning for charter or at any time when a Kiwanis club assumes partial or full sponsorship of a Circle K club: (1/00)

1. Appoint a Kiwanis Advisor to the Circle K club and ensure the Advisor receives adequate orientation/training. The Advisor(s) must have a clear criminal history background check; see Kiwanis International policies for more information. (1/00) (4/15)
2. Ensure Kiwanis members attend every meeting; (1/00)
3. Maintain an expense line item in the Kiwanis club's service account to support the activities of the Circle K club; (1/00)
4. Work with the college/university administration to secure a faculty advisor for the club; (1/00)
5. Ensure that all Circle K members pay annual dues, and that an active membership of at least 20 members is maintained; (1/00)
6. Ensure that Circle K club officers receive proper training following election; (1/00)
7. Hold a planning session involving the leadership of both clubs; (1/00)

8. Host or participate in two joint activities (one service project and one social activity) involving the membership of both clubs; (4/02)
9. Invite Circle K members to attend every regular Kiwanis meeting; and (1/00)
10. Ensure that Circle K members attend conventions and conferences. (1/00)

B. Club Counseling: A member of the sponsoring Kiwanis club should be present at every Circle K club and board meeting. Within school administration-approved policies, the counseling of each Circle K club shall be the responsibility of the sponsoring Kiwanis club's board of directors, usually directed through the Kiwanis club's committee on Circle K. (5/93)

C. Advisor: A member of the school's faculty or administration should be appointed by the administration of the school to work as the advisor to the Circle K club and to act as the school's official representative with both the Circle K club and its sponsoring Kiwanis club. (5/93)

D. Discontinued Sponsorship: A Kiwanis club must communicate with the Circle K International Department and the district governor when it plans to discontinue or has discontinued sponsorship of a Circle K club. (5/93) (4/97)

542 - Vacant

543 - CODE OF CONDUCT AT CIRCLE K CLUB ACTIVITIES

The Code of Conduct for attendees at Circle K club meetings and events shall be as set forth in Procedure 510 - Conduct of Attendees at Circle K International Activities, or as adopted by the district under Procedure 535.1 - Code of Conduct. Written notice shall be given to school authorities, the Kiwanis district governor, district Circle K administrator, and the sponsoring Kiwanis club president for any violations of the Code of Conduct and the action(s) taken. (5/93)

544 - TRAVEL OF CIRCLE K CLUB MEMBERS

544.1 - Permitted Travel

The travel of Circle K club members to district and International meetings shall be limited to those approved by the faculty advisor and the chairperson of the committee on Circle K clubs of the sponsoring Kiwanis club. Only one club officer training conference or workshop, one district convention, and one International Convention are recommended annually for club members. (1980)

544.2 - Sponsoring Club's Assistance in Travel Costs

Costs for a Circle K member to attend training conferences, workshops, and conventions may be shared by the Circle K member, Circle K club, and the sponsoring Kiwanis club. (5/93)

545 - Vacant

546 - CLUB ADMINISTRATIVE EXPENSES

Costs of Circle K club administrative expenses shall be paid only from club membership dues collected from members, specific administrative fund-raising activities, and support from the sponsoring Kiwanis club. Funds raised for community service projects shall not be used to pay for club administrative expenses. (5/93)

547 – Vacant (1/13)

548 - CLUB FUND-RAISING ACTIVITIES

548.1 - Circle K Club Responsibilities

Although a Circle K club often receives financial support from its sponsoring Kiwanis club, the Circle K club has the responsibility to raise the funds necessary to implement its service activities. The following guidelines apply to fund-raising activities: (5/93)

A. Value: Circle K clubs may not solicit financial assistance from individuals, businesses, or organizations by the sale of products, goods, or services without giving something of real economic value in return. (5/93) (1/99)

B. Involvement: The activity should normally involve personal Circle K club member participation. (5/93)

C. Practices: Fund-raising practices require a public announcement of the purpose of the fund-raising activity to enhance support and assure good public relations. (5/93)

D. Cooperation: Normal cooperative Kiwanis sponsorship relationships should be maintained, avoiding any possible indication which might be construed as Kiwanians contributing under undue pressure. (5/93)

548.2 - Lotteries, Raffles, Drawings, or Other Games of Chance

Where legally permitted and when approved by the Kiwanis and Circle K district boards, funds may be raised by a Circle K club by a lottery, raffle, drawing, or other games of chance. Approval by the Kiwanis district board and Circle K district board of such games of chance does not constitute official endorsement of such activity by Kiwanis International and/or Circle K International. (5/93)

549-599 – Vacant

KIWANIS INTERNATIONAL PROCEDURES

SECTION 600

This section, which was formerly "Key Club International," was eliminated by the action of the K.I. Board in January 2015. Relevant provisions were moved to other governing documents, including Kiwanis Youth Programs policies and Key Club International Policies.

(THERE IS NO CONTENT TO THIS PAGE OTHER THAN THE HEADING NOTE.)

KIWANIS INTERNATIONAL PROCEDURES

SECTION 700: FINANCE

(This section revised per K.I. Board action as of April 2019)

ACCOUNTING/FUNDS

700 - ACCOUNTING SYSTEM (1/13)

700.1 - Purposes

The purposes of the financial statements are to communicate information regarding the organization's resources and the way such resources may be used or have been used to carry out the organization's programs, objectives and administrative costs. (4/86)

700.2 - Accrual Basis

Kiwanis International shall maintain its books and records on an accrual basis in accordance with generally accepted accounting principles. (6/85) (10/94)

700.3 - Departmental Costs

A classification of departments and accounts shall be maintained and all revenue and disbursement items shall be distributed according to their proper classification. For cost allocations, Kiwanis Youth Programs, Circle K and the Kiwanis International Foundation (which are separate organizations) are considered as separate Kiwanis departments. (1980) (1/15)

700.4 - Monthly Reports

Monthly reports descriptive of the financial operations of Kiwanis International, including department costs, variations from budget and the reasons for material variations, if any, shall be prepared under the direction of the Executive Director. (6/85)

The monthly financial reports and the reasons for material variations shall be provided to the International Board on a regular basis. (6/85) (1/13)

700.5 - Chart of Accounts

The departmental classification and chart of accounts shall be established by the Executive Director. Extreme caution must be exercised with respect to a change in departmental classification or account designations, especially if such changes will not permit the easy comparison of the current and prior years' revenue and expenses. (6/85)

700.6 - Fiscal Year

The fiscal year for Kiwanis and Circle K shall be from October 1 to September 30. (6/85) (1/15)

700.7 - Funds/Reserve Accounts

Separate funds or reserve accounts may be established by the International Board, which shall indicate their purposes and the sources of revenues and charges. See also Procedures 704 - Fund Accounting and Reserves. (6/85) (4/10)

700.8 - Current Assets

Current assets are those expected to be realizable within one year. See also Procedures 720 though 726 for complete information regarding assets. (4/86)

700.9 - Current Liabilities

Current liabilities are those expected to be liquidated within one year. See also Procedures 730 through 733 for complete information regarding liabilities. (4/86)

(See also Procedure 770 - Sponsored Organizations and Programs Accounting System.)

701 - ACCOUNTING RECORDS AND REPORTS (1/13)

701.1 - Management Reports

Accounting reports must provide the information necessary to determine financial results and be in a form which permits management decisions to be made for current operations and future planning. (6/85)

701.2 - Closing of Books and Records

To permit timely financial statements and preparations of the audit report, the books and records for the previous fiscal year will be closed by October 3l. (6/85)

702-703 - Vacant

704 - FUND ACCOUNTING AND RESERVES (10/15)

Kiwanis shall establish a separate fund system of accounting and reserves for operations, KIWANIS publications, and risk management. (10/15) (4/26)

704.1 - General

In fund accounting, each fund is a separate accounting entity for recording assets, liabilities, fund balance, revenues and expenses. The fund reserve balance is the excess of assets over liabilities. The difference between revenues and expenses shall be credited or charged to the fund balance. Fund balances may be budgeted or used to pay for expenses in excess of revenues. (4/86) (10/90)

704.2 - Inter-Fund Accounts

Amounts due from or to other funds are balancing accounts, and interest, at the average rate currently being received on investments, will be charged or credited. (4/86) (10/90)

704.3 - Departmental Operating Costs

All departmental operating costs, except for the Publications and Risk Management cost centers, are charged to the operating fund. Inter-departmental and overhead costs may be allocated to various departments to provide cost control centers. (4/10)(4/26)

704.4 - Investment Income

All investment income or loss is reported as revenue in the Operating Fund. (4/09)

704.5 - Gifts or Grants

Gifts or grants are recorded at their fair market value at the date of receipt and are credited to the fund intended to receive such gift or grant. (10/90)

704.6 - Operating Fund

A. **Purpose:** The operating fund is used to report operating revenues and expenses. The operating fund balance represents the net amount of resources available without restrictions for implementing the organization's operations and objectives. (10/90) (2/03)

B. **Reserve Fund Balance:** Kiwanis seeks to maintain at the end of the administrative year a minimum Operating Fund reserve balance of US$2 million. Operating Fund reserve balances in excess of US$2 million may be budgeted or used for Operating Fund purposes.
(10/90) (10/03)

C. **Principle Revenue and Expenses:** The principal sources of revenues for operations are dues, new member fees, charter fees, service leadership programs fees, convention operations, sales of merchandise and interest on investments. The principal expenses are operating and administrative expenses. (10/90) (4/10)

704.7 - Publications Fund (1/13)

A. **Purpose:** The Publications Fund is used to report KIWANIS magazine subscription fees, advertising revenues and publication expenses. The Publications Fund balance represents the amount of resources available without restriction for implementing the publication of the magazine. (5/90) (1/13)

B. **Reserve Fund Balance:** Kiwanis seeks to maintain, at the end of the administrative year, a balance of 10 percent of the total publication expenses budgeted for the following year. Reserve balances in excess of 10 percent may be budgeted or used for magazine publication expenses or to defer subscription fee increases. When the reserve balance becomes less than 10 percent of the budgeted expenses for the following year, the International Board should consider a Bylaw amendment to increase the subscription fee. (5/90) (1/13)

C. **Principle Revenue and Expenses:** The principal sources of revenues are the magazine subscription fees and advertising income. The principal expenses are the cost of the magazine publication, including costs to obtain the advertising. (10/90)

All magazine subscription fees must be deposited in the magazine fund and shall not be transferred to the operating fund. (See International Bylaws.) (2/03)

The advertising revenue shall be credited to the magazine fund as income for the issue in which the advertising appears. (10/90)

704.8 - Liability Fund (4/13)

A. **Purpose:** The fund is used to account and track all revenue expenses related to the risk management program, including but not limited to: Youth Protection, Cyber Security, Background Checks, Captive Insurance, the General Liability Program, and the D&O Insurance Program. The fund balance represents the amount of resources available to administer the risk management program. (4/13) (4/26)

B. **Reserve Balance:** A Liability Reserve shall be maintained in an amount equal to or greater than US$3 million. (4/13)

C. **Principal Revenue and Expenses:** The principal sources of revenues are: insurance fees charged to Kiwanis clubs and Kiwanis districts and revenue from background checks. The principle expenses are the cost of administering the risk management program as defined in "A" above. (4/13) (4/26)

705-709 - Vacant

BUDGET

710 - BUDGET (1/13)

710.1 - Definitions of Budget Terms (1/13)

A. **Budget:** is a "plan of action," which reflects the organization's goals and objectives in monetary terms for a future period of time.

B. **Operating Budget:** is a detailed financial statement of revenue and expenses which reflect goals and objectives for a period of twelve months.

C. **Capital Budget:** is a detailed financial statement which projects capital expenditures for a period of not less than twelve months.

D. **Zero-Based Budget:** re-evaluates all programs that the organization provides, with the underlying assumption that everything done in the past must periodically be rejustified. Note: In zero-based budgeting, consideration must be given to the current purposes, goals and objectives of the organization, and the answers to the following questions:
   1. Do current programs and procedures accomplish the purposes, goals and objectives of Kiwanis?
   2. Are the current programs and procedures efficient, effective and worthwhile?

710.2 - Preparation of Operating Budget

A. **Method:** The annual budget shall be prepared using the zero-based method of budgeting. (4/86)

B. **Inclusion:** The proposed operating budget will be a line-item departmental estimate of revenues and expenses and will include the following data: (1980)
   1. The current year's budget. (1980)
   2. Revenues and expenses to date and estimates for the current year. (1980)
   3. Actual revenues and expenses for the prior five years. (1980) (4/04)
   4. An explanation of any new, modified or discontinued items or programs, any personnel changes being requested and prioritized new initiatives. (1980) (4/04)

C. **Assumptions:** The International President-Elect shall consult with the staff by March 15 and the International Board Committee on Audit and Finance by the January/February meeting concerning the budget assumptions, travel expense, and any programs or services proposed to be emphasized, discontinued or changed during his term as President, including the cost of such items. (4/86) (4/04)

D. **Process:** The chronological budget process for staff and the Committee meetings is as follows: (1980) (4/04)

1. By October 15	Audit and Finance Committee reviews and approves preliminary results of operations for previous administrative years. (5/93) (4/04)
2. By February 15	Audit and Finance Committee reviews and submits to the International Board for approval the budget assumptions. Audit and Finance Committee reviews and approves results of operations for previous administrative year, including audit report. (5/93) (4/04)
3. By April 30	Audit and Finance Committee will review and finalize the revenue budget. (5/93) (4/04)
4. By International Convention	Preliminary budget is submitted to the International Board for approval (5/93) (4/04)
5. At the first Board Meeting of the administrative year.	International Board adopts the operating and capital budgets and prioritized new initiatives. (4/86) (4/04)

E. Cash Flow Analysis: As a part of budget preparation, a cash flow analysis should be prepared. (1980)

F. Month-by-Month Operating Budget: By September 30, the month-by-month operating budget shall be prepared for the current year. (1980) (4/04)

G. Carrying Over: Any expense not used and/or accrued at year-end does not carry over to the next year. To permit the expenditure, such item must be considered by the International Board Committee on Audit and Finance and approved by the International Board at the September/October meeting. (6/85)

710.3 - Capital Budget

A. Method: A capital budget shall be prepared annually, following the chronological budget procedures set forth in Procedure 710.2, above. (1980)

B. Capital Assets: All assets over US$5,000 shall be capitalized. The asset must have an expected life of more than one (1) year. (6/85) (4/04)

C. Capital Expenditures: The authority to make capital expenditures shall be as follows: (10/96) (9/00)

1. Expenditures less than US$25,000 must be authorized in writing by the Executive Director. (10/96) (4/04)
2. Expenditures between US$25,001 and US$50,000 must be authorized in writing by the Executive Director and either the International President or the Chairperson of the International Board Committee on Audit and Finance. (10/96) (4/04)
3. Expenditures over US$50,000 must be approved by the Executive Director, the International President, and the Chairperson of the Board Committee on Audit and Finance and then ratified by the Board Committee on Audit and Finance at a subsequent meeting. (4/04)

710.4 - Accountability

A. **International Board:** The International Board is fully accountable for the operations of Kiwanis International through an adequate, informative budget system and financial reports. (1980)

B. **Executive Director:** The Executive Director is fully accountable for the financial performance of Kiwanis International within the budget limits. All assistant executive directors, department directors, and managers are fully accountable for their departmental financial performances within such departmental budget limits. (6/85) (2/03)

710.5 - Financial Reports

Quarterly financial reports for Kiwanis, Kiwanis Youth Programs, and Circle K shall detail revenues and expenditures for the current year to date, note variations from the current year's budget, project year-end totals, and shall include narrative comments on material variations. (5/93) (1/15)

Beginning on February 1 (year-to-date through December 31) of each year, monthly financial reports also shall include the annual budget of revenues and expenses, the year-to-date amounts of revenues and expenses, and the remaining budgeted amounts. (6/85) (1/15)

710.6 - Budget Changes

A. **Consideration:** A budget change shall be made only after careful consideration is given to the overall effect on the financial condition of Kiwanis International. (1980) (1/13)

B. **Review:** Each International Board Committee must review its recommendations as to the effect on the current budget and Kiwanis finances, and it must include the effect in its report. If a recommendation involves a change in expenditures as compared to budget, before presentation to the Board, the committee must review the request for change with the Committee on Audit and Finance, which will indicate the source of funds available for such recommendation. (1980)

C. **Transfer:** Any intra-departmental or inter-departmental budget transfer shall be subject to the approval of the Executive Director and reported to the Audit and Finance Committee and/or the International Board. (10/85) (4/04)

710.7 - Authorized Disbursements

A. **Approval:** By the adoption of the budget by the International Board, the disbursement of expenses or capital expenditures is authorized for the purposes specified, up to the amount in the budget. Each item is appropriated as a maximum, and if the person making the expenditure can purchase the goods or services for a lesser amount, the funds of Kiwanis International should be conserved. (1980)

B. **Internal Control:** As with all disbursements, the Executive Director shall be responsible for establishing proper internal controls. (10/89)

710.8 - Adoption by the Board

By the October meeting, the International Board shall adopt the operating and capital budgets for the current fiscal year. (4/86) (1/13)

(See also Procedure 770 - Sponsored Organizations and Programs Accounting System.)

711-714 - Vacant

AUDIT

715 - AUDIT

715.1 - Form

The annual audit for Kiwanis International, Kiwanis Youth Programs, and Circle K International shall be conducted in accordance with generally accepted auditing standards. The auditor must present a management letter with the audit report. (6/85) (1/15)

715.2 - Auditor

At the January/February International Board meeting, the Board shall select the auditor for the administrative year. The auditor shall be an independent certified public accountant. (4/86) (5/93)

715.3 - Meeting with International Board

The auditors shall meet with the International Board at its January/February meeting to discuss the final audit report and management letter. By January 1, tentative and preliminary drafts shall be submitted to the International Board Committee on Audit and Finance, which may then hold a conference call meeting with the auditors. (6/85)

715.4 - Management Letter

A management letter is addressed to the International Board and it is to be treated as a confidential report. The auditor should include in the management letter its evaluation of the adequacy and effectiveness of the internal controls with specific findings on any weakness, together with its recommendations for improvement. (6/85)

(See also Procedure 771 - Sponsored Organizations and Programs Annual Audit.)

716-719 - Vacant

ASSETS

720 - CASH (1/13)

720.1 - Composition

Cash shall consist of deposits in checking or other demand accounts, overnight deposits, and the petty cash account. Time deposits and certificates of deposit shall be considered as "investments." (6/85)

720.2 - Valuation

All cash shall be recorded on the basis of United States currency or its equivalent. (6/85)

720.3 - Banking and Investment Arrangements

A. Authority: The Executive Director or designee is authorized to: (1/14)

1. Establish the banking arrangements necessary to permit Kiwanis to conduct business in any nation or area in which Kiwanis has member clubs.
2. Execute advisory agreements on behalf of the organization. (1/14)

3. Select and appoint investment advisors, managers, or other persons or entities with full power and authority to buy and sell securities in accordance with Procedure 721-Investments. (1/14)
4. Execute any other financial arrangements directed or authorized by the Kiwanis International Board. (1/14)

B. Funds Administration: When practical, cash receipts should be deposited and disbursements should be made from United States bank accounts. When practical, funds deposited outside the United States will be transferred to United States bank accounts. Any gain or loss on transfer will be charged to Currency Exchange Cost. (1980) (10/94)

C. Signatures: Authorized signatures for bank accounts or borrowing agreements are the Executive Director and CFO or designee. (6/85) (1/13)

720.4 - Disbursements

All disbursements shall be made by voucher checks or money transfers, which shall show the payee, the services rendered or item purchased, and the amount of payment. (See the International Bylaws.) (6/85) (2/03)

720.5 - Petty Cash Account

A petty cash account will be established in an amount sufficient to permit it to be used for the payment of expenses which are nominal in amount. This account will be under the control of a custodian and will be replenished on an imprest basis, with disbursements evidenced by preprinted vouchers and supporting documents. (6/85)

721 - INVESTMENTS

721.1 - Scope

This statement of investment policy reflects the objectives and constraints for the long-term investment portion of Kiwanis International's assets that are currently under advisement by an independent third-party advisor. (9/99) (4/10)

For the purposes of this investment policy, “Kiwanis International” shall be considered to include Circle K International and Kiwanis Youth Programs. (9/99) (1/15)

721.2 - Purpose

This statement of investment policy is set forth in order to: (9/99)

A. Define and assign the responsibilities of all involved parties. (9/99)
B. Establish a clear understanding for all involved parties of the investment goals and assets. (9/99)
C. Offer guidance and limitations to all Investment Managers regarding the investment of assets. (9/99)
D. Establish a basis for evaluating investment results. (9/99)
E. Establish the relevant investment horizon for which assets will be managed. (9/99)

In general, the purpose of this statement is to outline a philosophy and attitude which will guide the investment management of the assets toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical. (9/99)

721.3 - Delegation of Authority

A. Investment Advisor: The investment advisor may assist Kiwanis International in: establishing policy, objectives, asset allocation and guidelines; selecting investment managers; reviewing such managers over time (due diligence); measuring and evaluating investment performance; and other tasks as deemed appropriate. (9/99) (4/08)

B. Investment Manager: The investment manager has discretion to purchase and sell the specific securities that will be used to meet Kiwanis International's investment objectives. (9/99)

C. Custodian: The custodian will physically maintain possession of securities owned by Kiwanis International, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of Kiwanis International's accounts. (9/99)

Kiwanis International will not reserve any control over investment decisions, with the exception of specific limitations described in these statements. Managers will be held responsible and accountable to achieve the objectives herein stated. While it is not believed that the limitations will hamper investment managers, each manager should request modifications, which they deem appropriate. (9/99)

721.4 - Assignment of Responsibility

A. Responsibility of Kiwanis International Board of Trustees

Kiwanis International Board of Trustees and/or the designated staff member(s) shall discharge its duties solely in the interest of the investment objectives of Kiwanis International, with the care, skill, prudence and diligence under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character with like aims. The specific responsibilities relating to the investment management of the assets include: (9/99)

1. Determining Kiwanis International's risk tolerance and investment horizon, and communicating these to the appropriate parties. (9/99)

2. Establishing reasonable and consistent investment objectives, policies and guidelines which will direct the investment of the assets. (9/99)

3. Prudently and diligently selecting qualified investment professionals, including Investment Manager(s), Investment Advisor, and Custodian. (9/99)

4. Regularly evaluating the performance of the Investment Manager(s) to assure adherence to policy guidelines and monitor investment objectives progress. (9/99)

5. Developing and enacting proper control procedures: For example, replacing Investment Manager(s) due to fundamental change in investment management process, or failure to comply with established guidelines. (9/99)

B. Responsibility of the Investment Manager(s)

Each Investment Manager will have full discretion to make all investment decisions for

the assets placed under its jurisdiction, while observing and operating within all policies, guidelines, constraints, and philosophies as outlined in this statement. Specific responsibilities of the Investment Manager(s) include: (9/99)

1. Discretionary investment management including decisions to buy, sell, or hold individual securities, and to alter asset allocation within the guidelines established in this statement. (9/99)

2. Reporting, on a timely basis, quarterly investment performance results. (9/99)

3. Communicating any major changes to economic outlook, investment strategy, or any other factors which affect implementation of investment process, or the investment objective progress of Kiwanis International's investment management. (9/99)

4. Informing the investment advisor regarding any qualitative change to investment management organization: Examples include changes in portfolio management personnel, ownership structure, investment philosophy, etc. (9/99) (4/08)

C. Responsibility of the Investment Advisor

The Investment Advisor's role is that of a non-discretionary advisor to Kiwanis International. Investment advice concerning the investment management of assets will be offered by the Investment Advisor, and will be consistent with the investment objectives, policies, guidelines and constraints as established in this statement. Specific responsibilities of the Investment Advisor include: (9/99)

1. Assisting in the development and periodic review of investment policy. (9/99)

2. Conducting investment manager searches when requested by Kiwanis International. (9/99)

3. Monitoring the performance of the Investment Manager(s) to provide Kiwanis International with the ability to determine the progress toward the investment objectives. (9/99)

4. Communicating matters of policy, manager research, and manager performance to Kiwanis International. (9/99)

5. Providing all forms of due diligence and research on the Investment Manager(s) recommended by the Investment Advisor. Qualitative and quantitative analysis including: review of personnel, investment process, investment research, implementation process and business evaluation. Also, reliability of composite criteria such as dispersion, diversification, allowed investments, and other compliance. (9/99) (4/10)

6. Inform Kiwanis International of potential conflicts of interest. (9/99)

7. Annually, in October, provide Kiwanis International with a written letter that all investments comply with the current Kiwanis International Investment Policy. If exceptions exist, they must be indentified and noted in the report. (4/10)

721.5 - General Investment Principles

A. Investments shall be made solely in the interest of Kiwanis International. (9/99)

B. The assets shall be invested with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the investment of assets of like character and with like aims. (9/99)

C. Investment of assets shall be so diversified as to minimize the risk of large losses, unless a situation arises where it is clearly prudent not to do so. (9/99) (4/08)

D. Kiwanis International may employ one or more investment managers of varying styles and philosophies to attain the investments objectives. (9/99)

E. Cash is to be employed productively at all times, by investment in short-term cash equivalents to provide safety, liquidity, and return. (9/99)

721.6 - Investment Management Policy

A. Preservation of Capital - Consistent with their respective investment styles and philosophies, investment managers should make reasonable efforts to preserve capital, understanding that losses may occur in individual securities. (9/99)

B. Risk Aversion - Understanding that risk is present in all types of securities and investment styles, Kiwanis International recognizes that some risk is necessary to produce long-term investment results that are sufficient to meet the investment objectives. However, the investment managers are to make reasonable efforts to control risk, and will be evaluated regularly to ensure that the risk assumed is commensurate with the given investment style and objectives. (9/99)

C. Adherence to Investment Discipline - Investment managers are expected to and must adhere to the investment management styles for which they were hired. Managers will be monitored for adherence to investment discipline. (9/99)

721.7 - Investment Objectives

In order to meet its needs, the investment strategy of Kiwanis International is to emphasize total return; that is, the aggregate return from capital appreciation and dividend and interest income. (9/99)

Specifically, the primary objectives in the investment management for assets shall be long-term growth of capital: To emphasize long-term growth of principal while avoiding excessive risk. Short-term volatility will be tolerated in as much as it is consistent with the volatility of a comparable market index. (9/99)

The secondary objective in the investment management of assets shall be growth and income: To achieve a balanced return of current income and modest growth of principal. (9/99)

721.8 - Specific Investment Goals

Over the investment horizon of ten (10) years (see 721.14.B), it is the goal of the aggregate assets to achieve a target rate of return of 7%. (9/99) (4/19)

The investment goals above are the objectives of the total assets, and are not meant to be imposed on each investment account. The goal of each investment manager, over the investment horizon shall be to: (9/99)

A. Meet or exceed the market index, or blended market index, selected and agreed upon by Kiwanis International that most closely corresponds to the style of investment management. (9/99)

B. Display an overall level of risk in the portfolio, which is consistent with the risk associated with the benchmark specified above. Risk will be measured by the standard deviation of quarterly returns or other appropriate ratios. (9/99)

Specific investment goals and constraints for each investment manager, if any, shall be incorporated as part of this statement of investment policy. (9/99)

721.9 - Definition of Risk

The Board of Trustees realized that there are many ways to define risk. It believes that any person or organization involved in the process of managing the Kiwanis International investments understands how it defines risk so that the assets are managed in a manner consistent with the objectives and investment strategy as designed in this statement of investment policy. Kiwanis International defines risk as: (9/99)

A. The probability of not meeting the objectives. (9/99)

B. The probability that the investment returns of the assets fail to meet or exceed the return of a specified market index. (9/99)

C. High volatility (fluctuation) of investment returns in relation to appropriate market indices. (9/99)

721.10 - Volatility of Returns

Kiwanis International understands that in order to achieve its objectives for the assets, they will experience volatility of returns and fluctuations of market value. Therefore, Kiwanis International supports an investment strategy that minimizes the probability of losses greater than the specific benchmark. However, it realizes that the portfolio's return objective is its primary concern. There is, of course, no guarantee that the portfolio will not sustain losses. (9/99) (4/08)

721.11 - Liquidity

To minimize the possibility of a loss occasioned by the sale of a security forced by the need to meet a required withdrawal, Kiwanis International will periodically provide the advisors with an estimate of expected net cash flow. Kiwanis International will notify the investment advisor in a timely manner, to allow sufficient time to build up necessary liquid reserves. (9/99)

721.12 - Marketability of Assets

Except for approved allocations of up to 25% to alternative investments, Kiwanis International's assets shall be invested in liquid securities, defined as those that are expected to settle within normal market settlement periods and may be sold without material adverse impact on price. Kiwanis International recognizes that alternative investments are inherently less liquid and may not be readily redeemable. (9/99)(4/26)

721.13 - Investment Guidelines

A. Allowable Assets

1. Cash Equivalents
- Treasury Bills
- Money Market Funds
- Commercial Paper
- Banker's Acceptances
- Repurchases Agreements

(9/99)

2. Fixed Income Securities
- U.S. Government and Agency Securities
- Corporate Notes and Bonds
- Mortgage Backed Bonds insured or guaranteed by the US government
- Fixed Income Securities of Foreign Governments and Corporations
- Exchange Traded Funds and Notes

(9/99) (1/14)

3. Equity Securities
- Common Stocks
- Convertible Notes and Bonds
- Convertible Preferred Stocks
- American Depository Receipts (ADRs of Non-U.S. Companies)
- Stocks of Non-U.S. Companies (Ordinary Shares)
- Preferred Stock
- Exchange Traded Funds and Notes

(9/99) (1/14)

4. Alternative Investments
- Private Equity
- Hedge Funds
- Non-traditional Mutual Funds
- Real Estate Investment Trusts

(4/14)

B. Derivative Investments

Derivative securities are defined as synthetic securities whose price and cash flow characteristics are based on the cash flows and price movements of other underlying securities. Most derivative securities are derived from equity or fixed income securities and are packaged in the form of options, futures, CMOs (PAC bonds, IOs. POs, residual

bonds, etc.), and interest rate swaps, among others. Kiwanis International will take a conservative posture on derivative securities in order to maintain its risk averse nature. Since it is anticipated that new derivative products will be created each year, it is not the intention of this document to list specific derivatives that are prohibited from investment, rather it will form a general policy on derivatives. Unless a specific type of derivative security is allowed in this document, the Investment Manager(s) may not invest assets in derivative investments. (9/99) (4/10)

C. Stock Exchanges

To ensure marketability and liquidity, investment advisors will execute equity transactions through the following exchanges: New York Stock Exchange; American Stock Exchange; NASDAQ over-the -counter market or any other major global exchange. In the event that an Investment Manager determines that there is a benefit or a need to execute transactions in exchanges other than those listed in this statement, written approval is required from Kiwanis International. (9/99)

D. Prohibited Assets

Prohibited investments include, but are not limited to the following:

1. Commodities and Future Contracts
2. Real Estate Properties
3. Interest-Only (IO), Principal-Only (PO), and Residual Tranche CMOs
4. Specific investments contrary to the mission and objectives of Kiwanis International
5. Interest rate swaps
6. Leases
(4/14)

Any other investment transaction that has the potential to generate a liability for Kiwanis over and above the actual invested amount. (9/99) (4/10)

The Board of Trustees will have the right of reviewing investments on a quarterly basis to assure compliance. (9/99)

E. Transactions Allowed Only Within Alternative Investments (4/14)

Prohibited transactions outside of Alternative Investments include, but are not limited to the following: (4/14)

1. Short Selling
2. Margin Transactions
(9/99)

F. Asset Allocation Guidelines and Summary of Portfolio Structure and Manager Objectives

Investment management of the assets of Kiwanis International shall be in accordance with the following asset allocation guidelines: (9/99)

1. The general allocation of investments shall be maintained on the advice of the investment advisor within the ranges provided or stated in the following table: (9/99) (4/14)

Asset Class	Percentage	Allocation Range
Equities	40%	85%
Fixed Income	10%	35%
Alternative Investments	5%	25%
Cash and equivalents	0%	45%

(4/19)

Kiwanis International may preserve and protect its assets by diversification of investments among multiple investment managers whose style, distribution requirements and risk tolerance may vary. The investment advisor shall assist Kiwanis International in achieving the following specific target allocations (+/- 10% variance within style) which shall be reviewed at least annually with the investment advisor. (4/10)

2. Kiwanis International may employ investment managers whose investment disciplines require investment composition outside the established asset allocation guidelines. However, taken as a component of the aggregate portfolio, such disciplines must fit within the overall asset allocation guidelines established in this statement. (9/99) (4/10)

3. In the event that the above aggregate asset allocation guidelines are violated, for reasons including but not limited to market price fluctuations, Kiwanis International will instruct the Investment Manager(s) to bring the portfolio(s) into compliance with these guidelines on an annual basis in conjunction with fiscal year ending September 30th. (9/99)

4. Kiwanis International does not believe it is necessary or desirable that securities held represent a cross section of the economy. However, in order to achieve a prudent level of portfolio diversification, the securities of any one company should not exceed 8% of the total portfolio, and no more than 35% of the total portfolio should be invested in any one industry. Individual treasury securities may represent 20% of the total portfolio, while the total allocation to treasury bonds and notes may represent up to 100% of the aggregate bond position. (9/99) (4/10)

5. Rebalancing of the investment portfolio to target allocations shall be accomplished at least annually and on other occasions as may be recommended by the investment advisor and approved by the Board of Trustees. (4/10)

G. Guidelines for Fixed Income Investments and Cash Equivalents

1. At least ninety percent (90%) of assets invested in bonds must be investment grade bonds rated BBB (or equivalent) or better. (9/99) (4/10)

2. Commercial paper investments must be rated A1 (or equivalent) or better. (9/99) (4/10)

3. Fixed income maturity restrictions are as follows:

- Maximum maturity for any fixed income investment shall not exceed thirty (30) years. (4/10)
- The weighted average maturity of all fixed income securities shall not exceed fifteen (15) years. (9/99) (4/10)

721.14 - Investment Managers

A. Selection

Kiwanis International's selection of Investment Manager(s) must be based on prudent due diligence procedures. (9/99)

1. A qualifying investment manager must be a registered investment advisor under the Investment Advisors Act of 1940. Kiwanis International requires that each investment manager complete a due diligence process by the Investment Advisor. (9/99)

2. Manage a minimum of US$500 million in equity assets. (9/99)

3. Have been a registered investment advisor for at least five years. (9/99)

4. Manager must be categorized in a specific investment style. (9/99)

5. In special situations, the investment advisor will give consideration to certain Investment Managers that may not comply with #2, #3, and #4. This consideration will only be given because of direction from the Board of Trustees or its designated staff member(s). This manager(s) will be listed as a specialty manager(s). No more than five percent of Kiwanis International's assets may be placed with each specialty manager(s). Due diligence on a specialty manager(s) may or will be limited. The fee basis for such a manager(s) may not comply with the established fee structure. (10/10)

B. Performance Review and Evaluation

Performance reports generated by the Investment Advisor shall be complied at least quarterly and communicated to the Board of Trustees or designated staff members for review. The investment performance of total portfolios, as well as asset class components, will be measured against commonly accepted performance benchmarks. Consideration shall be given to the extent to which the investment results are consistent with investment objectives, goals, and guidelines as set forth in this statement. Kiwanis International intends to evaluate the portfolio(s) based upon a long-term investment horizon of ten (10) years, but reserves the right to re-evaluate the portfolio results as needed. Kiwanis may terminate a manager for any reason, including the following: (9/99) (4/06)

1. Investment performance which is significantly less than anticipated given the discipline employed and the risk parameters established, or acceptable justification of poor results. (9/99)

2. Failure to adhere to any aspect of this statement of investment policy, including communication and reporting requirements. (9/99)

3. Significant qualitative changes to the investment management organization. (9/99)

4. Recommendations from the Investment Advisor. (9/99)

Investment managers shall be reviewed regularly regarding performance, personnel, strategy, research capabilities, organizational and business matters, and other qualitative factors that may impact their achieve investment results. Attribution reports must be

completed quarterly on the investment managers that are recommended by the investment advisor. (9/99)

721.15 - Investment Policy Review

To assure continued relevance of the guidelines, objectives, financial status and capital markets expectations as established in this statement of investment policy, the Board of Trustees or its designee (e.g., Audit and Finance Committee) will review the investment policy (including the asset allocation plan) periodically but at least annually. (9/99) (4/08)

722 - ACCOUNTS RECEIVABLE

722.1 - Amount

Under the accrual basis of accounting, income is recorded as when earned even if it has not yet been received. (4/86)

722.2 - Dues and Subscriptions

Accounts receivable for dues and subscriptions shall be accrued for active clubs and clubs not receiving services. Accounts receivable shall not be accrued for charter revoked clubs. (4/86) (1/13)

722.3 - Merchandise

See Procedure 744.3 - Method of Payment and Amount Due, regarding method of payment and situations when the amount received for an order is different than the total amount due. (4/86) (2/03)

722.4 - Extension of Credit

A. Districts: A district may have credit extended for the purchase of merchandise or other purposes. The credit limit for any district shall be US$5,000 and for a period not to exceed 90 days. (4/86) (2/03)

1. Prior to the beginning of each administrative year, the incoming district board shall provide the Executive Director with a list of names and titles of those district officials who may charge purchases to the district account during the administrative year. (6/89)

2. In the event that no such list is received, only the district governor or district secretary may charge purchases to the district account. (6/89)

If a district has a balance due of US$500 or more for a period greater than 120 days, purchases made to the district shall be on a cash basis only. The Executive Director or designee may authorize exceptions to this rule. (10/94)

B. Clubs or Individuals: Clubs or individuals are required to prepay by check or by charge card for all amounts payable to Kiwanis International. (4/86) (10/96)

C. School Corporations: School corporations may have credit extended for the purchase of merchandise. The credit limit for any school corporation shall be US$750 for a period not to exceed 30 days. (10/96) (2/03)

722.5 - Inter-Kiwanis Family Accounts

Accounts receivable and offsetting accounts payable may be maintained among Kiwanis, Circle K, Kiwanis Youth Programs, and the Foundation. (4/86) (1/15)

722.6 - Direct Write-offs

A. **Automatic:** Monthly, any accounts receivable from clubs or individuals with a balance of US$4.99 or less and past due more than 90 days will be written off. (4/86) (10/94)

B. **Requests by Clubs:** The Chief Financial Officer or designee shall have the authority to approve waivers requested by clubs of up to US$1,000 on past due indebtedness to Kiwanis International. Waivers of amounts greater than US$1,000 must be approved by the International Board Committee on Audit and Finance at their regular meeting or, if time does not allow, by the Executive Director. (1/93) (1/13)

C. **Report to Board:** The Executive Director shall present a report to the International Board Committee on Audit and Finance on this action for all waivers of US$500 or more. (1/93) (10/94)

D. **Emergency Forgiveness:** If an emergency occurs that would require the Executive Director or designee to consider a forgiveness (direct write-off) of dues or other financial obligations due to Kiwanis International, such request must be delivered in writing from each club requesting the forgiveness. If the forgiveness is for an amount greater than US$500, the club's letter must be accompanied by a letter of endorsement from the lieutenant governor, district governor, or district secretary. (1/93) (10/94)

(See also Procedure 133.4 - Delinquent Clubs at Convention.)

723 - ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS

723.1 - Amounts

An allowance for uncollectible accounts shall be maintained in a reasonable amount. (4/86)

723.2 - Adjustments

Accounts receivable, if deemed uncollectible, shall be charged against the allowance. A list of charge-offs of accounts receivable of US$500 or more must be submitted to the International Board Committee on Audit and Finance at each meeting. (4/86) (10/94)

723.3 - Returned Items

A reasonable fee shall be charged to defray the administrative costs of processing returned checks and charge cards. The Executive Director or designee shall determine the fee amount. (10/94)

724 - INVENTORIES

724.1 - Carrying Value

Merchandise, printed materials and other items shall be carried in inventory first in/first out, cost, or market, whichever is lower. Generally, any item in inventory which will take three years or more to sell will be carried at a nominal value. (4/86) (2/03)

724.2 - Records

Perpetual inventory records shall be maintained and periodic physical inventories on selected items shall be taken to verify the items on hand. A complete physical inventory shall be

taken at least annually. (4/86)

724.3 - Purchase Systems

The Executive Director shall develop a purchase order receipt of goods and payments systems as described in Procedure 730.2 - Purchasing System. Vendor selection, when practical, shall be on a bid basis. (4/86)

725 - FIXED ASSETS

725.1 - Capitalized Value

The capitalized value of the fixed assets of the International Office (furniture, fixtures and equipment) will be at cost. Donated fixed assets will be recorded at fair market value at the date of gift. Only assets costing US$5,000 or more and with a useful life of more than one (1) year will be capitalized. (4/86) (1/13)

725.2 - Depreciation

Capitalized fixed assets will be depreciated on a straight line method over their estimated useful lives. For the International Office, depreciation will be over a 50-year estimated useful life, and for furniture, fixtures or equipment, depreciation will be over the estimated useful life, generally 3 to 15 years. (4/86)

725.3 - Funded Depreciation

The annual depreciation expense for fixed assets will be considered as an operating expense in the operating fund. (4/86) (10/15)

726 - OTHER ASSETS (1/13)

726.1 - Accrued Receivables

Interest on investments and income on other assets shall be accrued during the period such interest or income is earned, although it will be collected at a future date. (4/86)

726.2 - Prepaid and Deferred Expenses

Prepaid and deferred expenses such as insurance premiums, taxes, etc., which are US$1,000 or more, may be capitalized and expensed over the period the expenses are incurred. (4/86)

726.3 - Deposits

Utility, postal services, and similar deposits shall be capitalized as an asset. (4/86) (10/94)

726.4 - Deferred Compensation

Cash or investments made for future payments due retired employees will be treated as deferred compensation. (4/86)

726.5 - Retiree Death Benefit

A self-insured insurance plan was set up for the benefit of the beneficiary of certain former employees. The amount of the fund and the deposits required annually must be reasonable in relation to the liability Kiwanis has assumed. (4/86)

727-729 - Vacant

LIABILITIES

730 - ACCOUNTS PAYABLE

730.1 - Amount

Accounts payable shall be recorded on an accrual basis. (4/86)

730.2 - Purchasing System

Using purchase orders, the Executive Director or designee shall maintain a purchasing system which provides proper cost, quantity, quality and internal controls. (4/86) (10/96)

730.3 - Receiving of Goods

The Executive Director shall maintain receiving procedures and reports to assure the quantity and quality of goods received conform to the purchase orders. (4/86)

730.4 - Payment and Invoices

A. System: The Executive Director shall maintain a system to ensure that invoices are paid only for goods or services received, and that such invoices conform to the purchase orders and receiving procedures and reports for such goods or services as to cost, quantity and quality. (1980)

B. Method: Payment of invoices shall be by voucher checks, prepared only on the basis of adequate and approved documentation, i.e., purchase order, receiving report and invoice. The check amount, payee and account charged must agree with the support documentation. (1980)

C. Time Frame: All properly approved invoices shall be paid within the discount period or the period specified on the invoice, following receipt of goods and the approved documentation specified above. (4/86) (9/97)

731 - NOTES PAYABLE

The amount of funds borrowed including capital lease obligations shall be recorded as notes payable. The International Board must approve all borrowing agreements before such debt is incurred. The Executive Director or designee has the authority to execute the specifics of the agreements. (4/86) (10/94)

732 - ACCRUALS

Taxes, interest and other expenses incurred monthly but payable over different periods of time will be recorded as expenses and liabilities in the proper period. (4/86)

733 - DEFERRED INCOME (4/10)

733.1 - General

Income received but to be earned in a future period, such as dues, subscriptions, insurance premiums, etc., shall be credited to a deferred income account and then taken into income as earned. (4/86) (10/90)

733.2 - Life Member Status Fee

Fees received for life member status will be credited to income as received. (4/86) (2/03)

734-739 – Vacant

REVENUE

740 - RECOGNITION OF DUES INCOME

Revenue from dues shall be recognized as income received during the period to which the dues relate. (10/90)

741 - FUND DESIGNATION FOR NEW MEMBER FEE

New member fees for new members shall be recorded in the Operating Fund. (1/93) (2/05)

(See Procedure 342.2 - Enrollment Fee, for complete information regarding the new member fee.)

742 – Vacant (1/13)

743 - INTEREST

Interest income is reported as revenue in the appropriate fund when earned and not when received. (10/90)

744 - MERCHANDISE

Income, commissions and royalties from merchandise sales will be credited to the operating fund as merchandise is sold. Amounts received for shipping, handling and insurance are recorded as income, offset by the outbound shipping expenses. (10/90) (2/03)

744.1 – Merchandise Mission Statement

To provide culturally relevant products and materials that support club and member activities, provide maximum value, and enhance the worldwide image of the Kiwanis family, the membership and the service experience. (1/02)

744.2 - Merchandise Operations

The department shall maximize sales volume while providing excess income over expense for the Kiwanis International organization ahead of, but not in sacrifice of quality and affordability. (1/02)

744.3 - Method of Payment and Amount Due

A club or person must prepay by check or by charge card for the purchase of merchandise. If an order is received and the amount of payment tendered equals 90 percent or more of the total amount due, or if the difference is less than US$10, the order will be processed and shipped and the club or person will be billed for the balance due. (10/96) (2/03)

A school corporation may order up to US$750 in merchandise value without prepaying, provided that all receivables older than 30 days have been paid. (2/03)

745 - LICENSING

The Executive Director shall have authority to approve nonexclusive licensing applications/agreements, which allow suppliers to produce, promote, and/or sell merchandise bearing Kiwanis family registered trademarks. Where possible, staff shall attempt to license the manufacturer of the product. If this is impractical, the licensee shall complete a Third Party Manufacturer's Agreement and shall supply the name and address of the manufacturer upon Kiwanis' request. Licensee candidates shall adhere to the terms of the agreements, including correct and timely reporting of sales and payment of royalties and fees. Types of licensing agreements shall be limited to: (2/94)

745.1 - Types of Licensing Agreements

A. **Catalog Merchandise Distributor License:** Restricted to territories outside of the United States, this license allows the distributor to resell Kiwanis family marked catalog merchandise obtained from the Merchandise Department or Kiwanis family marked catalog-type items obtained locally to Kiwanis family members. The licensee shall pay Kiwanis International a percentage of sales royalty not to exceed 10 percent. (2/94) (2/03)

B. **Noncatalog Item License:** This license allows the supplier to produce and sell Kiwanis family marked custom-made merchandise and other finished products that do not compete directly with merchandise listed in the Kiwanis family Supplies catalogs. The percentage of sales royalty received from the licensee will be 10 percent. Each licensee shall pay a minimum annual royalty or an annual processing fee of US$20. (4/18)

C. **Fund-Raising Items for Resale to the Public:** Licensees producing and/or selling finished Kiwanis family marked merchandise for eventual resale to the public (non-Kiwanis family members) shall pay Kiwanis International a percentage of sales royalty not to exceed 5 percent and/or an annual fee as provided in the licensing agreement. (2/94) (10/02)

745.2 - Direct Mailing of Licensee Literature

Licensees will be permitted to distribute promotional materials to the following member groups: governors, governors-elect, district secretaries, club presidents, and club secretaries. This distribution or mailing will be performed by Kiwanis International on behalf of the licensee. All costs for the mailing shall be reimbursed to Kiwanis by the licensee. The Executive Director of Kiwanis or designee shall approve all mailings in advance. (2/95) (1/09)

746 - CONVENTION REVENUES

See Procedure 733.3 - Convention Registrations and Other Convention Income.

747 - REIMBURSEMENT OF INSURANCE COSTS

Amounts paid by Kiwanis clubs for the cost of insurance and administrative expenses shall be credited to a deferred insurance income account and reported as income during the period to which the insurance relates. (10/90) (10/94)

(See also Procedure 773 - Sponsored Organizations and Programs Revenues.)

748 - ALTERNATIVE INCOME

748.1 - Purpose

The purpose of alternative income is to minimize the need for increased membership dues and other costs necessary to implement the objectives and administrative costs of the Kiwanis organization. (10/90)

748.2 - Program Guidelines

A. Purpose: The primary purpose of programs to be initiated under these guidelines will be to generate operating monies for Kiwanis International. (1980)

B. Conformity: All programs initiated under these guidelines must be separate and distinct from, but consistent with and complementary to: (1980)

1. Programs initiated under Procedure 131.2 - Guidelines for Other Convention Income. (1/88)
2. Programs initiated under Procedure 410 - Guidelines for Special Relationships with Other Organizations. (5/88)
3. Programs initiated by the Standard Licensing Contract Program. (1/88)
4. All other Policies and Procedures. (1980)

C. Abilities: All programs will be considered, not only for their ability to generate monies for Kiwanis International, but also for their ability to produce value for participating members. (1980)

D. Good Name of Kiwanis: Relationships are to be sought only with reputable, reliable firms. All sources of income shall be from activities, which do not impugn the good name of Kiwanis. (1980)

748.3 - Responsibility

A. Director of Corporate Relations: The Director of Corporate Relations shall have primary responsibility for these guidelines and all programs initiated under them; for all contact with potential vendors and suppliers of programs applicable; and for all program administration and operation both externally, by suppliers and vendors, and internally, as may involve other Kiwanis operations. (1980) (1/00)

B. Executive Director: The Executive Director or designee shall supervise all aspects directly, and report to the International Board Committee on Audit and Finance on fiduciary responsibilities outlined, oversee all aspects, and will sign all contracts, other than purchase orders and advertising agreements for KIWANIS magazine, as may be appropriate for promotion. (1980) (10/94)

C. Review of Proposals: The Executive Director, Director of Corporate Relations, and Director of Marketing, which will review all proposals for specific programs to be considered under these guidelines, and decide on appropriate staff action on these proposals. (1980) (1/00)

748.4 - Monies Generated

All monies generated under these guidelines will be internalized through the Kiwanis International Finance Department and recorded separately and distinctly from all other income generated by other sources. No monies generated will be budgeted until payments are received, processed and deposited to appropriate Kiwanis International accounts. (1980)

748.5 - Voluntary Participation

A. No Fees or Assessments: Participation in any individual program, any combination of programs, or all programs initiated under these guidelines will be on a voluntary basis only. No fees or assessments may ever be made of the general membership for any program, or programs, or promotion of programs initiated under these guidelines. (1980)

B. Nonparticipation: Other than as necessary for the distribution of benefits derived from participation, no overt distinction may be made in Kiwanis International membership between participants and nonparticipants. Again, other than receipt of benefits exclusive to participation, no negative result may accrue to members who choose not to participate. Neither participation nor nonparticipation in any program or programs adopted under these guidelines may ever be a criteria for any office, award or distinction of Kiwanis International, outside of the programs themselves. (1980)

748.6 - Disclaimer of Nonendorsement

All programs involving outside firms, vendors, or suppliers must clearly identify those identities and their responsibilities, as well as Kiwanis International's responsibilities under the program. A Kiwanis disclaimer should be utilized where appropriate, including a nonendorsement statement clearly identifying who is providing what products and services and that Kiwanis International's participation is not an endorsement of that outside firm, its products, or its services. (1980)

748.7 - Exclusivity

No exclusives may be granted. (1980)

748.8 - Promotion

Kiwanis International and KIWANIS magazine may assist in the promotion of applicable programs. Expenses, charges, applicable costs for this promotion are to be funded by the providing vendor, except where Kiwanis International deems it appropriate to assist at its expense. Costs of this appropriate promotion by Kiwanis International may be funded directly by a portion of the receipts, at the discretion and direction of the Executive Director, in accordance with all other terms of these guidelines. (1980)

749 - GUIDELINES FOR CORPORATE RELATIONSHIPS AND SPONSORSHIPS

749.1 - Purpose

Kiwanis International seeks corporate relationships and sponsorships to complement and assist its efforts to grow and provide appropriate services to members, clubs, and the communities they serve. (5/96)

749.2 - Responsibility

A. International Office Staff: The Executive Director will designate a staff person to coordinate all corporate relationships, partnerships, and sponsorships. That individual will maintain appropriate files for each agreement, contract, or program, and coordinate all staff efforts to develop and maintain agreements with corporations and other companies. (5/96)

B. Reporting: The designated staff member for corporate relationships will report regularly to the Executive Director (or designee) and periodically to the International Board. This person will notify appropriate Kiwanis staff and leadership of pending and

concluded agreements. (5/96)

C. **New Proposals:** Any staff person or volunteer may propose specific corporate relationships. Depending upon the specifics of the proposal, the designated staff member or the Executive Director (or designee) may direct the proposer to represent Kiwanis' interests in the development of a program or negotiation of contracts. The designated staff member for corporate relationships still will be required to maintain all appropriate files and records and oversee all Kiwanis aspects of the relationship. All correspondence and inquiries will be answered by the designated staff member in a prompt manner. (5/96)

749.3 - Criteria

A. **Reputation:** Corporations accepted for relationships with Kiwanis International should be of the highest repute and in general agreement with the Objects of Kiwanis International, with a history of corporate integrity, reliability, and citizenship. (5/96)

B. **Conformity:** No agreement shall be entered into which impinges upon Kiwanis International's normal operations or which is inconsistent with Kiwanis International's Policies, Procedures, Bylaws, and Objects. (5/96)

C. **Internationalism:** Efforts should be made to develop relationships that are international. However, this may not always be feasible and does not preclude relationships which are restricted territorially. (5/96)

D. **Benefits:** Corporate relationships should provide a tangible benefit to Kiwanis, enhancing its ability to grow or increasing service to Kiwanis communities. (5/96)

E. **Exclusivity:** Exclusive agreements that preclude relationships with other corporations, firms, organizations, or concerns must be approved by the International Board. However, specific programming may need to be protected by an exclusivity clause or confidentiality clause. These stipulations should not preclude the formation of general agreements by either party with other organizations for programming not directly affected by an agreement. (5/96)

F. **Use of Kiwanis Marks:** Any use of Kiwanis' names, logos, trademarks, or copyrights must be covered by contract, with each general application subject to written authorization by the Executive Director (or designee). (5/96)

749.4 - Agreements

All agreements valued at more than US$25,000 must be reviewed and approved by the appropriate Kiwanis International Board Committee and signed by the Executive Director. The Executive Director retains the final approval for all corporate relations-related contracts valued at US$25,000 or less. (5/96) (7/05)

Agreements must be dated and designated for a specific time period. No in-perpetuity contracts shall be initiated. Contracts with a self-renewal clause must be reviewed regularly. (5/96)

749.5 - Revenue Generated

All monies generated under these guidelines will be processed through the Kiwanis International Finance Department and recorded separately and distinctly from income generated from other sources. No revenue will be budgeted unless there is reasonable

assurance that the monies will be received during the budgeted year. (5/96)

750-754 - Vacant

EXPENSES

755 - OPERATING EXPENSES - OPERATING FUND

For cost control and financial reporting purposes, Operating Fund expenses shall be divided into respective departments and controlled by the department director. (10/90) (1/13)

756 - BUDGET CONTINGENCIES AND ALLOCATIONS

756.1 - Budget Contingency

The budget contingency is an amount set aside for unforeseen expenses arising after the budget has been adopted. (10/90)

756.2 - Allocation of Expenses

Each department will be allocated its appropriate share of employee wages and benefits, telephone service, printing and photocopy expense, office supplies, employee benefits and building occupancy costs. (10/90) (See also Procedure 109 - Contingency Funds for International Board Members.)

757 - EXPENDITURE OF KIWANIS FUNDS

757.1 - Responsibilities

The International Board has the responsibility to appropriate the expenditure of Kiwanis funds. Such appropriations are established through the approval of the annual operating and capital budgets. The Executive Director has the responsibility to make disbursements only as authorized by the Board. Every Kiwanian and Kiwanis employee has the responsibility to conserve Kiwanis funds. (10/90)

757.2 - Funds to be Used

All expenses or reimbursements to entities located or persons living outside the United States shall be paid by Kiwanis International, when practical, in funds on deposit in that country. (10/90)

757.3 - Amount of Reimbursement

Only those travel costs authorized by Procedures will be reimbursed. Normally, this will be only the amount of actual expenses, unless otherwise approved by the International President (for International Board members) or by the Executive Director (for staff). (10/90)

758-769 - Vacant

SPONSORED ORGANIZATIONS AND PROGRAMS

770 - SPONSORED ORGANIZATIONS AND PROGRAMS ACCOUNTING SYSTEM

The books and records of Kiwanis' service leadership programs shall be kept in accordance with Generally Accepted Accounting Principles. (4/86) (1/15)

771 - SPONSORED YOUTH ANNUAL AUDIT

771.1 - Appointment

The annual auditor for any service leadership program organizations not under the authority of Kiwanis Youth Programs shall be appointed by the Kiwanis International Board. (4/86) (1/15)

771.2 - Distribution

The annual audit for Circle K International shall be distributed as part of the organization's annual report, published in the April issue of Kiwanis magazine and posted online. (5/93) (1/15)

772 - SPONSORED ORGANIZATIONS AND PROGRAMS BUDGET (1/15)

772.1 - Approval of Budgets

The membership and convention budgets must be approved by the Board of Circle K and Key Club, respectively, and have the endorsement of the respective Director and Kiwanis International Board Counselor. The budgets are subject to review by the Kiwanis International Board Committee(s) responsible for finance and sponsored programs and, to become effective, must be approved by the Kiwanis International Board. (4/86) (1/15)

772.2 - Zero-based Budget

The annual budget shall be prepared using the "zero-based" method of budgeting. (4/86)

772.3 - Balanced Budget

Generally, the proposed budget as approved by the sponsored programs board, should be balanced or have a surplus. If the proposed budget is not balanced, a report explaining why a balanced budget is not being proposed must also be approved by the board of the sponsored programs organization, and such report must be submitted to the Kiwanis International Board with the proposed budget. (4/86) (4/04)

773 - SPONSORED ORGANIZATIONS AND PROGRAMS REVENUES

773.1 - Receipt of Funds

The Director shall receive all funds payable to the sponsored programs organization and transmit such funds for deposit to the Kiwanis International Treasurer or designee. (4/86)

773.2 - Depositories

The Kiwanis International Board shall designate the depositories for the funds of the sponsored programs organizations. Refer to Procedure 720.3 - Banking Arrangements. (4/86) (10/94)

774 - SPONSORED ORGANIZATIONS AND PROGRAMS DISBURSEMENTS

Disbursements of sponsored programs funds shall be made by the Executive Director of Kiwanis International or his designee, in accordance with the approved budget. (4/86) (1/13)

775 - SPONSORED ORGANIZATIONS AND PROGRAMS FINANCES (4/15)

775.1 - Other Costs

All other costs incurred by or on behalf of the operation of a sponsored programs organization shall be its responsibility, unless such costs are assumed by specific action of the Kiwanis International Board. (4/86)

775.2 - Financial Statements

The financial statements of a sponsored programs organization shall reflect the costs applicable to the operation of such organization, and include subsidies and grants as income and the applicable costs as expense. (4/86)

776-779 – Vacant (4/10)

FINANCE - MISCELLANEOUS

780 - USE OF KIWANIS INTERNATIONAL FUNDS FOR OTHER THAN KIWANIS ACTIVITIES

The funds of Kiwanis International have been provided by its member clubs for Kiwanis administration, and therefore contributions cannot be made for the activities of other organizations. (10/90)

781 - CURRENCY EXCHANGE RATES FOR PAYMENT OF ACCOUNTS

781.1 - Exchange Rates

Member clubs paying in a currency accepted by Kiwanis International other than U.S. dollars shall pay based upon the exchange rates of the currency to U.S. dollars on the last business day of July annually, as reported by the World Bank. (1980) (10/15)

781.2 - Dollars Equivalent

Payments of financial obligations of clubs shall be in the equivalent of United States dollars. (1980)

782 – TIERED DUES ADJUSTMENTS

The Kiwanis International Bylaws provide that Kiwanis International dues tiers are based on Gross National Income (GNI) per capita as reported by the World Bank. Kiwanis shall utilize the GNI as reported on the World Bank's website as of July 31 for the upcoming administrative year. (Adopted 10/17, retroactive to 7/17)

783-799 - Vacant