

THE PENNSYLVANIA DISTRICT OF KIWANIS INTERNATIONAL

POLICY CODE

Original Rewrite Approved by District Board of Trustees: 4/18/2015

Last update: Reflects Policy Code Updates through July 2022

TABLE OF CONTENTS

I.GENERAL	2	
II.PROTOCOL	3	
III.DIVISION ACTIVITIES	4	
IV.MISCELLANEOUS	6	
V.DISTRICT POSITION ON THE DENIAL OF MEMBERSHIP APPLICATIONS	6	
VI.STRATEGIC PLANNING	6	
VII.SELECTION OF PENNSYLVANIA CANDIDATES FOR THE POSITION OF KIWANIS INTERNATIONAL TRUSTEE		6
VIII.PROCEDURE FOR THE PENNSYLVANIA DISTRICT FOUNDATION NOMINATING COMMITTEE	7	
IX.RAFFLES AND GAMES OF CHANCE	8	
X. DISTRICT EXPENSE REIMBURSEMENT POLICY	8	
XI.MEDICAL COSTS OF MEMBERS	9	
XII.CONFLICT OF INTEREST STATEMENTS	9	
XIII.RECOGNITION PROGRAMS	10	
XIV.REGION ELECTIONS	10	
XV.YOUTH PROTECTION AND CRIMINAL BACKGROUND CHECKS	11	
XVI.KEYSTONE KIWANIAN	13	
XVII.DISTRICT CONVENTION	13	
XVIII.PENNSYLVANIA KIWANIS FOUNDATION	14	
XIX.DISTRICT WEBSITE OPERATIONS	15	
XX.MEMBERSHIP INITIATIVES	16	
XXI.POLICY ON UNCLAIMED PROPERTY	16	
XXII.POLICY ON PUBLIC ACTIVITIES	17	
XXIII.COMMITTEES OF THE PENNSYLVANIA DISTRICT	17	
XXIV.CONTRACTS	17	
XXV.PERSONAL CONFIDENTIAL INFORMATION	18	
XXVI.DISTRICT FINANCE COMMITTEE	19	
XXVII. USE OF DISTRICT CREDIT CARD BY SERVICE LEADERSHIP PROGRAM ADMINISTRATORS	21	
XXVIII. APPROVAL OF INVOICES	21	
XXIX. PAYROLL REVIEW AND APPROVAL	22	
XXX. BANK RECONCILIATION REVIEW	22	
XXXI. ANTI-BULLYING POLICY	23	
XXXII. BOARD MEETING PROCEDURES	24	
XXXIII. DISTRICT LEADERSHIP POSITIONS	26	
XXXIV. COMMUNICATION POLICY	26	

I. GENERAL

- a. General Provisions:
 - i. Any changes, additions or deletions to these rules as may be deemed necessary shall be made by approval of majority of the Board of Directors and become operative upon approval.
- b. Correspondence:
 - i. Copies of all letters and other communications issued to Clubs by Governor, Governor- Elect or Lt. Governors concerning club reports, conventions, delegates, District indebtedness, and other matters of record, shall be submitted to the District Office.
- c. District Emblem:
 - i. To preserve the distinction and dignity of the Pennsylvania District emblem, it shall not be used for trade or commercial purposes without specific authorization of the Board of Directors. The emblem may appear on District badges for present and past District officers and District committee chairmen and District, Division and Club programs, bulletins, stationery and publications connected with Kiwanis programs and activities of a noncommercial nature. No other use shall be permitted without prior approval from the District Board pursuant to written request submitted to the District Executive Director at least ten (10) days prior to the next meeting of the



- Board.
- d. Use of District Mailing List:
 - i. Use of District Mailing List:
 - 1. The Pennsylvania District Mailing list shall be used only for official District purposes subject to the following exceptions only, and no other:
 - a. Any organization or associate that offers a speaker Bureau or other meeting and/or program services.
 - b. Prior approval by majority vote of the District Board of Trustees.
- e. Elections
 - i. List of Delegates:
 - 1. The list of delegates shall not be available to any group or individual prior to or during the convention for any purpose other than those necessary to the completion of District convention business.
 - ii. Candidates
 - 1. Any club or Division in the District desiring to nominate a candidate for the office of District Governor or District Governor-Elect for the ensuing administrative year shall file a written statement of intent with the District Executive Director no later than May 31. A candidate for Governor-Elect or a candidate for Governor, shall deliver to the District Executive Director a statement or brochure, limited to an 8 1/2" x 11" sheet of paper containing biographical data and the qualifications of the candidate, which is subscribed to by the candidate signifying his/her willingness to accept and fulfill all respon
 - 2. sibilities of the office if elected. The statement of intent shall be delivered to the District Executive Director in sufficient quantities to send one to each club in the District and provide fifty (50) additional copies for the office use and shall be accompanied by a 5" x 7" black and white glossy photograph suitable for printing

in the Keystone Kiwanian. As soon as possible after receipt of the statement of intent and no later than thirty (30) days prior to the Convention at which the election shall take place, the District Executive Director shall mail a copy of the statement to each club in the District.

- iii. Officers and Chairmen:
 - 1. The District Bylaws prescribe general areas of responsibility for District Officers and District Committee Chairmen and Kiwanis International instructions and bulletins give additional guidelines.
- iv. Sponsorship of Kiwanis Tours and Trips:
 - 1. The Pennsylvania District shall limit sponsorship of tours and organized trips to those primarily within the continental limits of the United States and in conjunction with participation and attendance at major Kiwanis activities such as conventions.
 - 2. Sponsorship of tours and organization trips by the Pennsylvania District shall require prior approval of the plans and arrangements by the District Board of Directors.
 - 3. A full financial report and payment of all net proceeds shall be tendered to the District Executive Director's office within thirty (30) days after completion of the activity by the trip chairman.
- v. Use of professional fund raisers:
 - 1. The Pennsylvania District does not recommend the use of professional fundraisers by any Kiwanis club in the District.
- vi. Appropriation of Club or District Equipment:
 - 1. The practice of appropriating District or Club banners, gongs and other equipment is disapproved by the Pennsylvania District.

II. PROTOCOL

- a. Charter Presentation:
 - i. Charter presentation meetings, being a Kiwanis International function, shall be pre-approved by the District Governor.
 - ii. It is recommended that the Lt. Governor or their designate act as toastmaster and that the charter presentation and principal address be made by the District Governor or other District Officer as may be designated.
- b. Installation of Officers:
 - i. It is the exclusive prerogative of each Lt. Governor to preside at and conduct the ceremonies for the "Installation of Officers" meeting of each club in the Division and no other person shall be invited to conduct said ceremonies unless the Lt. Governor shall expressly approved such invitation in advance.
- c. Official District Functions:
 - i. The District Governor shall be the presiding officer at all District functions, except the installation ceremony for District Officers and any District Function honoring the Governor.
- d. District Board Meetings:
 - i. District Board meetings will follow a consent agenda and action agenda in order to allow more time for strategic discussions.
 - ii. An Action Follow-Up report will be issued immediately following board meetings in conjunction with all items requiring action as discussed during said meeting.
 - iii. The following are the standing rules for District Board Meetings. These rules should only be enforced when necessary:
 - 1. Only official members of the Board of Trustees of this District may make motions and vote on motions.

2. No person may speak more than three minutes at a time unless allowed to do so by the orders of the day or by a majority vote of the board.
3. No person may speak more than twice on the same question unless allowed to do so by a majority vote of the Board.
4. The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another board member.
5. A board member shall not speak either for or against a motion and – on the same recognition – move to close debate.
6. A motion which terminates debate on any main motion pending before the Board will not be in order until 10 minutes of debate has taken place or until no Board member seeks the floor. This minimum time requirement does not include time spent on amendments to the main motion or any other subsidiary motions.
7. At the discretion of the District Executive Director, certain routine items of business may be placed on a consent agenda, which shall be approved by a single motion and majority vote without debate. Any board member who wishes to remove an item from the Consent Agenda must make a written request to the District Executive Director prior to the commencement of the meeting.
8. Any of the above rules may be suspended by a majority vote.
9. Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the District bylaws or these standing rules.

III. DIVISION ACTIVITIES

- a. Division Councils:
 - i. The purposes of the District is primarily educationally and promotional. For administrative purposes it has been found advisable to divide the District into divisions which are not additional organization units, but are simply defined areas where the elected Lt. Governors assist the Governor.
 - ii. Division councils composed of representatives of the clubs of the division may be convened by the Lt. Governor to discuss, consult on, and coordinate co-operative programs and activities for the clubs of the division. The Division Council shall promote the exchange of ideas and cooperation among the clubs without infringing on the authority of the independent clubs.
 - iii. In addition the Division Council shall provide leadership, education and shall promote the programs of the Pennsylvania District and Kiwanis International.
- b. Meetings:
 - i. The number and place of meetings shall be determined by each Divisional Council according to local requirements. It is recommended that a minimum of four (4) meetings be held each year and when feasible or necessary, additional or monthly meetings may be held.
 - ii. The presiding officer at Divisional Council meetings shall be the Lt. Governor, however, in emergencies, the immediate Past Lt. Governor or their predecessors shall preside. At the initial meeting of the Council, a division secretary and a division treasurer may be appointed by the Lt. Governor with the approval of a majority of the council members.
 - iii. At Division Council meetings voting and motion privileges shall be limited to the Lt. Governor, the Lt. Governor-Elect, all Club Presidents and all Club Secretaries, and all Past Lt. Governors who are active members of a Kiwanis Club of the Division. Division Chairmen and other officers of the clubs of the division not previously named may attend council meetings and may address the council but shall not be entitled to make motions or vote.

- iv. An agenda with appropriate opening and closing should be adopted.
 - v. The Division Council may with the full cooperation of the leadership of all the clubs, reach decisions for the mutual benefit of the entire division including requests for voluntary financial support. The council shall have no dues structure. No club in any division shall be obligated by any action taken at a Division Council.
 - vi. Each Division should formulate written "Operating Procedures" as guidelines for the operation and continuity of its Division Council. The "Operating Procedures" shall be in harmony with the Bylaws and policies of Kiwanis International and the Pennsylvania District.
- c. Redivisioning:
- i. Proposals for redivisioning may be initiated at the club, division, region or district level.
 - ii. Redivisioning can occur as follows:
 - 1. Split of an existing division into two or more divisions.
 - 2. "Shift" of clubs between two or more divisions.
 - 3. Consolidation of two or more divisions.
 - 4. Any combination of the above.
 - iii. The procedure to initiate redivisioning at the club or division level shall be as follows:
 - 1. The Lt. Governors of the divisions effected by any redivision proposal shall give personal consideration to the proposal. Any proposal must include the reasons supporting the request and a list of the benefits which would result if the proposal were approved. Issues which should be taken into consideration include the ability of the new division (s), if any, to support a Lt. Governor with a sufficient number of members and the effect on Lt. Governor-Elects who have been elected to hold office during the next administrative year.
 - 2. After review, the Lt. Governor (s) shall, following ten (10) days written notice to the President of each club of the division, call a conference for the purpose of discussion of the redivisioning proposal. Copies of the proposal shall be sent to all District Officers. The notice of the division conference shall contain the following information which shall be part of the proposal:
 - a. Proposed territorial boundaries of the new divisions with a sketch or map showing the approximate location of each club.
 - b. A list of club names and membership totals resulting from the redivisioning proposal.
 - c. A list of any non-meeting clubs in the new division (s).
 - 3. Delegates elected by the clubs to the division conference shall vote on the redivisioning proposal as instructed by a majority vote of their Board of Directors or by a majority vote of their members present and voting at a club meeting. Voting at the division conference shall be in accordance with the provisions of District Policy & Bylaws; however, any club unable to be represented by its own members at the division conference may submit its vote in writing provided that the Lt. Governor has received the written tally in sufficient time to be included with the results at the division conference.
 - 4. Approval of any redivision proposal shall be by two-thirds vote of the clubs, in the division (s). Following any vote to approve redivision, the Lt. Governor (s) shall send the adopted proposal with the vote tally to all clubs in the division (s) and all District Officers. Such information shall be transmitted so that it will be received no later than December 31, of the current administrative years.
 - 5. Proposals for redivision shall be reviewed by the District Board no later than March 1 of the current administrative year. It is recommended that any elections of Lt. Governors and Lt. Governor-Elect as outlined in the District Bylaws be

deferred until after District Board review of any redivisioning proposal which would affect the results of such elections.

IV.MISCELLANEOUS

- a. Official Color:
 - i. The official color of the Pennsylvania District shall be yellow.
- b. Official Blazer:
 - i. The official blazer of the Pennsylvania District shall be Navy Blue.
- c. Line of Credit:
 - i. The District shall maintain a line of credit not to exceed \$ 40,000.00. The line of credit shall be used only for the budgeted operating expenses of the District.
- d. The Board of Trustees shall designate the official or officials who shall sign checks.
- e. The necessary traveling expenses of all district officers when engaged in the business of the district shall be paid by the district in accordance with the provisions of the budget.
- f. The necessary expenses of the Governor, Governor-elect and Executive Director incurred in attending any convention of Kiwanis International shall be paid by the district under the provisions of the approved budget.

V.DISTRICT POSITION ON THE DENIAL OF MEMBERSHIP APPLICATIONS

- a. The Pennsylvania District of Kiwanis recognizes by the Constitution and Bylaws of Kiwanis International, the Pennsylvania District and all affiliated clubs, that the board of directors of a club has the right to reject any membership application submitted for its consideration.
- b. However, the Pennsylvania District does not support and strongly discourages the rejection of any application on the basis of the gender, race or religious background of the applicant. We encourage and ask all clubs to accept or reject applicants without any consideration of the gender, race or religious background of the applicant.

VI.STRATEGIC PLANNING

- a. The District shall have a strategic planning committee appointed by the District Governor and approved by the District Board of Trustees.

VII.SELECTION OF PENNSYLVANIA CANDIDATES FOR THE POSITION OF KIWANIS INTERNATIONAL OFFICE

- a. When the Pennsylvania District Board determines that the District shall offer a candidate for any position on the Kiwanis International Board, the name(s) of any member(s) of the district, who consent in writing, shall be presented to the District Convention. Such presentation will be sponsored by the club(s) of such member(s). For a member to be presented, they must have held the office of Pennsylvania District Governor. A member, to be selected, must receive a majority of the votes of the members of the House of Delegates.
- b. Prior to coming before the House of Delegates, any candidate(s) for any position on the Kiwanis International Board will be required to make a presentation to the following groups:
 - i. The Board of Trustee at least one year prior to the term they seek to run for candidacy for Kiwanis International Board.
 - ii. The Past District Governors which will be held at the District Convention prior to the House of Delegates.
 - iii. The Board of Trustees and Past District Governors shall determine the length of any presentation made to them and will be able to ask questions of any candidate(s).

- iv. The endorsement or lack thereof, by the board and/or past governors, of any candidate(s) shall be announced to the House of Delegates when it is considering the candidates for any position on the Kiwanis International Board.
- c. All candidates for International Board positions will address the District Convention for three minutes at the convention business session. At the District Convention business session, they will have a nominating speech of not more than two minutes and a seconding speech of not more than one minute. The nominating speech and seconding speech shall be before the address of the candidates. All candidates will be permitted to distribute campaign material during the convention in accordance with rules determined by the District Board of Trustees.

VIII. PROCEDURE FOR THE PENNSYLVANIA DISTRICT FOUNDATION NOMINATING COMMITTEE

- a. The following will serve as a guideline for the appointment and operation/conduct of the District Foundation Nominating Committee.
 - i. By not later than March 1st of the administrative year, the District Governor shall have appointed the District Foundation Nominating Committee in accordance with Article VII, Section 3, paragraph (h) of the District Bylaws and provide them with instruction on the duties of the committee.
 - ii. In accordance with Article VIII, Section 20, the District Foundation Nominating Committee shall select a slate of candidates to serve a three (3) year term as directors on the Pennsylvania Kiwanis Foundation Board and to be submitted for election at the annual meeting of the District Foundation.
 - iii. The Nominating Committee shall hold at least one meeting of all members of the committee to discuss its responsibilities and develop a plan to meet those responsibilities.
 - iv. The Nominating Committee shall select at least one candidate for every term which will be expiring at the end of the administrative year and for any other vacancies on the Foundation Board of Directors.
 - v. The Nominating committee will contact all potential nominees to the Foundation Board of Directors and get their assurance that they will serve and meet all responsibilities, if elected. The committee will not submit the names of anyone who has not been contacted and/or has not agreed to serve and meet all responsibilities. The committee should extend the courtesy of contacting all members of the Board whose terms are expiring and ask them whether they wish to be nominated for another term.
 - vi. The Chairman of the nominating committee will insure that all members of the committee shall receive the names of all Kiwanians whose names will be submitted for nomination. A majority of the committee must approve the list of nominees.
 - vii. Not less than 45 days prior to the start of the annual District Convention, the Chairman of the Committee shall report the names of all candidates approved by the committee to the District Governor and President of the District Foundation.
 - viii. The Foundation President or his/her designated representative will prepare a ballot showing the names of all Kiwanians submitted by the nominating committee. The ballot should list all candidates in alphabetical order and incumbents should be noted.
 - ix. All members of the nominating committee will remain impartial and will not endorse or campaign for any of the nominees the committee develops.

IX. RAFFLES AND GAMES OF CHANCE

- a. For any District sponsored organization or club wishing to have a raffle which would solicit every club in the district and/or be sold at a District sponsored event, the following criteria must be met.
 - i. Any Club or District sponsored organization (District Foundation, District Circle-K, District Key Club, Builders Club or Aktion Club) wishing to solicit all clubs in the District to participate in a raffle or game of chance or wishing to sell the same at a District convention, conference or event must get the approval of the District Board of Trustees to do so.
 - ii. On any ticket for a raffle or game of chance, there must be a clear statement of purpose. Additionally, a clear statement must be made about where the proceeds should be sent or submitted. Additionally, a clear statement must be made on the time and location of the drawing or game. All tickets must be numbered for audit and control purposes.
 - iii. An appropriate games of chance license must be obtained and approved by the appropriate government agency.
- b. If the above criteria are not met, the following penalties may be applied.
 - i. Any Club or District sponsored organization failing to meet the above guidelines may receive a warning letter advising of the violations and asking them to immediately cease operation of the raffle or game of chance until corrective action can be and is taken. If a club fails to cease operation when required to do so, the District may request that Kiwanis International place the club's charter on suspended status. If a District sponsored organization fails to cease operation when required to do so, the District may seek the removal of the appropriate officers and/or the dissolution of the board of directors of the sponsored organization. If necessary, the appropriate government agency or agencies will be notified.
- c. Any club or District sponsored organization conducting a raffle or game of chance at a convention or conference without following the above guidelines will be asked to cease operation immediately. Failure to do so may result in the removal of those individuals representing the club or sponsored organization from the convention, conference or event.

X. DISTRICT EXPENSE REIMBURSEMENT POLICY

a. REIMBURSABLE EXPENSES

1. Mileage at standard mileage reimbursement rate, as determined by the District Board of Trustees.
2. Actual and reasonable meals, including reasonable tips (20%)
3. Toll charges, parking fees, ferry fees, bridge, road, and tunnel fees
4. Baggage transfer and handling, including reasonable tips
5. Lodging for conventions and conferences must be the official District hotel unless space is not available at that hotel.
6. Registration fees, if the purpose of the travel is attendance at conferences or official meetings
7. Taxis, Uber / Lyft including reasonable tips
8. Transportation for meals/lodging (when the traveler's location is such that suitable meals and/or lodging cannot be obtained within a reasonable proximity of the traveler's location)

b. NON-REIMBURSABLE EXPENSES

- a. Alcoholic beverages (these may not be included on any receipts)

- b. Commuting between an employee's residence and assigned work location with an exception made for travel to and from convention and conference locations.
 - c. Late check-out and room guaranteed charges
 - d. Laundry or dry cleaning if on travel status less than 7 consecutive days
 - e. Parking tickets or other traffic fines
 - f. Spouse/family travel expenses unless specific approval is provided
 - g. Tobacco products
 - h. Towing personal automobile
 - i. Travel insurance
- c. PROCEDURE: All reimbursable expenses along with dated receipts attached must be submitted to the Governor or Executive Director for approval. Receipts should be scanned for ease.
- a. Lt. Governors and Trustees will complete approved stipend voucher form for Midyear and District Convention hotel stays and travel.
 - b. Executive Director will complete approved District expense form approved by Kiwanis International and District per event. Submission for approval should be sent to the Governor. Reimbursement of expenses will be dispersed quarterly.
 - c. Lt. Governor, Trustee or District Chairs requiring reimbursement of reimbursable expense outside of Midyear and District Convention must complete approved District expense form.
 - d. All stipend vouchers and expense forms must be submitted no later than October 31st following the close of the administrative year
- e. DISTRICT EXPENSE LIMITATIONS
- a. No Board Member, Lt. Governor, approved Acting Lt. Governor, or District Chair shall be eligible for general expense reimbursement or event stipend reimbursement unless all required reports have been submitted at the time of expense reimbursement request.
 - b. All expense incurred as the result of the execution and management of a District event shall be reimbursed without regard to any District reporting requirement. All expenses must have proper documentation
 - c. The District Board shall determine the annual convention stipend amount.
 - d. Lt. Governor's will only be reimbursed up to the approved annual stipend amount for Midyear and District Convention by completing stipend form; outside of those two events a District Expense form for approved reimbursable expenses.
 - e. No District employee, Trustee or Lt. Governor shall be eligible for a hotel stipend expense reimbursement if they stay at an alternate hotel or lodging facility when rooms are available at the conference or convention designated hotel.
 - f. All Trustees who are visiting clubs in divisions with no Lt. Governors are eligible for the same mileage stipend as are Lt. Governors when they visit clubs in said divisions.

XI MEDICAL COSTS OF MEMBERS

- a. The District will not establish a fund to help defray medical expenses of any Kiwanian.

XII. CONFLICT OF INTEREST STATEMENTS

- a. At the first official board meeting of each administrative year, each member of the District Board of Trustees shall complete and sign the District Conflict of interest statement.

XIII. RECOGNITION PROGRAMS

- a. The Kiwanis Heroes program, originally established at the 2002 District Convention, shall become a permanent recognition program of the District.

XIV. REGION ELECTIONS

- a. Process and procedure
 - i. The personnel of the conference shall be the president, president-elect and immediate past president of each club in the division, or their duly elected alternates, the Lieutenant Governor of the Division, all Past Governors, and all Past Lieutenant Governors still active, privileged, or senior members of a club of the region.
 - ii. The representatives of one-third (1/3) of the clubs of the region shall constitute a quorum at the conference, and each club shall have one vote for each representative present but in no case shall any club be entitled to more than 3 voting delegates. At conference registration, a list shall be compiled with the name and club of each voting delegate. At least 1/3 of the clubs in the region must be represented with at least one representative to constitute a quorum and make the voting official. There will be no voting by proxy.
 - iii. Voting delegates should be seated in an area designated for voting delegates only.
 - iv. The Lieutenant Governors, Past Governors, and Past Lieutenant Governors in attendance at the conference shall have the privilege of speaking without the right to vote and may not represent or vote for any club not represented by 3 delegates. Nothing in this section shall preclude a Lt. Governor, Past Governor or Past Lt. Governor from being one of the three delegates from the club in which they hold membership.
 - v. The meeting's presiding officer shall not be entitled to vote except in the case of a tie.
 - vi. The District Board will designate who shall be the presiding officer. In the absence of the designated presiding officer, the conference shall elect one of its members who is not running of a trustee position as chairman. The conference shall elect one of its members as secretary and such tellers/vote counters as may be necessary.
 - vii. Upon completion of the meeting organization as above outlined, the conference shall proceed to elect a trustee. The candidates for Trustee shall be those candidates who have been nominated by their club and division and have filed the appropriate nomination form by September 15th with the District Office. The District Executive Director shall provide a list of all official candidates and that list shall be provided to all voting delegates at the time of registration. Nominations from the floor shall be permitted but all nominees from the floor must submit the required nomination form to the presiding officer of the meeting prior to the call for nominations. No person shall be submitted to the conference as a candidate for Trustee without the consent of said person first being obtained. Each candidate for trustee shall give assurance that he/she will fulfill the duties and responsibilities of trustee.
 - viii. All nominees for office shall have a Kiwanian provide a nomination of not more than 2 minutes and a Kiwanian provide a seconding speech of not more than 1 minute. After the nomination and seconding speech, each candidate will have not more than 2 minutes to address the meeting.

- ix. When more than one name is presented to the conference, a written ballot vote shall be taken. The person receiving a majority of votes cast shall be declared elected. If no one candidate receives a majority, the voting shall be repeated after dropping the candidate receiving the fewest votes each time until one person receives a majority vote. If or when there are only two candidates, the presiding officer shall cast a ballot at the same time as all other ballots are cast but that ballot shall be counted only in the event of a tie.
- x. The regional conference shall, in the consideration of all names presented, be guided by the principles, traditions and precedents of Kiwanis International in its election of officers, and particularly consider the ability, service and Kiwanis experience of a proposed candidate.
- xi. The latest edition of Roberts Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the constitution and bylaws of Kiwanis International, the bylaws of the Pennsylvania District and these standing rules.

XV. YOUTH PROTECTION AND CRIMINAL BACKGROUND CHECKS

a. Policy:

- i. To ensure the highest standard of leadership and to ensure that adults working with youth are of the utmost moral fiber, the Pennsylvania District of Kiwanis International requires clear criminal history background checks and clearances for all District Board Members, Regional Trustees, Lieutenant Governors, and District Chairs (District Officials) as part of the eligibility criteria to hold such positions. In addition, the Pennsylvania District requires clear criminal history background checks and clearances for all Kiwanians and for non-members (such as District Chairs and administrators and their assistants or committee members) working on behalf of the District with youth under age 18 and for all adults – both Kiwanians and non-members – registered for, participating in, or staying overnight at any event organized by the District involving youth under age 18.
- ii. 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; a felony or conviction or registration 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. (Reference Commonwealth of Pennsylvania House Bill 435/Act 153 of 2014) Other types of felony convictions will be reviewed on a case- by-case basis by the District Youth Protection Manager. Any conviction legally reversed or overturned by the proper authorities shall not be considered when evaluating background checks and clearances.
- iii. Successful completion of background checks and clearances (a “clear check”) is based on verification that none of the above and none of the convictions prohibited in any Pennsylvania District or Kiwanis International policies or similar thereto have been determined for that person. A clear check is necessary to be an eligible candidate for Pennsylvania District Board membership; thus, candidates must receive a clear check from the District Youth Safety Manager before elections are held. District appointees must receive a clear check from the District

Youth Safety Manager before assuming the appointed position. Adults working with youth as stated above must receive a clear check from the District Youth Safety Manager prior to arrival at the District event.

- iv. The Pennsylvania District recognizes only the Commonwealth of Pennsylvania's criminal history background check/clearance process as valid. All background checks shall be reviewed and evaluated by the District Youth Protection Manager and determined to be clear or not clear, based on the criteria stated above. The District Executive Director shall be advised if a check indicates a problem or concern that requires further investigation or is determined to be not clear. In either case, the District Youth Protection Manager shall notify the individual in question. A check that is not clear causes automatic denial of the right to hold the position or attend the event in question.
 - v. The District Board shall have final authority on the matter.
 - vi. Background checks are valid for a period of five (5) years. All relevant persons as noted previously who have not had the necessary criminal history background checks and clearances and have not been verified as clear within the last 36 months at any given time are required to submit current criminal history background checks and clearances documentation.
 - vii. Each individual subject to a background check/clearance shall be responsible for obtaining the background check/clearance, submitting the results to the District Youth Safety Manager, and paying the related fees. Checks and clearances shall be conducted as inexpensively as reasonably possible to ensure accurate results.
 - viii. Members of the community who attend Kiwanis Pennsylvania District events as guests and who are not responsible for the welfare of a child other than their own, or do not have direct routine interaction with children other than their own, are not subject to this policy. However, the Pennsylvania District reserves the right to refuse any individual the right to participate in a District-sponsored activity if the person is known to possess a criminal history as defined in this policy.
- b. Procedure:
- i. All background check and clearance documentation must be submitted to the District Executive Director. If a check is not clear, it will then be sent by the Executive Director to the District Youth Safety Manager/Youth Protection Chair for further review and possible action. The District will accept copies of background check and clearance documentation that a member has obtained for the purpose of employment or participation as a volunteer in other organizations as long as the check was done according to Commonwealth House Bill 435/ Act 153 of 2014.
 - ii. Current District Officials as of April 18, 2015 must submit Pennsylvania background check and clearance documentation to the District Youth Safety Manager no later than July 1, 2015. Candidates for District Board membership must submit the necessary background check and clearance documentation before elections are held. Adults working with youth as stated above must receive a clear check from the District Youth Safety Manager prior to arrival at the District event.
 - 1. To register for a Pennsylvania Criminal History Background Check, go to www.psp.pa.gov (or go to <http://www.psp.pa.gov/Pages/Request-a-Criminal-History->

- [Record.aspx#.VSVXBhDwEdo](#) for a direct link to the online registration form).
2. To register for a Pennsylvania Child Abuse Clearance, go to <https://www.compass.state.pa.us/cwis/public/home>.
 3. To register for an FBI Criminal History Background Check, go to <https://www.pa.cogentid.com/index.htm>.
- c. Once background check/clearance documentation has been submitted to the District Youth Safety Manager, he/she will notify the District Executive Director and the individual if the check is considered clear or not clear, and if deemed not clear, will provide an explanation for that determination.
 - d. The District Youth Safety Manager will provide all background check/clearance documentation to the District Executive Director for District records after it has been evaluated. The District Executive Director will maintain these records for a period of twelve (12) years.
 - e. The District Executive Director will track compliance with this policy and will notify the appropriate individuals when their clearance is due for renewal.
 - f. The District Youth Safety Manager will keep the District Executive Director informed of the status of compliance with the Criminal History Background Checks policy on an ongoing basis.
 - g. Discipline: Individuals with a background check determined to be not clear will be subject to the following actions:
 - i. Current District Board Members or District appointees will be disciplined as determined by the District Board, including but not limited to suspension or removal from their position.
 - ii. Candidates for any District Board position or District appointment will be considered disqualified as a candidate for such office.
 - iii. Adults wishing to participate in District youth events will not be allowed to do so.
 - iv. Conduct unbecoming process may be engaged depending on convictions identified in the report.

XVI. KEYSTONE KIWANIAN

- a. In order to assure accuracy of information in the Keystone Kiwanian (KK), the KK editor is required to send the draft copy of the next issue to the Marketing and Public Relations Chairperson, Governor, Governor-Elect, and Executive Director for review proofreading. The comment and review period will be strictly limited to 72 hours. The Marketing and PR chairperson will coordinate the review process and ensure feedback is provided to the editor. After this review process is complete, the KK will be published.
- b. The District shall produce at least two (2) issues of the District Bulletin (the Keystone Kiwanian) in each administrative year.

XVII. DISTRICT CONVENTION

- a. No sitting board member may nominate or second a candidate for district office at the District Convention.
- b. The Theme Basket operation at the District Convention is under control of the District Foundation. The Foundation will provide a report annually on this activity to the District Board.
- c. Any Kiwanis Club in good standing in the District and with Kiwanis International may submit an invitation to hold a district convention in a city or area of their choice. Commercial convention facilities also may submit proposals for

consideration. All such invitations and/or proposals should be submitted in writing to the District Executive Director.

- d. The official program of a convention as approved by the Board of Trustees shall be the order of the day for all sessions. Changes in the program may be made from time to time by a majority vote of the delegates and delegates-at-large present and voting.
- e. All resolutions submitted sixty (60) days prior to the date of the district convention shall be referred to the Committee on Resolutions for its consideration and recommendation to the convention. No resolutions other than those submitted or originated by the Committee on Resolutions shall be considered unless consideration thereof shall be recommended by two-thirds (2/3) vote of the Board of Trustees. Debate on such resolutions shall not be in order until they have been reported out by the Committee on Resolutions.
- f. Reports of committees, communications to the convention, resolutions presented by the Committee on Resolutions, and all motions save such as are "undebatable" may be debated upon the floor of the convention, unless by a two-thirds (2/3) vote the convention decides to dispose of them without debate.

XVIII. PENNSYLVANIA KIWANIS FOUNDATION

- a. The following Fundraising and Solicitation Policy for the Pennsylvania Kiwanis Foundation was adopted:
 - i. Authorization to conduct fundraising campaigns:
 - 1. The Pennsylvania Kiwanis Foundation (Foundation) encourages fundraising efforts by Kiwanis Clubs and members on behalf of the Foundation as formally authorized by the Foundation's board of directors.
 - 2. Fundraising of any type by other persons and organizations will be reviewed on a case by case basis. This type of fundraising will be done for Pennsylvania Kiwanis Foundation purposes only.
 - 3. No person or club may use the Foundation's taxpayer ID number in connection with solicitation of funds or issue a formal acknowledgement receipt except the District Executive Director or other person expressly authorized by the Foundation president.
 - ii. General guidelines:
 - 1. Fundraising efforts may include an annual campaign for unrestricted funds, appeals for gifts restricted for approved existing Foundation programs and an endowment campaign which may be authorized by the Board of Directors.
 - 2. All funds raised or donated in accordance with the policy will be used at the discretion of the Foundation Board of Directors in accordance with the Foundation's gift acceptance policy.
 - iii. Guidelines for fundraising by outside persons and organizations:
 - 1. Outside persons and organizations wishing to raise funds for Foundation purposes may act in the name of the Foundation only after the Foundation's Board of Directors have reviewed and

approved the fundraising plan. The Board will determine the following:

- a. Specific purpose and scope of the project
 - b. Starting and end dates of the campaign
 - c. Financial procedures to be followed
 - d. Advertising and publicity to be utilized
 - e. Evidence that the Foundation and its personnel and agents will be fully indemnified against loss or damage.
 - f. All funds raised for the Foundation by outside parties must be promptly remitted to the Foundation District Office with information documenting the source and amount of funds donated as well as any restrictions placed on the gifts by donors.
2. The preceding guidelines are in no way intended to limit or preclude outside persons or organizations from donating funds to the Foundation or soliciting funds for the Foundation at the request of the Foundation Board of Directors or its designated agent, so long as the provisions of this policy are satisfied.
- b. Any proposed amendments to the bylaws of the Pennsylvania Kiwanis Foundation must be approved by the Kiwanis International Board of Trustees and the Pennsylvania District Kiwanis International Board of Trustees prior to those changes taking effect. This provision in no way waives the requirements set forth in Article VI of the Pennsylvania Kiwanis Foundation Bylaws.
 - c. All proposed changes and additions to the standing policies of the Pennsylvania Kiwanis Foundation must be approved by the Pennsylvania District Kiwanis International before those policies take effect.
 - d. The Pennsylvania Kiwanis Foundation Board of Directors shall supply the following financial reports to the Pennsylvania District Kiwanis International Board of Trustees:
 - i. Quarterly reports indicating the current financial position of the Foundation
 - ii. The Pennsylvania Kiwanis Foundation's Annual Audit Report
 - iii. A copy of the Pennsylvania Kiwanis Foundation's IRS Form 990 filing

XIX. DISTRICT WEBSITE OPERATIONS

- a. The following rates will be in place for advertising on the Pennsylvania District website:
 - i. Business and non-Kiwanis organizational rate for home page and subpages
 1. 2 year agreement - \$1,250 per year
 2. 1 year agreement - \$1,500 per year
 3. 6 month agreement - \$850 for six months
 4. 3 month agreement - \$500 for three months
 5. 2 month agreement - \$400 for two months
 6. 1 month agreement - \$300 for one month
 - ii. Business and non-Kiwanis organizational rate for subpages only
 1. 2 year agreement - \$625 per year
 2. 1 year agreement - \$750 per year
 3. 6 month agreement - \$425 for six months
 4. 3 month agreement - \$250 for three months

5. 2 month agreement - \$200 for two months
6. 1 month agreement - \$150 for one month
- iii. Kiwanis Club and Kiwanis Related organizational rate for home page and subpages
 1. 2 year agreement - \$625 per year
 2. 1 year agreement - \$750 per year
 3. 6 month agreement - \$425 for six months
 4. 3 month agreement - \$250 for three months
 5. 2 month agreement - \$200 for two months
 6. 1 month agreement - \$150 for one month
- iv. Kiwanis Club and Kiwanis Related organizational rate for subpages only
 1. 2 year agreement - \$300 per year
 2. 1 year agreement - \$375 per year
 3. 6 month agreement - \$200 for six months
 4. 3 month agreement - \$125 for three months
 5. 2 month agreement - \$100 for two months
 6. 1 month agreement - \$75 for one month

XX. MEMBERSHIP INITIATIVES

- a. A Kiwanis SLP Community or District-based alumni chapter has been added to the current campaign for growth in accordance with the spirit of the 2007 flexibility amendment to the Kiwanis International Bylaws and in concert with the activities of the Bridge the Gap committee.
- b. District Network Kiwanis Clubs:
 - i. Each District Network Kiwanis Club shall be organized, affiliated, and monitored by their established Kiwanis International district. Membership will be open to all former Kiwanis members who, for whatever reason, are in between club memberships but left the club in good standing. District and Kiwanis International dues and fees will be the same as for other Kiwanis clubs in their respective Districts.
- c. District Social Media Accounts:
 - i. The administrators of the official Pennsylvania District Kiwanis Facebook page and Pennsylvania District Kiwanis Forum Facebook page shall be the current Governor, Governor-Elect, Executive Director, Public Relations Coordinator, and Webmaster.

XXI. POLICY ON UNCLAIMED PROPERTY

- a. The District shall monitor and claim any unclaimed property residing with the Office of the State Treasurer of the Commonwealth of Pennsylvania and shall also claim the property of any club no longer in existence and shall alert all current clubs of property to be claimed.
 - i. The District shall be authorized to retain a small percentage of the value of property successfully claimed on behalf of a current club for the service of pursuing said claim with the Commonwealth of Pennsylvania. This stipend shall not exceed 5% of the value of claims under \$1,000, or 10% of the value of claims for \$1,000 or more.
- b. The District Foundation shall pursue the property of any club Foundation no longer in existence.

XXII. POLICY ON PUBLIC ACTIVITIES

- a. The District may, from time to time, express by proper means its attitude on questions of public importance and any proposed legislation affecting communities within the territory of the district, provided that no Kiwanis clubs outside of the district are affected by the same.
- b. When Kiwanis clubs outside of the district are affected by any such public questions or such proposed legislation, the district shall refer the matter, with its recommendation to the International Board of Trustees. Upon approval of the recommendation by the International Board, the District may publicly express its opinion through legal and proper means.
- c. The District shall not be used in any way for political purposes, nor shall it as a District actively participate in the political candidacy of any person.
- d. Notwithstanding Sections 1, 2 and 3 above, no substantial part of the activities of the District shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the District shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

XXIII. COMMITTEES OF THE PENNSYLVANIA DISTRICT

- a. The standing committees of the Pennsylvania District of Kiwanis International shall be:
 - i. Circle K Clubs
 - ii. Key Clubs
 - iii. Kiwanis Kids programs
 - iv. Key Leader
 - v. Audit
 - vi. Laws, Regulations and Resolutions
 - vii. Builders Clubs
 - viii. Aktion Clubs
 - ix. Past District Governors
 - x. District Foundation Nominating
- b. The above listed standing committees shall have the following duties:
 - i. The Committee of Past District Governors shall be composed of Past District Governors of this district who are still members of clubs within the district. The chairman of the Committee of Past District Governors shall be the most recent Past District Governor preceding the Immediate Past District Governor.
 - ii. The District Audit Committee shall consist of Kiwanians who are not members of the Board of Trustees and do not occupy any position of authority over any of the funds of the District. They must also be qualified in accounting and willing to devote the time necessary to perform the duties of the committee.
 - iii. The District Foundation Nominating Committee shall consist of at least one member from the District Board of Trustees, one member of the Pennsylvania Kiwanis Foundation Board of Directors and at least three (3) additional members.

XXIV. CONTRACTS

- a. No person, except the District Governor or District Executive Director, after authorization by the District Board of Trustees, may enter into and sign a

- contract, pledge or commitment which contains a potential financial obligation to the District or any of its Administrative Divisions individually or collectively.
- b. No person, except an officer or member of a member club, after authorization by that member club's Board of Directors, may enter into and sign a contract, pledge or commitment which contains a potential financial obligation to that club.
 - c. Any person who enters into and signs a contract, pledge or commitment which contains a potential financial obligation to the District, any of its Administrative Divisions or any of its member clubs contrary to the provisions of Sections 1 and 2 of this Article shall be held personally responsible and liable for such contract, pledge or commitment.
 - d. Only by formal written motion may the District Board of Trustees authorize a contract, pledge or commitment to be entered into and signed on behalf of the District or any of its Administrative Divisions by other than the District Governor or District Secretary/Treasurer.
 - e. Contracts executed for services such as meals, entertainment and so forth provided in direct connection with official visits of the District Governor involving one or more Divisions maybe executed without prior approval of the District Board of Trustees.

XXV. PERSONAL CONFIDENTIAL INFORMATION

- a. This district shall adhere to the following policy on personal confidential information (PCI) of members and non-members.
- b. All documents bearing personal information including but not limited to registration forms, medical information forms, background check authorization forms and reports, will be treated as confidential. To protect PCI, the district will: (1) minimize the number of people who have access to any PCI documents; (2) store the documents in a secure location for a finite period of time; and (3) destroy the documents in a way that maintains confidentiality, such as shredding. Specifically:
 - i. If there are paper documents with PCI, they will be kept in a locked fireproof cabinet in a secure location (i.e. a location with electronic access, video security, commercial entry, etc.).
 - ii. If an all-electronic process is used (i.e. no hard copy records, no hard copy faxing, etc.) or if PCI is stored on user workstations or mobile devices, including by not limited to notebooks, computers, USB drives, smartphones, etc., PCI should be encrypted.
 - iii. An employee or contractor will not physically take PCI from the office or storage location (i.e. file, laptop, etc.).
 - iv. If PCI needs to be sent by fax, PCI documents will not sit on a printer where unauthorized persons or contractors may have access to the information. When faxing information, a secure fax line will be used.
 - v. For each access or usage, access to PCI will be limited to only those individuals authorized to handle it. A paper or electronic trail will be created, including verification that the information reached its intended destination.
 - vi. The number of persons that see PCI will be limited to one if possible or else as few as possible.
 - vii. The disposal and destruction of all PCI will conform to applicable laws and regulations.

- viii. Unless otherwise required by law: (1) PCI records will be maintained for at least seven years; and (2) youth medical records will be kept until the youth reaches the age of majority plus three years.

XXVI. DISTRICT FINANCE COMMITTEE

a. Purpose

- i. The District Finance Committee (hereinafter referred to as the “Committee”) of the District Board of Pennsylvania Kiwanis District (hereinafter referred to as the “District”) shall: (i) maintain oversight responsibility of the District’s Finances, (ii) review the financial objectives, financial policies, financial structure and financing requirements of the District and its service leadership programs and make such reports and recommendations to the District Board for approval or advisement, and (iii) to the extent delegated to it by the District Board pursuant to this Policy or exercise the powers and authority as approved only by the District Board with respect to such matters.

b. Committee Structure

- i. The Committee is a permanent standing committee of the District Board.
- ii. The members shall include the Governor-elect, at least one (1) Trustee, at least one (1) District member in active standing who is neither an officer nor Trustee, and the District Treasurer. The Governor shall be a member ex officio. The members and Chair of the Committee shall be selected by the Governor, subject to approval by the District Board. The members of the Committee shall serve until their successors are appointed and qualified to serve on the Committee.
- iii. The Chair shall be responsible for leadership of the Committee, including overseeing the agenda, presiding over the meetings and reporting to the District Board. If the Chair is unable to attend a Committee meeting, prior to such meeting the Chair shall designate an acting chair for such meeting. If the Chair is not present at a meeting, and if an acting chair has not been designated pursuant to the foregoing sentence, the members of the Committee in attendance may designate an acting chair for such meeting.
- iv. The Chair of the committee must have a solid business background, especially in accounting and in financial matters. He or she must be able to correctly produce financial reports independent of the District Treasurer, should the need or request arise. They must be able to look critically at the reports and financial condition of the District. This does not preclude the chair to be a member of the District Board.

c. Committee Meetings

- i. The Committee shall meet at a minimum four (4) times each fiscal year and can hold additional meetings from time to time as may be called by its Chair or requested by the District Governor or District Board.
- ii. The Committee shall report to the District Board at every scheduled quarterly meeting, and at other such times as either the District Board requests or the Committee determines is necessary for the District Board to receive information that is material to the District’s finances. The committee report will always be part of the Quarterly District Board packet.

- iii. The Committee may invite to its meetings any member of District Board and such other persons as it deems appropriate to carry out its responsibilities.
- d. Duties and Responsibilities
 - i. In addition to any other responsibilities which may be assigned from time to time by the District Board, the Committee is responsible for the following matters:
 - 1. The District will control its finances through an established budget system, and financial matters will be conducted on sound, conservative principles. The annual goal is a balanced budget with ample cash reserves. The Committee shall develop an operating budget for each fiscal year and submit the budget to the District Board for approval, at least three months before the beginning of the upcoming fiscal year.
 - 2. The Committee shall oversee the District's overall financial policies and objectives and shall recommend an annual operating budget to the District Board for approval.
 - a. The Committee shall also offer guidance and review of budgets developed by the District's Service Leadership Programs ("Circle K", "Key Club", "Builders Club", "K Kids" and "Aktion Club") prior to their submission to the District Board for approval.
 - 3. Oversight Authorizations:
 - a. Bank and Credit Card Accounts - The Chair of the Committee, District Governor and District Treasurer, shall have signature authority on all District bank and credit card accounts. The District Board may authorize others as requested by the Committee.
 - b. On-line Access to Bank and Credit Card Accounts - The Committee shall ensure that the District Governor and Committee Chair have the necessary authorizations to view all bank and credit card accounts on-line, using adequate secured computer-based application approved by the District Board for this purpose.
 - c. Investment Accounts – The committee should obtain written monthly reports from our Investment Advisor.
 - 4. Reporting:
 - a. At each District Board meeting the Committee, shall provide a quarterly report of the District's finances, including, but not limited to:
 - i. Current year operating budget versus actual numbers;
 - ii. Most recent balance sheet;
 - iii. Past's month's detailed cash flow including entry of checks written with date, payee, amount and reason; and
 - iv. An explanation of spending, per major line item, when a greater than a 5% or a \$500 variance (whichever is greater), occurs in the current year operating budget versus actual. The financial reports shall be provided to the District Board

members at least ten (10) days prior to the Quarterly District Board meeting.

- b. The Committee in conjunction with the Audit Committee shall ensure that the annual IRS Form 990 is prepared and recommended to the District Board for execution and filing as required by law.
5. The Committee with approval from the District Board, will seek advice and guidance from a District Board approved investment professional when recommending changes to our investment portfolio.
6. The Committee shall work with the Audit Committee, as requested, to ensure that any audit, either internal or external, is performed as required by the District bylaws.
7. The Committee shall annually review and assess the adequacy of this Policy and recommend any proposed changes to the District Board for approval.

XXVII. USE OF DISTRICT CREDIT CARD BY SERVICE LEADERSHIP PROGRAM ADMINISTRATORS

From time to time, a District Service Leadership Program Administrator or a member of their committee may use the District Credit Card for significant program expenditures and events. The use of credit card is authorized on the following conditions.

1. The credit card may not be used without advance approval of the District Executive Director/Secretary/Treasurer.
2. Proper receipts or proof of payment must be remitted immediately to the District Executive Director/Secretary/Treasurer.
3. Expenditures must be budgeted in a budget approved by the Kiwanis District Board and cannot exceed 125% of any budgeted amount. Should the expenditure not be budgeted or exceed 125% of the budgeted amount, the expenditure cannot occur without advance approval of Kiwanis District Board or in lieu of board approval, the advance approval of the Governor, Governor-elect, Finance Committee Chair and Executive Director/Secretary/Treasurer.
4. A Service Leadership Administrator may use a personal credit card for any and all program related expenditures and may seek reimbursement for such expenditures but all conditions outlined above apply.

XXVIII. APPROVAL OF INVOICES

The following process will be used for invoices received.

1. At the start of every administrative year and as part of the adoption of an annual budget, the Executive Director shall provide the District Board and Finance Committee a list a expenses/invoices expected every month with the amount of that expense. Any invoice outside that list of expenses requires the approval of the District Finance chair before it is paid. If one of

the invoices on the expected monthly list of expenses/invoices varies by more than 10%, the District executive director will provide the Finance Chair an explanation.

2. Any invoices/bills rising from District events will be handled on a case by case basis by the Executive Director and Finance Chair.
3. The District Credit card will be handled on a monthly basis by the Executive Director and Finance Chair.
4. Any disputes or concerns about any invoice will be reported immediately to the Governor and/or District Board for the board's information and resolution, if necessary.
5. Any unbudgeted invoices or potential liabilities received that are over \$500.00 shall be immediately reported to the board with an explanation.

XXXIX. PAYROLL REVIEW AND APPROVAL

1. All District employees shall be paid twice per month, on the 1st and 15th of the month or the next business day thereafter should those dates fall on a weekend or holiday.
2. The Executive Director shall provide the Finance Chair or designated Board member the payroll report forms for each pay period, in advance of the payroll being processed.
3. The Finance Chair or designated Board Member shall review and approve in writing and in a timely manner, in advance of the payroll being processed.
4. Any concern or problem will be reported immediately to the District Governor and Board including the Executive Director.
5. The approval process shall not delay the processing and distribution of payroll checks.

XXX. BANK RECONCILIATION REVIEW

1. On a monthly basis and after receipt of the bank statement, the Executive Director will reconcile the bank account as soon as possible but in no more than 10 business days.
2. After completing the reconciliation, the Executive Director shall provide the Finance Chair or designated Board member the bank reconciliation report and a copy of the bank statement used to prepare the report.
3. As soon as possible but in not more than 10 business days, the Finance Chair or designated Board Member shall review and approve the reconciliation in writing or provide the Executive Director a written list of questions or concerns.
4. Any concern or problem will be reported immediately to the District Governor and Board including the Executive Director.

5. The approval process shall not delay the processing and distribution of monthly financial reports to the District Board.

XXXI. ANTI-BULLYING POLICY

a. Policy:

i. The Pennsylvania District of Kiwanis International is committed to supporting an environment of respect for others where initiatives and projects to help improve children's lives can be created and implemented. In accordance with that commitment:

1. We do not tolerate bullying at any district sanctioned event, board meetings or club event. We will promote an atmosphere that exemplifies behavior that is becoming of a Kiwanian.
2. Members involved with Sponsored Leadership Programs are expected to treat youth in the same manner the adult members are expected to treat one another.
3. Any member who feels they are a target of bullying behavior or any member witnessing bullying should report the concerns to the Governor or designated person or committee.

ii. Definitions of Bullying

1. A person is being bullied when they are exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Negative action occurs when a person intentionally inflicts injury or discomfort upon another person, through physical contact, through words or in other ways. (Dan Olweus, Researcher, University of Bergen, Norway)
2. According to the Center for Disease Control (2018), bullying is defined as "any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm."
3. Examples of bullying (adult-to-adult, adult-to-youth, youth-to-adult and youth-to-youth) include but are not limited to:
 - a. Cyberbullying: Posting unkind words or pictures via the Internet including social media, email, text messaging or any other form of electronic communication.
 - b. Humiliating a person publicly by pointing out mistakes, characteristics, etc.
 - c. Intimidating a person by using their position of power or knowledge.
 - d. Purposely excluding a member from a meeting or event without their knowledge.
 - e. Spreading rumors or gossiping about a member.

iii. Procedures

1. A written report of the incident or incidents shall be submitted to the Governor or designated person or a designated person, or committee for review. The Governor, designated person, or committee should meet with the alleged perpetrator to understand

their position on the report and willingness/interest in rectifying the situation.

- a. It is very important to note that mediation or other restorative practice approaches should only be utilized if the target of the bullying behavior would like to utilize such method.
 2. The alleged perpetrator has the right to submit a written rebuttal to the original report. The Governor, designated person, or committee is not in a position to decide upon guilt or innocence. Their goal is to move the members to an agreed solution.
- iv. Consequences
1. If the behavior does not cease after the intervention, the District will proceed under the defined processes for “Conduct unbecoming of a member of the Kiwanis family” for next steps.
 2. If behavior is believed to be criminal in nature, the appropriate authorities will be notified.

XXXII. BOARD MEETING PROCEDURES

- I. District Board meetings will follow a consent agenda and action agenda in order to allow more time for strategic discussions.
- II. An Action Follow-Up report will be issued within 10 business days following board meetings, by the Executive Director, in conjunction with all items requiring action as discussed during said meeting.
- III. The following are the standing rules for District Board Meetings. These rules should only be enforced when necessary:
 1. Only official members of the Board of Trustees of this District may make motions and vote on motions.
 2. At each meeting of the Board of Trustees, prior to official action by the Board, an opportunity shall be provided for non-board member comment, prior to the items being voted on. At the conclusion of an official voting meeting, an opportunity for non-board member comments will be provided for any item that did not appear on the agenda.
 3. No person may speak more than three minutes at a time unless allowed to do so by the orders of the day or by a majority vote of the board.
 4. No person may speak more than twice on the same question unless allowed to do so by a majority vote of the Board.
 5. The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another board member.
 6. A board member shall not speak either for or against a motion and – on the same recognition – move to close debate.
 7. A motion which terminates debate on any main motion pending before the Board will not be in order until 10 minutes of debate has taken place or until no Board member seeks the floor. This minimum time requirement does not include time spent on amendments to the main motion or any other subsidiary motions.
 8. At the discretion of the District Executive Director, certain routine items of business may be placed on a consent agenda, which shall be approved by a single motion and majority vote without debate. Any board member who wishes to remove an item from the Consent Agenda must make a written request to the District Executive Director prior to the commencement of the meeting.
 9. Any of the above rules may be suspended by a majority vote.

10. Virtual and/or Hybrid meetings are permissible. When possible, Zoom should be used in a Webinar format with only the Board of Trustees visible and able to speak. All other attendees must be recognized by the Chair in order to speak, this will ensure meetings are kept on schedule and on topic as dictated by approved agenda
11. No report, or item, received less than 48 hours prior to the commencement of the board meeting will be considered. The report, or item, will be deferred to the next scheduled meeting.
12. The Governor and District Board may grant exceptions to these rules as should circumstances warrant such consideration,
13. Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the District bylaws or these standing rules.

XXXIII. DISTRICT LEADERSHIP POSITIONS

- I. Any Kiwanian that holds a District Service Leadership Program Administrator or Chair position that has fiduciary responsibility and is a member of more than one club, must have a club within the Pennsylvania District as his/her primary club. Service Leadership Positions with fiduciary responsibilities are Key Club Administrator, Circle K Administrator, Aktion Club Administrator and Key Leader Chair. The primary club is determined by the member in accordance with Article VIII, Section 4 of the Kiwanis International Bylaws.
- II. Any member seeking any District leadership position and not physically residing in the Pennsylvania District shall provide the District Board a detailed written plan on how they will fulfill the responsibilities and expectations of the position and which shall be approved by the District Board of Trustees

XXXIV. COMMUNICATION POLICY

I. Administrators

A communication director / chair shall be assigned from both PA District office and Pennsylvania Kiwanis Foundation (PKF). The administrators will have access to the Communication Relationship Management (CRM) tool – SendInBlue.

The Pennsylvania District will maintain the member list in SendInBlue. The Pennsylvania Kiwanis Foundation will maintain the license for CRM tool.

II. Types of Communications

There are several defined types of District communication that are sent by both PKF and PA District.

To all members

- District Events including conventions
- District Training Opportunities (e.g. Monthly Virtual training)

- PKF Grants and Fundraising Opportunities (e.g. Rose Sale, Tip fundraising and Campaigns)
- Foundation Director Search Outreach (annual communication)

To District Leaders (Board, Lt. Governor, Club Officers, Past Governors)

- Communications on Board or Lt. Governor meetings / minutes
- District Announcements (e.g. Annual administrative reminders)
- Leadership Training Opportunities (e.g. Lt. Governor Training)

To Club Officers

- District Club Events that are sent to District Office (e.g. Club anniversary, fundraiser, or event)
- Leadership Training Opportunities (e.g. Club Leadership Education (CLE))

III. Communication Frequency

- Twice a month 1st and 3rd Mondays for ALL MEMBERS
 - Deadline: Thursday prior to the 1st and 3rd Mondays.
 - This will include Club events (will have to be submitted by deadlines)
- District Leaders communication can be sent via regular email or SendInBlue (e.g. Board meetings) depending on the nature of the content.

IV. Data in SendInBlue

- Active Member information to be imported into SendInBlue:
 - First and Last Name, City, State, Email, Club Name, Division, Region, Position (District/Club)
- Data to exclude: Phone number, Mailing Street Address and Date of Birth
- Sender should come from PA District Kiwanis emails.
PennsylvaniaKiwanis@gmail.com or approved pakiwanis.org email.

V. Communication Review Process

As SendInBlue will be utilize for only District communication, not to be used by Trustee, Lt. Governors or Club officers, the review process will be contained within the District Office. The review team will be provide a test email with upcoming District communication. The review team will be:

- Executive Director or District Secretary
- District Administrative Assistant
- Governor, Governor Elect and/or Immediate Past Governor as assigned
- Pennsylvania Kiwanis Foundation representative