

**KANSAS DISTRICT OF KIWANIS INTERNATIONAL  
POLICIES AND PROCEDURES**

Adopted by the Board of Trustees March 13, 2015  
Amended 7-31-2015, 3-4-2016, 8-5-16, 8-6-16

**TABLE OF CONTENTS**

**100.0 INTRODUCTION – Page 2**

- 101. Preface
- 102. Amendments
- 103. District Structure

**200.0 OFFICERS RESPONSIBILITIES AND QUALIFICATIONS – Page 2-5**

- 201 - 207 Board of Trustees Responsibilities
- 208. Non-board members -Lieutenant Governor-Elect and Select
- 209. Qualifications for Board candidates
- 210. Nomination and Election of Officers
- 211. Installation Ceremony

**300.0 DISTRICT COMMITTEES – Page 5-6**

- 301. Committee Appointment and Responsibilities
- 302. Past Governors Committee
- 303. Political Action Committee (PAC) Committee
- 304. Lieutenant Governor Committee

**400.0 DISTRICT SERVICE LEADERSHIP PROGRAM – Page 7**

**500.0 DISTRICT FINANCIAL ADMINISTRATION – Page 7-9**

- 501. District Funds
- 502. Board of Trustees and other reimbursements

**600.0 DISTRICT MEETINGS –Page 9-11**

- 601. Board of Trustees
- 602. Convention, Mid-Year Conference and Special Meetings
- 603. Site Selection
- 604. International President’s Official Visit
- 605. Kansas Kiwanis Foundation, Inc.

**700.0 DIVISION ACTIVITIES – Page 11**

- 701. Election of Lieutenant Governor, Lieutenant Governor-Elect and Select
- 702 Projects

**800.0 MISCELANOUS POLICIES – Page 11-25**

- 801. Newsletter
- 802. District Awards
- 803. District Project
- 804. Records Retention
- 805. History
- 806. Member Conduct, Background Check, and Conflict of Interest
- 807. Interclubs
- 808. Kiwanis International Convention delegates and delegates at large
- 809. Clubs
- 810. P&P Appendix – pages 13-26

## **100.0 INTRODUCTION**

### **101.0 Preface**

- 101.1 The Policies and Procedures serve as an administrative guide and supplement to the Kiwanis International Bylaws, Policies and Procedures and the Kansas District Bylaws. Should there be any conflict with either Bylaw, the Bylaws shall supersede any District policy and procedure statement. Reference will be made to Kiwanis International Bylaws and Policies and District Bylaws for additional information, when appropriate.
- 101.2 The **Appendixes** contains reference materials for selected Kiwanis International Policies and Procedures that, because of importance and need for easy access, are made a part of the District Policy & Procedures. The District Secretary shall, upon receipt of KI changes, notify the District Board and others as appropriate. KI revisions shall be reviewed at the next Board regular meeting. Appendixes can not be changed by the District. The appendixes and revisions shall be available on the website as part of the Policies and Procedures and/or by other methods as determined by the District Secretary.
- 101.3 The District Policies and Procedures shall remain in effect until amended by the Board or negated by a District or Kiwanis International Bylaw or KI Policy and Procedures amendment or by other authority.
- 101.4 The Board may suspend a policy and/or procedure in individual situations.
- 101.5 Whenever the term District, Board and Board of Trustees is used, the terms mean only the Kansas District of Kiwanis International.
- 101.6 The use of “P&P” shall refer to the District Policies and Procedures.
- 101.7 The use of “KI” shall refer to Kiwanis International.

### **102.0 Amendments to District Policies and Procedures**

- 102.1 A Kiwanis Club in good standing or a member of the Board may request the District Board to consider an amendment to the P&P. The request shall be submitted to the District Secretary to allow thirty (30) days to review for content and any conflict with existing bylaws or policies and procedures before presentation to the Board.
- 102.2 P&P amendments and KI Appendix changes shall be provided on the District Web Site or other method as determined by the District Secretary.

### **103.0 District Structure**

- 103.1 The Kansas District division boundaries are outlined in a Kansas map.
- 103.2 The division boundaries and/or clubs in the divisions may be changed by the District Board.

## **200.0 OFFICERS RESPONSIBILITIES AND QUALIFICATIONS**

**200.0 Responsibilities:** The District Bylaws Article III, Sections 4 through 11 and Article IV specifies officer responsibilities. In addition, the following responsibilities are listed by office.

**201.0 Governor:** Attend division and club meetings and sponsored program conventions.

## **202.0 Immediate Past Governor**

- 202.1 Assists in developing the District budget and a source of help in fund raising.
- 202.2 Attends Board and other meetings.
- 202.3 Performs duties as assigned by the Governor or Board.
- 202.4 Serves as advisor to the Governor.

## **203.0 Governor-Elect**

- 203.1 Serves as an understudy to the Governor. The Governor-Elect is in training for the following year when he/she will normally succeed to the office of District Governor.
- 203.2 After election as Governor, and prior to taking office, the Governor-designate shall appoint committee chairs and members, sponsored program administrators, Kansas Kiwanian Editor, District Secretary, Key Club and Circle K administrators (See P&P 401.1 for administrator appointment information) subject to Board approval.
- 203.3 Attend District and International convention, conferences, Board meetings, sponsored program conventions, other district, division or club meetings as requested or required.

## **204.0 Vice-Governor**

- 204.1 Perform duties as assigned by the Governor.
- 204.2 Attend District convention, conferences, Board meetings, and other district, division or club meetings as requested or required.
- 204.3 Encouraged to attend Kiwanis International convention.

## **205.0 District Treasurer**

- 205.1 Authorized as a single signature on district checks.
- 205.2 In case the Treasurer is unable to perform the duties for a period of time, the Board shall appoint an officer to temporally fill the position.
- 205.3 Provide a financial report at the District Board meetings.
- 205.4 Oversees the budget and reports any unusual conditions to the Governor and Board.
- 205.5 Recommends to the Board a firm or qualified individual to conduct an annual review of the year's financial operation.

## **206.0 District Secretary**

- 206.1 Responsible for the planning and general management of official district functions in cooperation with the Board and has authority to request assistance from club members.
- 206.2 Consults with and assists the Governor and others on meeting planning procedures, programs, finances, and other arrangements.
- 207.3 Attend Kiwanis International convention and secretary conference, district meetings, and other functions requested by the Governor.
- 207.4 Provides articles and assistance to the Kansas Kiwanian Editor.
- 207.5 Assist in preparing an annual district directory in cooperation with the district webmaster. The directory will be available on the district website.

## **207.0 Lieutenant Governors**

- 207.1 Attend regular and special Board meetings, district convention, and other district and division meetings.
- 207.2 Conducts a meeting of all clubs in division a minimum of two times during the year.
- 207.3 Visit each division club to get acquainted and schedule club officer induction date before October 1 if possible, performs official visit and may provide the program, and attend the club's Board of Directors meeting.
- 207.4 Install club officers and/or induct new members when asked.

- 207.5 Promotes good working relationships in the division and district.
- 207.6 Assists clubs in solving problems through personal knowledge and resources available.
- 207.7 Promotes the building of new Kiwanis clubs and sponsored programs.
- 207.8 Plans the Governor's official visit to the division.
- 207.9 Vacancies shall be filled according to the district bylaws.
- 207.10 Removal from office shall be according to district bylaws.

**208.0 Non-board members: Lieutenant Governor-elect and Lieutenant Governor-select**

- 208.1 Encouraged to attend regular meetings of the district board meetings, district convention and midyear conference, division meetings, and the KI convention.
- 208.2 Work closely with the current Lieutenant Governor.
- 208.3 Attend Lieutenant Governor education and participates in the club officer education program.
- 208.4 Vacancies shall be filled accordance to district bylaws.
- 208.5 Removal from office shall be according to district bylaws.

**209.0 Qualifications for Board candidates** - The following qualifications are in addition to the qualifications in Kansas District Bylaws Article VII, Section 1 and 2 and Article VII, Section 1, 2 and 4.

- 209.1 All candidates shall be a member in good standing of a club in good standing in their respective division.
- 209.2 Governor, Governor-Elect, Vice-Governor and Treasurer – Endorsed by home division and club and meets the time line for submission of candidacy information.
- 209.3 Vice-Governor – In addition to the qualifications stated in 209.2 the candidate shall have served a full term as club president or secretary, served or is serving a full term as a Kansas District Lieutenant Governor and desirable to have district committee chair experience.
- 209.4 Treasurer - Served a full term as a club president, secretary, or treasurer, has financial experience, ability in bookkeeping and financial management and proficient in computer operations, including spread sheets and financial packages
- 209.5 Lieutenant Governor - Normally served as Lieutenant Governor-Elect and served a full term as club president or secretary.
- 209.6 Lieutenant Governor-Elect and Select – Served a full term as club president or secretary and experience on a club or district committee is desirable.
- 209.7 Secretary – The secretary is appointed by the Governor-designate after considering the following qualifications: Served as a Lieutenant Governor or other district office, proficient in computer operation, good planning skills and ability to work with people.

**210.0 Nomination and Election of Officers**

- 210.1 Nomination and election of Governor, Governor-Elect, Vice-Governor and Treasurer shall be at the district convention in accordance with KI Bylaws Article IX and District Bylaws Article VII Section 1 through 3.
- 210.2 Candidates must have the endorsement of the home division submitted to the District Secretary at least thirty (30) days before the District Convention.
- 210.3 Announced candidates may submit for publication in the Kansas Kiwanian a picture and position or platform paper not to exceed 200 words.
- 210.4 The Kiwanis International Bylaws are available on the KI web-page, and District Bylaws and Policy and Procedures are available on the district web page.
- 210.5 Candidates for Governor-Elect, Vice-Governor and Treasurer are encouraged to attend Board meetings.

- 210.6 Campaign material for officer candidates shall be limited to brochures, badges, buttons, and other inexpensive items.
- 210.7 Officer candidates shall be provided the opportunity to address the convention first general session. Time limits shall be set by the presiding officer.
- 210.8 Before the first general session, the District Secretary shall be provided the name of the persons nominating and seconding the officer candidates at the House of Delegates. A nominating speech shall not exceed three minutes and the seconding speech not exceeding one minute.
- 210.9 When there is more than one candidate the nominations shall be by division numerical order.
- 210.10 Nomination of qualified officer candidate from the floor of the House of Delegates may be made, provided a Statement of Intent, signed by the nominee, proof of clear criminal background check, a resume with biographical data, meets the requirements for a qualified candidate and the name of the delegates nominating and seconding the nomination has been presented to the District Secretary no later than the opening of the convention first general session.
- 210.11 The winning candidates will be invited to make an acceptance speech.
- 210.12 Lieutenant Governor, Lieutenant Governor-Elect and Lieutenant Governor-Select are elected according to District Bylaws Article III, Section 3 and Article VII, Section 5.
- 210.13 Vacancies in an office shall be filled in accordance with District Bylaws, Article VIII.
- 210.14 Removal of an officer shall be in accordance with District Bylaws, Article IX.

**211.0 Installation Ceremony**

---

- 211.1 The District Board of Trustees, District Committee chairs and Kansas Kiwanis Foundation Board of Directors shall be installed at a time determined by the Governor-Designate and incoming Foundation President and coordinated with the District Secretary.
- 211.2 Hosts for the installation ceremony shall be the Governor-designates club.
- 211.3 Installation officials:
  - a. The Governor-Designate shall select the individual to install the Board of Trustees, and the District Committee chairs.
  - b. The incoming Kansas Kiwanis Foundation President is responsible for the Board of Directors installation.
- 211.4 Appropriate certificates and/or pins shall be presented to the installed Kiwanians.
- 211.5 The District Secretary shall coordinate the passing of the Governor's banner to the new Governor's club.
- 211.6 The Governor-Designate and new Foundation Presidents guests attending **only** the installation ceremony are exempt from the registration fee but pay for the installation meal when then plan to eat.

<b>300.0 DISTRICT COMMITTEES</b>
----------------------------------

**301.0 Committee Appointment and Responsibilities**

- 301.1 The Governor-designate shall appoint committee chairs and members deemed necessary for the administration of the district according to KI Bylaws and Policy and Procedures and District Bylaws Article V. The P&P **Appendix A** lists the KI required committees, responsibilities and other reference material.
- 301.2 The Governor-Designate shall determine any committee responsibilities in addition to those in Appendix A.

- 301.3 Appointments shall be to serve during the Governor-Designate administrative year.
- 301.4 The committee chair shall:
- a. Promote the committee action programs as defined by Kiwanis International and the District programs and special activities as requested by the Governor.
  - b. The committee chair may recommend to the Governor-designate\_committee members for appointment to assist in fulfilling the duties.
  - c. The committee chair shall work closely with the Governor in developing the committee program for the year.
  - d. The committee chair shall present plans, methods of operation, and goals at appropriate division and district meetings.
  - e. The committee chair shall submit articles to the Kansas Kiwanian concerning the committee program when appropriate.
  - f. The committee chair shall make reports to the Board of Trustees and to Division and District meetings as appropriate and/or requested by the Governor.

### **302.0 Past Governors Committee**

- 302.1 Past Governors are encouraged to continue to be active in the district and serve as a resource to the Kansas District by providing advice, promoting quality leadership, researching problems and recommending solutions.
- 302.2 The committee shall select a chairman annually from among its members.
- 302.3 To aid in keeping abreast of current district progress, each Past Governor shall receive information presented to the Board of Trustees as determined by the Governor or Secretary, unless requested not to receive.

### **303.0 Political Action Committee (PAC)**

- 303.1 The Political Action Committee shall study and advise on the qualifications of potential candidates for International office and make recommendation to the Board of Trustees. All proceedings shall be conducted in open meetings.
- 303.2 The eight committee members shall be the PAC chair, Governor, Immediate Past Governor, Governor-elect, Vice-Governor, District Secretary, and two Past Governors.
- 303.3 The Governor-Designate shall appoint a past governor as the\_PAC chair and two other past governors. The PAC chair and the other two past governors shall be appointed for a one (1) year term and may be reappointed by the next Governor-designate.
- 303.4 The PAC committee shall also study the feasibility of submitting a candidate for Kiwanis International Trustee.
- 303.5 If a KI Trustee candidate is feasible, the person is recommended to the District Board of Trustees for consideration.
- 303.6 The Board of Trustees recommendation to the House of Delegates shall be made no later than the District Convention preceding the International Convention at which the candidate will run for office. The House of Delegates approval is required.

- 304.0 Lieutenant Governor Committee** The Lieutenant Governor Committee shall consist of current and Past Lieutenant Governors, The committee shall select a chairman annually from among its members. The duties of the committee shall serve as a medium for exchange of ideas and as a resource for incoming and potential Lieutenant Governors.

## **400.0 DISTRICT SERVICE LEADERSHIP PROGRAM**

- 401.1 The Governor-designate shall appoint an administrator for each of the Service Leadership Programs. The administrative year for Circle K and Key Club starts immediately after their second semester District Convention and therefore the Governor-elect should confer with the sitting Governor before making the two administrator appointments.
- 401.2 The appointed Administrators are directly responsible to the District Board of Trustees.
- 401.3 The appointed Administrators shall follow the Kiwanis International guidelines for Service Leadership Programs organization, election of officers, committees, revenue, meetings, projects, supervision, and other elements of each program's administration.
- 401.4 The District Board shall provide counseling and administrative oversight of the Service Leadership Programs.
- 401.5 The Key Club and Circle K Administrators shall provide the Board a proposed annual and convention budget for review and approval, an annual financial report, proposed club bylaw changes, and other reports requested by the District Governor. The other program Administrators shall provide reports as requested by the Governor.
- 401.6 The Kiwanis International Minimum Standards for Financial Operations for the Service Leadership Programs, as defined in the Administrative Manual for Kiwanis Leaders, shall serve as policy for their financial operation.
- 401.7 Financial administration:
- a. District financial support is provided by a membership fee, Club Outreach Donation Program, Kansas Kiwanis Foundation, district budgeted funds, and individual donations and distributed according to the district budget.
  - b. District funds budgeted for the Key Club and Circle K Administrators to attend their respective district convention shall be used for authorized expenses incurred. Authorized expenses are: Registration, lodging, meals, and transportation. Request for reimbursement of expenses shall be reported on the proper document and with supporting documentation.
  - c. SLP finances are reviewed as part of the Kiwanis financial review.
- 401.8 All Circle K and Key Club district level funds, now held and hereafter received by such clubs, including specifically dues, but not including fund received from local Club fundraising efforts, shall be immediately remitted to the District Secretary, deposited, reported to District Treasurer and held, managed, distributed and subject to review according to the District Policies and Procedures.
- 401.9 **See Appendix B** guideline details for Youth Protection Program.

## **500.0 DISTRICT FINANCIAL ADMINISTRATION**

### **501.0 District Funds**

- 501.1 Procedures defined by District Bylaws Article X and XI and the following District Policies and Procedures shall be followed.
- 501.2 The proposed annual budget shall be prepared by the Immediate Past Governor-Chair, Governor, Governor-Elect, Vice Governor, Treasurer, and Secretary.
- 501.3 The proposed budget shall be provided to the new Board for review and approval.
- 501.4 Upon request, a copy of the approved budget shall be made available to clubs and Kiwanians.
- 501.5 Member expense reimbursements and other district expenses shall be submitted on the proper document with supporting documentation.

- 501.6 All expense items shall be reviewed by the Governor or designated representative and if approved payment shall be made.
- 501.7 Expenditures shall not exceed the budgeted line item without approval of the Board.
- 501.8 The Board may establish Designated Funds for a specific use.
- a. All funds will be invested in FDIC insured financial institutions certificate of deposits or like deposits.
  - b. The investments will be reported as separate line items.
- 501.9 Contingency Reserve Fund.
- a. The Board shall establish a contingency reserve fund.
  - b. The amount of the contingency reserve fund each year shall be in the proposed budget for for Board of Trustees approval.
  - c. Funds in the contingency reserve fund shall not be utilized for operational expenses without the Board approval.
- 501.10 Candidate for International Trustee:
- a. A campaign expense fund shall be established.
  - b. The candidate must have the House of Delegates endorsement before any funds are authorized for use.
  - c. The Board shall periodically review the amount of funds required and make necessary adjustments to the fund.
- 501.11 Revenue:
- a. Each club shall submit payment to Kiwanis International with their KI annual dues the following for each member effective October 1, 2017: \$23.00 for district dues, \$1.00 for media expenses and \$4.00 for sponsored programs support. District funds submitted to KI are returned.
  - b. The District new member add fee of \$17.00 shall be payable to Kiwanis International upon joining Kiwanis. District funds submitted to KI are returned to the district.
  - c. District fund-raising projects and pricing require the approval of the Board.
  - d. Sunflowers, district pins, and other approved items may be sold at district, division, and special functions and funds sent to the District Secretary.
  - e. A new district pin design shall be approved by the Board of Trustees before district funds are authorized for purchasing.
- 501.12 The District Governor shall perform monthly verification of bank accounts.

## **502.0 Board of Trustee and other reimbursements**

- 502.1 Board of Trustees expense reimbursement:
- a. Each board member shall have a budget which shall not be exceeded unless approved by the Governor or the Board.
  - b. Automobile mileage shall be computed at the rate established by the Board.
  - c. Lodging reimbursement shall be at the single rate clearly indicated on the paid lodging receipt.
  - d. Meal reimbursement shall be reasonable and a receipt required when over \$10.00.
  - e. In the event a Board of Truseees member finds it more convenient to commute from home when attending a meeting of more than one day, the mileage allowance shall not exceed the cost of lodging for the meeting plus one round trip from home.
  - f. Reimbursement for travel out of state by private vehicle instead of commercial transportation shall not exceed the lowest commercial fare plus related expenses.
  - g. Reimbursement of expenses for transportation, lodging, and meals of the spouse of the Governor, Past Governor, Governor-Elect, Vice Governor, District Secretary, and District Treasurer may be made, if funds available, when they are expected to attend official District or International functions.

- h. The foregoing allocation of budget funds is based on such being available. If full funding is not available, the funds shall be prorated.
- i. Funds are budgeted to reimburse the Board of Trustees-designates for attendance at the District Convention and new Board of Trustees meeting. Documentation with reimbursement form is required for approval.
- j. Expense reports submitted by e-mail may have a typed signature and approval with a typed signature.
- k. Expense reimbursement for attending the district mid-year conference, district convention or other meeting when a Board of Trustees meeting is held requires the Board member's attendance at the Board meeting, effective immediately. (7/31/15)

502.2 Committee Chair reimbursement:

- a. District Chairs with a budget amount who submit a reimbursement request shall provide necessary documentation with the request.
- b. Reimbursement shall not exceed the budget amount unless approved by the Board
- c. A District Chair who does not have an approved budget may be reimbursed with Board approval provided proper documentation is provided with the request.
- d. A District Chair shall not be reimbursed for an appearance outside the district unless such reimbursement is requested in advance and approved by the Governor or Board.

502.3 International conventions and special meetings reimbursement:

- a. Funds may be budgeted for the Governor, Governor-Elect, Vice Governor, Immediate Past Governor, Treasurer, Secretary and Lt. Governors -Designates to attend the Kiwanis International convention and special meetings.
- b. Funds budgeted for these functions shall be used for registration, lodging, meals and transportation.
- c. The Governor may authorize advance payment of budgeted expenses when the Kiwanis International convention is held outside the 48 states. Expenses shall be reported on approved forms with documentation after the convention. Advanced funds not used shall be returned to the District.

502.4 Past Governor Reimbursement: A Past Governor requested to appear on the program of the Mid-Year Conference, District Convention, Training Conference or other District function, may be allowed reimbursement as determined by the Board. Documentation with request for reimbursement is required.

<b>600. 0 DISTRICT MEETINGS</b>
---------------------------------

**601.0 Board of Trustees**

601.1 Procedures as defined by KI Bylaws Article IX and District Bylaws Article IV shall be followed for Board meetings.

**602. Convention, Mid-Year Conference and Special Meetings**

602.1 Procedures as defined by District Bylaws Article VI and VII shall be followed for the district convention.

602.2 Planning for the district convention, midyear conference, and any special meeting shall be done by a committee of the Governor, Governor-Elect, Vice Governor, chaired by the District Secretary, and with host club(s) representatives in attendance.

602.3 The convention, conference, or special meeting manager shall be the District Secretary. Duties include coordination, official program preparation and with the local host chair

shall be responsible for all management arrangements, including entertainment, if any. The District Secretary shall be the only one authorized to negotiate and enter into service contracts.

- 602.4 The Board shall set the registration fee for the district meetings.
- 602.5 The registration fee for host members helping with the convention shall be one-half (1/2) of the registration fee.
- 602.6 Within 30 days (30) days after the district convention, the Treasurer shall file a complete financial report with the Secretary.
- 602.7 The convention registration fee shall be waived for:
  - a. Past Governors and spouse and Past Governors surviving spouse.
  - b. Each member of a newly organized Kiwanis Club attending the FIRST district convention following the club organization.
  - c. Sponsored program members.
  - d. Kiwanians attending **only** an awards function to receive an award shall complete the registration form and indicate only attending the award function and pay for any meal to be served.
- 602.8 The midyear conference registration fee shall be waived for:
  - a. Past Governors and spouse and Past Governors surviving spouse.
  - b. Sponsored program members.
- 602.9 The annual convention breakfast for Past Governors and spouse and Past Governors surviving spouse is complimentary.
- 602.10 There shall be an administrative service charge set by the Board for late registration.
- 602.11 Delegates at large to District House of Delegates shall be as authorized by KI Bylaws Article IX Section 13 and District Bylaws Article VI, Section 6 and 8 and past district officers and lieutenant governors.
- 602.12 Convention seating for meals and House of Delegates shall be determined by the Governor and Secretary with special attention given to proper Kiwanis protocol.
- 602.13 The United States flag shall be displayed at all district functions and other country flags may be displayed as determined by the Governor and Secretary.
- 602.14 The Kiwanis International Trustee/Counselor, when in attendance at a district function, is a guest of the district and presented a suitable gift.
- 602.15 Request for booth space shall be submitted to District Secretary at least one month before the convention or mid-year conference. The request shall include the number and size of tables, chairs, electrical outlets, and other requirements and conform to Kiwanis International guidelines.

### **603.0 Site Selection**

---

- 603.1 Clubs shall be notified and may submit to the district secretary an invitation to be a host for a convention or midyear conference.
- 603.2 The Site Selection Committee shall review and make recommendations to the Board of Trustees concerning the facilities available in the invitation submitted by clubs desiring to host an annual convention or midyear conference. The site selection committee shall be certain that the following minimum requirements are met:
  - a. Suitable convention hall or auditorium with adequate lighting, public address system, adequate air conditionings/heating, and the required number of separate meeting rooms or areas for forums, clinics, board meeting, etc.
  - b. Adequate facilities for banquet and other meal functions.
  - c. Adequate space for registration.
  - d. Display rooms or areas in the main traffic flow for project and committee displays.

- e. Adequate block of hotel/motel rooms available.
- f. Housing and meals rates negotiated.
- g. Hotels and motels provide complimentary rooms by the current ratio of occupancy.

**604.0 International President’s Official Visit**

- 604.1 The date and location of the President’s visit shall be announced in the Kansas Kiwanian and/or other methods in sufficient time for all clubs to make plans to send representatives.
- 604.2 A reception and/or dinner for the President’s visit will be held at a location determined by the Governor.
- 604.3 The Governor, assisted by a host Lieutenant Governor and others who may be appointed, shall be responsible for the hospitality for the International President’s official visit.
- 604.4 The Governor and Secretary shall make plans and arrangements for the official visit.
- 604.5 A special meeting of the Board may be called if a regular meeting is not scheduled.
- 604.6 As a guest of the district, the President’s local expenses are paid by the district.

**605.0 Kansas Kiwanis Foundation, Inc.**

- 605.1 The Foundation raises, manages and invest funds for the purposes permitted under Section 501(c)3 of the Internal Revenue Code of 1986 as amended.
  - a. The activities of the Foundation are philanthropic, charitable and educational in support of the District.
  - b. The Foundation has been approved for the solicitation of funds through direct contact with District clubs and members.
  - c. Ex-officio members of the Foundation are the Governor, Governor-elect, Vice Governor, and Immediate Past Governor.

**700.0 DIVISION ACTIVITIES**

**701.0 Election of Lieutenant Governor, Lieutenant Governor-Elect and Lieutenant Governor Select**

- 701.1 Procedures defined in District Bylaws VII Section 5 shall be followed.
- 701.2 The current Division Lieutenant Governor should be notified of a candidate for Lieutenant Governor-Elect and Select at least one month before the Division conference.
- 701.3 After election and before assumption of office, the individual elected to serve shall be titled Lieutenant Governor-Designate. The others Lieutenant Governors shall be titled Lieutenant Governor-Elect or Lieutenant Governor-Select.

**702.0 Projects** - Division projects require the approval of the District Board.

**800.0 MISCELANEOUS POLICIES**

**801.0 Newsletter**

- 801.1 The district shall publish a newsletter called the KANSAS KIWANIAN and distribute to each Kiwanian and others as the Board of Trustees and Editor determine.
  - a. The Editor shall be appointed by the Governor.
  - b. The Governor and Editor shall determine the number of issues, publication date, and news due date

- c. The Editor shall inform the Board, committee chairs, and the club secretaries of the news article format, photograph submission, suggested source of news, and suggested articles to submit.

801.2 Each club and division Lieutenant Governor is requested to send a copy of their newsletter to the Kansas District Public Relations chairperson for award judging.

### **802.0 District Awards**

---

802.1 District awards shall be determined by the Governor. Such awards will reflect the emphasis of the administration. The Committee Chairperson or other person responsible for the collection of nominees and selection of winners for the various awards shall submit to the Governor the award criteria and other rules concerning the awards , and receive approval, prior to announcing the award and criteria to the clubs.

802.2 An award need not be presented in any year in which the person(s) responsible for the award determines that no nominee adequately meets the published criteria and shall immediately notify the Governor.

### **803.0 District Project**

---

803.1 A District Project must have Board approval before promoting the project.

803.2 A District Project is defined as any activity conducted on a District-wide basis by a committee or individual in which the word “Kiwanis” is used in its promotion or as a part of the name of such activity.

803.3 A District project involving fund raising shall require sending funds to the district secretary, reporting sales activity and inventory to the Board.

### **804.0 Records Retention**

---

804.1 Records shall include written correspondence and documents, minutes of meetings, committee reports, district projects, computer floppy disks, CD-ROM, DVD, photographs, manuals, programs, district videos, and any other information of historical value.

804.2 Officers, committee chairs, and others upon completion of term or project shall screen records, organize them, and submit to the District Secretary for storage.

804.3 A permanent file of the Board of Trustees, conventions and conferences minutes shall be maintained by the District Secretary.

804.4 Destruction of stored records require the Board of Trustees approval. An inventory of records destroyed shall be maintained by the District Secretary.

### **805.0 History**

---

805.1 The district history shall be maintained by individuals appointed by the Governor.

805.2 Maintain an accurate and updated historical district records of:

- a. Names of all club presidents, Division Lieutenant Governors, District Governors, Treasurers, Secretaries, committee chairs, and others as deemed appropriate.
- b. Information on new clubs organized and chartered including charter program.
- c. Information on outstanding achievements of the District, Divisions, Clubs, and Kiwanians.
- d. Other information considered of historical importance.

805.3 Historical information can be secured from the present and past District Officers, club officers, district and club newsletters, and Kiwanians.

805.4 Supplements to the district history book published in 2001 shall be made as directed by the Board of Trustees.

## **806.0 Member Conduct, Background Check, and Conflict of Interest**

---

- 806.1 Compliance with Kiwanis International Bylaws and Policies and Procedures concerning member conduct shall be followed.
- 806.2 Background Checks, as required by KI Bylaws and Policies and Procedures, shall be complied with. (See Appendix C.)
- 806.3 The Conflict of Interest policy of KI shall be followed. (See Appendix D.)

## **807.0 Interclubs**

---

- 807.1 Criteria for Interclub credit:
  - a. Minimum of four members of a visiting club whose membership is 31 and more.
  - b. Minimum of three members of a visiting club whose membership is 21 to 30.
  - c. Minimum of two members of a visiting club whose membership is 20 or less.
  - d. Visiting group of four, composed of a minimum of two Kiwanians plus members of a sponsored program regardless of the Kiwanis club size.
  - e. The common practice of using a Lieutenant Governor or Past Lt. Governor as a member-at-large to meet minimum member numbers shall be limited to a Lieutenant Governor or Past Lieutenant Governor from the same division as the club and shall only represent one club per event.
- 807.2 Interclub recognition shall be a banner patch for Round Robins and for 100% participation by club members.

## **808.0 Kiwanis International Convention**

---

- 808.1 Provisions for delegates and delegates-at-large to the International Convention are listed in KI Bylaws, Article XVI.
- 808.2 Special provisions for Lieutenant Governors, Past Lieutenant Governors, and Past District Secretaries is provided in KI Bylaws Article XVI, Section 2c, d, and e.

## **809.0 Clubs**

---

- 809.1 District Clubs are governed by KI Bylaws Articles IV through VIII, District Bylaws, and Club Bylaws.
- 809.2 A chartered club desiring to resign shall first contact the District Secretary for proper procedures.
- 809.3 All clubs, for their own protection, shall be incorporated with the Secretary of State. Contact the District Secretary for procedures.

## **810.0 Appendixes** - The Appendixes are from Kiwanis International Policies and Procedures and/or information and are part of the District Policies and Procedures to provide indepth guidance. Appendixes can only be changed by Kiwanis International.

- 810.1 Appendix A – District Committees – Page 13-17 (Amended 3-4-2016)
- 810.2 Appendix B – Risk Management and Youth Protection – Page 17-20
- 810.3 Appendix C – Background Checks – Page 20-22
- 810.4 Appendix D – Conflict of Interest – Page 23-24
- 810.5 Appendix E – Alcohol Guidelines – Page 24-25
- 810.6 Appendix F - Personal Confidential Information – Page 25-26

## **APPENDIX A – DISTRICT COMMITTEES**

### **KIWANIS INTERNATIONAL PROCEDURE 220**

#### **220 - DISTRICT STANDING COMMITTEES AND KEY POSITIONS**

*Note: All provisions designated “(6/15)” were adopted June 2015, but effective October 1, 2015.*

## 220.1 – Standing Committees (6/15)

- A. Kiwanis International requires the following district standing committees, which shall be appointed by the district: (1/92) (6/15)
1. **Aktion Clubs** (in districts where appropriate) 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** (in districts where appropriate) 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. **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)
  4. **Circle K** (in districts where appropriate) 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)
  5. **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)
  6. **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)
  7. **The Formula (Membership/Club Opening)** is a special initiative of Kiwanis to open clubs and strengthen membership in existing clubs. This committee is responsible for the Formula's success in the district and for providing direction and support for club opening and membership strengthening in the district. Currently, this committee consists of The Formula (Membership/Club Opening) team in each district, serving multi-year terms. The committee chair shall be the key position (coordinator) on The Formula (Membership/Club Opening). (1/92) (6/15)
  8. **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)
  9. **Kiwanis International Convention** shall assist in promoting attendance and participation in the annual Kiwanis International Convention. (4/12)
  10. **Key Club** (in districts where appropriate) 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)

11. **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)
  12. **Kiwanis International Foundation** shall, in cooperation with district leadership, promote and represent the International Foundation in the district. The committee shall encourage all Kiwanis clubs in the district to participate in the Annual Club Gift campaign and encourage all Kiwanis members in the district to support the Kiwanis Children's Fund. (4/12)
  13. **Kiwanis Kids** (in districts where appropriate) 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)
  14. **Service** shall assist clubs in the district in rendering effective service in their communities. (1/92) (4/12)
  15. **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. All Committees, with the exception of the service leadership programs committees shall begin their terms of office on the first day of October. (1/92) (6/15)
- D. Service Leadership Programs Committees:** The Circle K, Aktion Club, Builders Club, Kiwanis Kids, and Key Club Committees shall be appointed by December 1 and shall assume responsibilities for these programs on April 1. The Key Leader Committee shall be appointed by December 1 also and shall assume responsibilities on January 1. 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) (6/15)

For greater continuity and efficiency, the chairmen of the Committees on Aktion Club, Builders Club, Circle K, Kiwanis Kids, Key Club, and Key Leader are encouraged to serve consecutive terms, for such length of time as determined by the district. (6/15)

The chairmen of the Committees on Aktion Club, Builders Club, Circle K, Kiwanis Kids, and Key Club will be known as the district administrator for Aktion Club, Builders Club,

Circle K, Kiwanis Kids, and Key Club, respectively. The chairmen of the Committee on Key Leader shall be known as the district chairman. (1/92) (4/12)

## **220.2 – District Key Positions**

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. The Formula (Membership/Club Opening) Coordinator**

The Formula is a special initiative of Kiwanis to open new clubs and strengthen membership in existing clubs. The Formula (Membership/Club Opening) Coordinator is responsible for providing direction and support for club opening and membership strengthening in the district. This position collaborates with the district leadership team to develop goals and objectives for inviting and retaining members. (6/15)

### **D. 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)

### **E. Partnership Coordinator**

The Partnership Coordinator is responsible for connecting clubs with Kiwanis International's official partners and supporting clubs in developing and maintaining signature projects in their communities. The Partnership Coordinator may also help form

new partnerships in selected regions, applicable to those areas. (6/15)

**F. 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)

**220.3 – 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)

**APPENDIX B – RISK MANAGEMENT AND YOUTH PROTECTION (4/13)**

**221.1 District Risk Manager (4/13)**

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

The Risk Manager appointment must be an active Kiwanis member in good standing who does not hold any other District or International volunteer leadership positions. Additionally, he/she should have a background in property or casualty insurance, or experience as an insurance agent, insurance company employee, or attorney familiar with negligence and liability law, or have a good business background (possibly a business owner or manager). The Risk Manager may have a committee to assist him/her, but the Risk Manager appointee is responsible to Kiwanis International in their duties. (4/13)

The District Risk Manager should serve a term of three years, so the governor-elect or governor shall only appoint this position when a term will be open (or has become vacant). (4/13)

Risk Managers shall learn and understand the contents of the Liability Risk Management Packet and serve as a resource for the clubs; provide answers to basic questions and instruct the clubs on how to utilize the risk management materials provided; conduct workshops and training for the district (developed by Kiwanis International); regularly communicate with the Kiwanis International Risk Manager regarding club activities and issues that arise; and attend the District Risk Manager Training provided by Kiwanis International. (4/13)

**221.2 – District Youth Protection Manager (4/13)**

The Youth Protection Manager appointment must be a Kiwanis member in good standing who does not hold any other District or International volunteer leadership positions. Additionally, he/she should have a background in youth training, education or law enforcement; ability to speak in public and conduct workshops and training sessions. (4/13)

The Youth Protection Manager should serve a term of three years, so the governor-elect or governor, in conjunction with the Key Club District Administrator (where appropriate), shall only appoint this position when a term will be open (or has become vacant). (4/13)

Youth Protection Manager shall learn and understand the contents of the Youth Protection Guidelines; serve as a resource for the clubs; provide answers to basic questions and instruct the clubs as to how to utilize the materials provided; conduct workshops and training at district events using materials provided by Kiwanis International; ensure

Kiwanis district Staff and Leadership receive annual training on the Youth Protection Guidelines; submit youth protection articles for the district bulletin.; regularly communicate with Kiwanis International regarding club activities and issues that arise; attend the Youth Protection Guidelines annual training and seek to keep up to date on trends impacting youth protection. (4/13)

### **District Policy on Youth Protection Guidelines**

All adults working with youth under the age of 18 at any district event are expected to read/understand, agree to, and abide by these guidelines.

**Chaperone:** A chaperone is defined as a Kiwanis member, faculty member, parent, legal guardian, or person who is in loco parentis, twenty-one (21) year or 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.

**Use of Alcoholic Beverages and Tobacco:** While attending any district event that is produced primarily by or for the benefit of youth, adults are expected to refrain from consumption of alcoholic beverages and/or the use of tobacco products during any portion of the event.

**Reporting:** If a Kiwanian observes troubling behavior involving a youth at a district event or becomes aware of a situation that is illegal or potentially unsafe for a young person at a district event, he/she 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, he/she must contact leaders of the event and provide notification to law enforcement personnel as appropriate. (4/14)

**Overnight Stays:** While attending a district event that requires an 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. Except for a parent sharing a sleeping room or other sleep quarters (e.g., tent) with his/her 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. )

**Transportation:** Adults transporting youth in a vehicle should do so with a second adult in the vehicle, or in hardship cases, the “rule of threes,” being at least three people in the vehicle at all times, is recommended. All transportation decisions should be made in accordance with local laws and school policies.

**Medications:** The possession of prescription and non-prescription medications by youth at a district event should be permitted only by the written permission of the parent/guardian.

**Criminal History Background Checks:** Criminal history background checks for adults working with youth at district events may be required for all such adults and, if conducted, should conform to applicable local and state/provincial laws and requirements. In the absence of any other requirement to do so, Kiwanis clubs are required to have a background check, by any provider, of any of any member serving as advisor to any Service Leadership Program club, program or activity. Kiwanis International’s criteria shall be followed to determine if the background check is considered ‘clear’. Persons without a clear background check may not serve as the advisor. Approved background checks shall be valid for no more than ten years. Clubs are strongly encouraged to ensure confidential background checks for all adults who will be working directly with youth outside of the school or who may not have undergone a background check. (4/14)

All adults working with youth at all district-sponsored events must have a background check that is considered to be ‘clear,’ based on the criteria established by Kiwanis International. Such events include, but are not limited to the Kiwanis district convention, Key Club district convention, and Kiwanis Mid-Year Conference, etc.

Kiwanis International requires clear background checks conducted by its provider for all adults working with youth at all Kiwanis International sponsored events including Key Club International Convention, Key Club Governor and Administrator training conference, Key Club International Leadership Conference, and any Key Leader weekend. A district may also require background checks for other adults working with youth as part of district programs or events.

**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.

**Personal Information:** All documents bearing personal information of any youth attending a district 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.

**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, he/she 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.

*Note: Consult Kiwanis International Policy B for recommended social media guidelines.*

**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.

**Education:** 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.

#### **432 – Youth Protection Guidelines (4/14)**

##### **432.3 – 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, he/she 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, he/she must contact leaders of the event and provide

notification to law enforcement personnel as appropriate. (1/13) (4/14)

#### 432.7 – Criminal History Background Checks

Criminal history background checks for adults working with youth may be required for all such adults and, if conducted, should conform to applicable local and state/provincial laws and requirements. In the absence of any other requirement to do so, Kiwanis clubs are required to have a clear background check, by any provider, of any member serving as advisor to any Service Leadership Program club, program or activity. Kiwanis International's criteria shall be followed to determine if the background check is considered 'clear.' Persons without a clear background check may not serve as the advisor. Approved background checks shall be valid for no more than ten years. Club are strongly encouraged to ensure confidential background checks for all adults who will be working directly with youth outside of the school or who may not have undergone a background check. (1/07) (4/14)

Kiwanis International requires clear background checks conducted by its provider for all adults working with youth at all Kiwanis International-sponsored events including Key Club International Convention, Key Club Governor and Administrator training conference, Key Club International Leadership Conference, and any Key Leader weekend. A district may also require background checks for other adults working with youth as part of district programs or events. (1/07) (4/14)

## APPENDIX C – CRIMINAL HISTORY BACKGROUND CHECKS

### District Policy Guidelines for Criminal History Background Checks

**Applicability:** To ensure the highest standards of leadership and that adults working with youth are of the **utmost** moral fiber, this district requires a clear criminal history background check for:

- Any district board-approved chairperson(s) and their assistants for Kiwanis-branded Programs involving youth under age 18;
- All adults (Kiwanis members and non-members) registered for, participating in or staying overnight at any event organized by a Kiwanis district or club that involves interaction between adults and youth under age 18;
- The following district offices: President, President-Elect and Vice-Governor.
- Any positions not covered by one of the above categories.

**Requirement:** Kiwanis International requires all districts conducting background checks to follow the screening criteria stated in Kiwanis International Procedure 197 – Criminal History Background Checks when determining if the checks are 'clear.' Kiwanis International strongly encourages all clubs to do the same.

**Clear Check:** Successful completion of the background check (a "clear check") is based on verification that none of the convictions stated in Kiwanis International Procedure or similar thereto have been determined for that person. The list of convictions that cause ineligibility (i.e. those that prevent a 'clear' check) are listed in Kiwanis International Policy 197.2.

**Service Provider:** This district uses the same criminal history background check service provider as used by Kiwanis International.

*Informational Note: Kiwanis International uses Safe Hiring Solutions. A separate contract for each district is required. Contact Lisa Heindricks at Kiwanis International for details.*

**Criteria:** All background checks shall be reviewed and evaluated by the District Secretary and determined to be clear or not clear, based on the criteria established by Kiwanis International.

*Informational Note: The person who reviews all background checks results should usually be the District Secretary, since he/she often has the greatest experience in administrative tasks and often serves more than one year in office, providing continuity in the process. If not the District Secretary, another single individual should be appointed. A committee should **not** be appointed to review background checks, because having several people involved encumbers the process and violates privacy.*

**Notification:** The person being checked and the District Board shall be advised if a check indicates a problem or concern that requires further investigation or is determined to be not clear.

**Validity:** Background checks are valid for a period of two years. All relevant persons who have not had a criminal history background check conducted and verified as clear within the past two years at any given time are subject to a new check.

**Copy:** An individual may receive a copy of his/her background check by requesting it in writing.

**Cost:** Each individual subject to a background check shall be responsible to pay the charges. Checks shall be conducted as inexpensively as reasonably possible to assure accurate results.

*Informational Note: Districts may pay for these checks, if they prefer to do so.*

**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. The district shall refer to the representative examples of such convictions found in Kiwanis International Procedure. Other types of felony convictions will be reviewed on a case-by-case basis by the District Secretary. Any conviction legally reversed or overturned by the proper authorities shall not be considered when evaluating the background check.

**Discipline:** A check that is not clear causes automatic denial of the right to participate in the event in question or to hold the office or position in question or to be a candidate for such officer or position

**Appeal:** Anyone subject to action as a result of a background check shall have the right to appeal such action.

#### **1. Appeal Committee**

A standing committee on Background Check Appeals shall be appointed by the

Governor, subject to approval by the District Board, to be composed of three persons, none of whom may be a current District Board Member. Initial appointments will include a one-year, two-year, and three-year term; thereafter, all members shall serve for a three-year term, with each new Governor adding one new member to the committee. The committee's duties shall be to review the action taken based on something reflected in a criminal history background check, if disputed and appealed by the person in question and if referred to the committee by the District Board, in accordance with the district policy and procedure on background checks.

## **2. Appeal Process**

The action resulting from a conviction shown on a background check may be appealed by the following process:

- A.** The appeal must be submitted in writing to the District Secretary\* within thirty (30) days from notification, stating the grounds of the appeal. The appeal may only come from the person who has been checked.
- B.** The District Secretary\* shall refer the matter to the Background Check Appeals Committee within fifteen (15) days of receipt.
- C.** The Appeals Committee shall consider the merits of the appeal within ten (10) days to determine if a hearing is warranted.
- D.** If a hearing is warranted, the Appeals 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 his/her own expense.
- E.** The appellant shall have the option to have legal counsel present, at his/her own expense. If the appellant has legal counsel present, the district may also wish to have legal counsel present.
- 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.
- G.** The Appeals Committee shall report its findings and recommendations to the District Governor and District Secretary\* 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 District Board to consider at the next scheduled Board meeting or a special Board meeting.
- H.** After considering the Appeals Committee report, the District Board, shall consider a motion to uphold the appeal, which shall require a two-thirds (2/3) vote to adopt. If not adopted, the appeal shall be considered denied and the original action shall stand.

*\*Informational Note: This should be the same person specified under Criteria.*

## **APPENDIX D – CONFLICT OF INTEREST**

### **Kiwanis International Policy Guidelines for Districts Conflict of Interest**

**Purpose:** In order to protect its interests as a tax-exempt organization, the Kansas District, when contemplating a transaction or arrangement that might benefit the private financial interest of an interested person, shall exercise due diligence to assure no conflict of interest exists and/or it shall take appropriate disciplinary and corrective action if, upon investigation, a conflict of interest is determined to exist.

**Definition of ‘interested person’:** Any District officer or member of a committee with powers delegated to it by the district board whom has a direct or indirect financial interest.

**Definition of ‘financial interest’:** Any of the following circumstances, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the District has a transaction or arrangement;
2. A compensation arrangement with the District or with any entity or individual with which the District has a transaction or arrangement; or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the District is negotiating a transaction or arrangement.
4. Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.
5. A financial interest is not necessarily a conflict of interest, unless determined to be so by the District Board.

**Duty to Disclose:** An interested person must disclose the existence of any actual or possible conflict of interest and be given the opportunity to disclose all material facts to the District Board. If the Board has reasonable cause to believe an interested person has failed to disclose an actual or possible conflict of interest, it shall inform the person and give him/her the opportunity to explain. If failure is determined, the Board shall take appropriate disciplinary and corrective action.

**Determination:** An interested person may make a presentation to the District Board about a possible conflict of interest. The Board may appoint an investigation committee composed of one or more disinterested persons to investigate the matter and report its findings and recommendation to the Board. The Board shall then decide, by majority vote of the disinterested persons, whether a conflict of interest exists, and, if so, whether to continue the arrangement or practice or to offer alternatives that would prevent the conflict. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the District Board shall determine whether the transaction or arrangement is in the District’s best interest, whether it is fair and reasonable, and whether to enter into the transaction or arrangement.

**Compensation Matters:** A voting member of the District Board or any committee with power delegates by the Board who receives compensation, directly or indirectly, from the District for services

is precluded from voting on matters pertaining to that member's compensation. (4/07)

**Records of Proceedings:** The record of District Board meeting and investigation committee meeting (if any) should contain thorough and complete information on the proceedings, including all relevant facts, the content of the discussion, actions considered, and votes taken.

**Annual Statements:** Each interested person shall, before assuming district office or committee membership, sign a statement that affirms he/she understands and complies with the District policy on conflict of interest.

## **APPENDIX E – ALCOHOL GUIDELINES**

### **District Policy on Alcohol Guidelines**

Alcohol may be served or consumed at district events in a legal and responsible manner, provided such serving or consumption is done in accordance with the applicable customs and laws.

The presence of alcohol at a function greatly increases the risk of personal injury, and districts must be conscious of liability exposure whenever alcohol is offered. When providing alcohol at a district event, the district will adhere to the alcohol guidelines established by Kiwanis International, as stated below.

#### **Kiwanis International Guidelines for Serving Alcohol**

The preferred method for providing alcohol at a district event is to transfer the risk by hiring a licensed entity to provide the alcohol. A certificate should be requested from the entity naming the district 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.
- 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.

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

- 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.

If the district conducts an event that is outside of the above circumstances, it will 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.

Coverage under Kiwanis International’s alcohol liability insurance is intended to protect Kiwanis from third-party liability. No coverage is provided to club members, district volunteers, or employees for their injury.

This policy incorporates recommended best practices in the industry regarding proper handling and protection of confidential information such as that submitted by members and non-members for background checks, event registration, youth medical forms, etc.

These ‘best practices’ include:

- Minimizing the number of people who have access to personal information;
- Storing personal information documents in a secure location for a finite period of time in compliance with applicable law; and
- Destroying the documents in a way that maintains confidentiality, such as shredding.

## **APPENDIX F – PERSONAL CONFIDENTIAL INFORMATION**

### **District Policy on Personal Confidential Information**

This district shall adhere to the following policy on personal confidential information (PCI) of members and non-members.

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:

- 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.)
- 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 but not limited to notebooks computers, USB drives, Smartphones, etc., PCI should be encrypted.
- An employee or contractor will not physically take PCI from the office or storage location (i.e., file, laptop, etc.).

- 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.
- 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.
- The number of persons that see PCI will be limited to one if possible or else as few as possible.

The disposal and destruction of all PCI will conform to applicable laws and regulations. Unless otherwise required by law: (1) PCI records will be maintained for at least seven years; and (2) youth medical 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.